

Impact Assessment (IA) form (April 2024)

The Impact Assessment (IA) helps us to consider the impact of our work.

What is an Impact Assessment?

The IA helps us to understand the impact of our work and to inform our decision making. It helps to show how our activities supports several legal duties or priorities such as mainstreaming equality, considering island communities and promoting children's rights.

How do I complete the IA and what do I need to know?

The IA Guidance explains what IAs are and how to complete them. The appendix sets out different things that you need to think about for each section in the form. The Policy and Equality Team can also help: policyandequality@sssc.uk.com

Do I need to develop an IA?

You must complete an IA if you are creating or reviewing a relevant piece of work. Examples include a policy, procedure, strategy or project. It may also include an activity that has budgetary implications or a change that affects our employees or registrants. We complete assessments for different areas including the Future Proofing Programme, review of the website, HR policies and complaints procedure. We publish completed IAs on our website.

- You must complete an IA if the piece of work needs a decision from Council, Executive Management Team or a programme board. Your report should include a summary of the IA or explain why you didn't create one. See guidance for further information.
- You may need an IA for activities such as purchasing or developing a new product, creating a new strategy or implementing a project.
- Consider what you're doing and ask questions that help you to understand the impact of your work. Ask questions such as who your work affects, what difference will it make and what evidence do you have to support your approach.
- You must complete an IA as early as possible in the process. It should be proportionate and you may not need to complete every section. Some sections cover legal duties such as the Public Sector Equality Duty. Other sections link to our priorities such as promoting trauma informed practice.
- It is your responsibility to decide whether you need to complete an IA. Heads of Department are responsible for approving and monitoring IAs.

Data Protection Impact Assessments (DPIAs) and Strategic Environmental Assessments

- Data Protection Impact Assessments (DPIAs) are separate and are not part of this IA. See the [Information Governance](#) pages on the intranet for further information.
- SEAs are also separate assessments. See the IA guidance for further information.

Impact Assessment

SECTION A: GENERAL INFORMATION

Question	SSSC approach
A1. Name of piece of work	Code of Conduct for employees
A2. Brief description of work, including purpose and summary of aims.	The Code of Conduct sets out the ethical standards and behaviours that we require from staff.
A3. How does the work link to our Strategic Plan 2023-2026? Choose one strategic theme. If helpful provide more information in A2.	Trusted
A4. Responsible department for this work	Human Resources
A5. Date of last Assessment or policy review (if relevant)	May 2021
A6. Have you completed a Data Protection Impact Assessment? If yes please list the title and sign-off date.	No

SECTION B: EQUALITY IMPACT ASSESSMENT (EQIA)

Please see guidance notes before completing the second column in this section, particularly Part 2 and Section B of the Appendix.

Question	SSSC approach
<p>B1. Understanding impact: How is this piece of work relevant to equality groups?</p> <p>Use this section to briefly set out the context. Have you considered where there might be an impact?</p>	<p>This Code describes the acceptable ethical standards and behaviours that we require from staff. This provides clarity to all on how they must behave and how they can expect others to behave towards them. This promotes a consistent approach and reduces the opportunity for unacceptable behaviours to inadvertently occur. It affirms our commitment to treat seriously any breach of the Code.</p>
<p>B2. Reviewing evidence and finding gaps</p> <p>What internal or external evidence on equality groups did you use to support your understanding (step 1) and assessment (step 3). Did you find gaps in the data?</p> <p>Examples could include data on SSSC employees: Mainstreaming Report, Data Annex, 2023 or the social work, social care and children and young people workforce: workforce data website.</p> <p>Population data is available from the Scottish Government's Equality Evidence Finder and National Records of Scotland website.</p>	<p>We have benchmarked the Code against other organisations, consulted internally, sought the views of our trade union partner, Unison, and used our own knowledge and experience to update the Code.</p>

B3: Assessing impact and taking action Will your piece of work have a negative, neutral or positive equality impact? Explain why. List any actions and summarise in Section H.	This Code is expected to have a positive impact on promoting equality by reducing the opportunity for negative behaviours to occur. It is not expected to impact on one characteristic any more than another other than due to the prevalence of such behaviour in society.
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SECTION C: CHILDREN'S RIGHTS AND CARE EXPERIENCE ASSESSMENT

Please see guidance notes before completing the second column in this section, particularly Part 2 and Section C of the Appendix.

Question	SSSC approach
C1. Understanding impact: How is this piece of work relevant to children's rights and care experienced children and young people? Use this section to briefly set out the context. Have you considered where there might be an impact?	This Code is expected to have no impact in this area as it applies to Adults only.
C2. Reviewing evidence and finding gaps What internal or external evidence on children's rights or care experience did you use to support your understanding (step 1) and assessment (step 3). Did you find gaps in the data? Examples: Children's social work statistics available from Scottish Government website. The Promise Scotland and the Children and Young People's	

Commissioner Scotland have several resources on care experience and children's rights.	
C3: Assessing impact and taking action Will your piece of work have a negative, neutral or positive impact on children's rights or care experience? Explain why. List any actions and summarise in Section H.	

