

EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING TEMPLATE (IST)

Initial screening needs to take place for all new/revised Council policies. The word ‘policy’, in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision. This stage must be completed at the earliest opportunity to determine whether it is necessary to undertake an EIA for this activity.

Name of Policy:	Grievance Policy and Procedure
Lead Officer (responsible for assessment):	Nicole Pema, HR Manager
Department:	HR
Others Involved in the Assessment (i.e. peer review, external challenge):	
Date Initial Screening Completed:	January 2021

- (a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

Any worker may at some time have problems or concerns with their work, working conditions or relationships with colleagues that they wish to raise with their manager or another member of management, this is known as a ‘grievance’. The employee will want the grievance to be addressed, and if possible, resolved.

Grievances are best dealt with at an early stage, informally, with the immediate line manager. Generally, most problems can be raised and settled during the course of everyday working relationships. It is in the Council’s interests to resolve these problems before they can develop into major difficulties.

However, the Council recognises that there is a need for a formal written policy to ensure that employees and managers are clear about their rights and responsibilities and that there are procedures in place to handle cases left unresolved.

- (b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

All staff employed by the Council.

- (c) **Is this assessment informed by any information or background data?** i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

The Policy is informed by:

- a) Relevant Legislation, including:
- Data Protection Act 2018

- Equality Act 2010
- Employment Act 2008
- Employee Relations Act 2004
- Employment Act 2002
- Employment Relations Act 1999
- Employment Rights Act 1996
- Trade Union and Labour Relations (Consolidation) Act 1992
- The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015
- Health and Safety at Work, etc Act 1974

b) Acas Code of Practice on Disciplinary and Grievance Procedures

(d) Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics (please tick all that apply):

Ethnicity	<input checked="" type="checkbox"/>	Age	<input checked="" type="checkbox"/>
Sex	<input checked="" type="checkbox"/>	Religion or Belief	<input checked="" type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Sexual Orientation	<input checked="" type="checkbox"/>
Gender Reassignment	<input checked="" type="checkbox"/>	Marriage & Civil Partnership	<input checked="" type="checkbox"/>
Pregnancy & Maternity	<input checked="" type="checkbox"/>		

Please explain any impact identified: i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

The policy has a positive impact in all equality areas because it provides a non-discriminatory mechanism for all Council staff to deal with grievances that arise. It will be applied fairly and consistently to all staff employed by the Council in line with the Council's Equality, Diversity and Inclusion Policy.

The policy makes clear that additional assistance will also be provided to disabled employees involved in grievances. This includes ensuring that:

- the timing and location of meetings/hearings is reasonable; and
- reasonable adjustments will be made to assist employees and others attending the hearing with a disability.

Potential negative impact in relation to people's perceptions of the grievance policy and procedure, i.e. perception of how religion is accepted at the Council may prevent a member of staff from raising a grievance about dress codes, prayer time etc. However, except for people's perceptions, there is no evidence to suggest that the policy would directly or indirectly discriminate on any equality groups. Just need to ensure that people's negative perceptions are minimised wherever possible to increase confidence in the procedure and ensure that employees are able to disclose personal and diversity related issues.

Grievance Policy and Procedure only available in English, however, a translation service is available.

(e) Does the policy affect service users or the wider community?

NO

(f) Does the policy have a significant effect on how services are delivered?	NO
(g) Will it have a significant effect on how other organisations operate?	NO
(h) Does it involve a significant commitment of resources?	NO
(i) Does it relate to an area where there are known inequalities, e.g. disabled people's access to public transport etc?	NO

If you have answered **YES** to any of the questions above, then it is necessary to proceed with a full equality impact assessment (EIA). If the answer is **NO**, then this judgement and your response to the above questions will need to be countersigned by your Service Lead Officer and then forwarded to the HR Manager.

Signatures:

Completing Officer: Nicole Pema Date: January 2021

Service Lead Officer: Nicole Pema Date: January 2021

