

Equality Impact Assessment Record

Name of new / revised Policy:	Career Movement and Development Policy
Purpose of Policy:	To move COPFS employees latterly across the business for business requirements and personal development.
Lead EIA Officer:	xxxx
Team / Federation:	HR
Email Address:	xxxx
Others involved:	xxxx
Date Assessment Completed:	23 September 2019
Assessment Record Authorised by:	xxxx

This new / revised policy was fully assessed for any equality impact based on the General Equality Duty of the Equality Act (2010).

Background Details about new policy / process

Career movement is defined as level transfer (i.e. within existing substantive grade) and includes:

- Change of duties within an office or team;
- Change of location;
- Movement to a different area of work, either within the same or to another Function.

This policy has been introduced to provide a mechanism to move staff on level transfer without having to undertake a formal application and interview process. This is borne out of feedback from staff during Fair Futures consultations, other informal discussions and surveys. The key themes emerging being the requirement for:

- A more systematic approach to career development and succession planning;
- Fairness and equality of access to different types of role;
- Maximum organisational resilience;
- Improved wellbeing;
- Posts are vacant for a minimum amount of time;
- Reduced travel time and cost.

Summary of research and consultation carried out:

Trade union consultation
Fair Future Volunteers consultation
Fair future workshops
Fair Future Sponsors
Heads of Business Management
Senior Executive Team

Equality Ambassadors contacted:

(if none, please give reasons why)

This policy will affect a significant number of employees across COPFS therefore, due to the degree of impact; it is recommended that a full EIA is undertaken by COPFS Equality Advisory Group, in collaboration with HR and Trade Unions.

Key issues identified: -

(Note here if you conclude there are no equality issues relating to the new / revised policy)

The approach to career movement and development is evidence-based; decisions will take into account the latest information about the requirements of the organisation, and also the latest information about individual's performance, and skills/qualifications, their aspirations and preferences, their work patterns, their wellbeing including any workplace adjustments, and their home location

Points were raised by Fair Future Volunteers around moving people for development purposes. Therefore a number of points will be considered when determining those selected for movement due to development:

This may include:

- Length of time in current post
- Business requirements
- Geography of roles
- Personal circumstances, e.g. caring responsibilities
- Wellbeing concerns
- Disability
- Workplace Adjustments
- Employees returning from Maternity / Adoption Leave / Shared Parental Leave
- Working pattern in conjunction with job role
- Performance record and skills passport
- Resilience for particular roles where Vicarious Trauma Referral may be required
- Skills, knowledge and experience
- Security Clearance

And also if vacancies will be filled out with the 'Career Movement and Development' register.

Vacancies may be filled without reference to the Career Movement and Development Register in the following circumstances:

- A management move due to a specific and urgent business requirement, for example but not exclusively:
 - moving an employee identified as suitable to meet a business need.
- Compassionate transfer or transfer on wellbeing or medical grounds
- Returning to work following a Career Break Secondment or Loan.

Points were raised at the EIA meeting around the use of the mobility clause and its exceptions. Movement for those deemed non mobile can continue to be moved for business reasons within reasonable travelling distance from their home taking into account individual circumstances.

The use of 'a procedural irregularity' as part of the appeals process was questioned, as employees moved under the CMD policy will not be directly aware of the processes implemented by managers. However this would cover various aspects of the appraisal cycle/timescales which could impact employees.

Changes made to new / revised Policy

Once the final consultations are concluded finer points within the policy may be edited.

Review Process for Policy

The policy will be reviewed a year from the first people being selected from the 'Career Movement and Development' register for development moves and one year from the first movement through the level transfer movement/rotation discussions.

SEND THIS COMPLETED FORM TO DiversityTeam@copfs.gsi.gov.uk

For further information about this impact assessment,
please contact:
Equality Team, Policy Division,
Crown Office, 25 Chambers Street, Edinburgh, EH1 1LA

Alternatively send an email to DiversityTeam@copfs.gsi.gov.uk.

Assessment records can be made available in alternative
formats
or languages on request.