SECTION D: TRAUMA INFORMED ASSESSMENT

Please see guidance notes before completing the second column in this section, particularly Part 2 and Section D of the Appendix.

Question	SSSC approach
D1. Understanding impact: How is this piece of work relevant to trauma informed practice? Use this section to briefly set out the context. Have you considered where there might be an impact?	This code is not expected to have a direct impact on "trauma" however it may have an indirect impact due to the reasons described B1.
D2. Reviewing evidence and finding gaps What internal or external evidence on trauma informed practice did you use to support your understanding (step 1) and assessment (step 3). Did you find gaps in the data?	We have benchmarked the Code against other organisations, consulted internally, sought the views of our trade union partner, Unison, and used our own knowledge and experience to update the Code.

<p>D3: Assessing impact and taking action</p> <p>Will your piece of work have a negative, neutral or positive impact on our work to promote trauma informed practice? Explain why. List any actions and summarise in Section H.</p>	
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SECTION E: ISLANDS, FAIRER SCOTLAND AND VULNERABLE PEOPLE ASSESSMENT

Please see guidance notes before completing the second column in this section, particularly Part 2 and Section E of the Appendix.

Question	SSSC approach
<p>E1. Understanding impact: How is this piece of work relevant to the Scottish Islands, promoting a Fairer Scotland or supporting vulnerable people?</p> <p>Use this section to briefly set out the context. Have you considered where there might be an impact?</p>	<p>This code is not expected to have a direct impact on those living on islands however it may have an indirect impact due to the reasons described B1.</p> <p>This code may have an impact on creating a positive and supportive culture for those that are vulnerable and contributes to creating a fairer Scotland.</p>
<p>E2. Reviewing evidence and finding gaps</p> <p>What internal or external evidence on the Islands, Fairer Scotland or vulnerable people did you use to support your understanding (step 1) and assessment (step 3). Did you find gaps in the data?</p>	<p>As described in B3.</p>

<p>Examples: Scottish Government publishes data on composition of island population. We publish workforce data on proportion of staff in island local authority areas. The Government also publishes data on poverty and carers: Poverty and Income inequality statistics and Carers Census.</p>	
<p>E3: Assessing impact and taking action</p> <p>Identify any actions here, including timescales, lead responsibility and how you'll monitor success.</p>	<p>This Code is expected to have a positive impact as described in B3 above.</p>

SECTION F: EMPLOYER ASSESSMENT

Please see guidance notes before completing the second column in this section, particularly Part 2 and Section F of the Appendix.

Question	SSSC approach
<p>F1. Understanding impact: How is this piece of work relevant to employers?</p> <p>Use this section to briefly set out the context. Have you considered where there might be an impact?</p>	<p>This Code is expected to have no impact in this area as it applies internally only.</p>
<p>F2. Reviewing evidence and finding gaps</p> <p>What internal or external evidence on employers did you use to support your understanding (step 1) and assessment (step 3). Did you find gaps in the data?</p> <p>Examples: Our data website has information on employers and active services registered with the Care Inspectorate. For example, have you consulted employers on your proposals? Have you identified any challenges or options?</p>	
<p>F3: Assessing impact and taking action</p> <p>Identify any actions here, including timescales, lead responsibility and how you'll monitor success.</p>	

SECTION G: SUSTAINABILITY ASSESSMENT

Please see guidance notes before completing the second column in this section, particularly Part 2 and Section G of the Appendix.

Question	SSSC approach
G1. Understanding impact: How is this piece of work relevant to sustainability? Use this section to briefly set out the context. Have you considered where there might be an impact?	This Code is expected to have no impact in this area.
G2. Reviewing evidence and finding gaps What internal or external evidence on sustainability did you use to support your understanding (step 1) and assessment (step 3). Did you find gaps in the data?	
G3: Assessing impact and taking action Identify any actions here, including timescales, lead responsibility and how you'll monitor success.	

H. FINAL REVIEW AND SIGN-OFF

SSSC approach	SSSC approach
H1. Summary of Assessment a. Summary of any actions or changes found during assessment b. How will we monitor this piece of work and any further impacts?	This Code is monitored on an ongoing basis and will be updated as and when required. We adopt a three yearly review schedule at which point it will be fully reassessed.
H2. Owner (Head of Department): Date approved by Head of Department:	Head of Human Resources. April 2024.

NEXT STEPS

Send completed IA to [Policy and Equality Team](#). Please let know the Team know when the IA should be published on our website or if there is any reason why we should not publish the IA.

Reports to Council, Committee, Executive Management Team and Programme Boards must include your IA. Please contact [Legal and Corporate Governance team](#) for further information.