

## Equality impact, needs and requirements assessment form

Please use this form to record your findings, proposed actions, equality objectives and targets. Use the guidance notes to help you do the assessment or contact the Equality Standard Project Manager if you need some advice

### About the policy, practice, service or function you are assessing

Name of policy, practice, service or function: Grievance Policy

Assessment team leader name: Kelly Harrison

Date of assessment: 16 December 2011

Department responsible: Resources Service Area: Human Resources

Other members of assessment team:

Name	Position	Area of expertise	Comments
Maggie Fennel	Unison Rep and Chair of Disabled Employees Network		
Barry Seagrave	GMB Union Rep		
Denise Tinley	GMB Union Rep		

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<b>Question</b>	<b>Response/ findings</b>
What are the main aims and objectives or purpose of the policy, practice, service or function that you are assessing?	<ul style="list-style-type: none"><li>▪ To update our policy that outlines our principles for managing workplace grievances.</li><li>▪ To speed up the process by reducing timescale for managing and hearing cases.</li></ul>
Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person, team, department, or body – and include any outside organisations who deliver under procurement arrangements.	The policy has been developed by Jane Smith – Human Resources. The procedure will be implemented by managers, Human Resources and employees throughout the Council.
Who is affected by the policy, practice, service or function, or by how it is delivered? Such as, who are the external and internal customers, groups, or communities?	The policy is applicable to all employees other than those employed under governing bodies of community, voluntary controlled and trust schools. There are also separate provisions for chief officers and the chief executive. The policy does not cover post employment grievances.
What outcomes do we want to achieve, why and for whom? For example, what do you want to be providing, how well, what changes or improvements, and what should the benefits be for customers, groups or communities?	<ul style="list-style-type: none"><li>▪ To ensure Derby City Council’s compliance with employment legislation.</li><li>▪ To ensure all employees are aware of the grievance policy and procedures.</li><li>▪ To make sure all employees have access to the same information.</li><li>▪ Provide information that is easy to understand and practical resources for managers.</li><li>▪ To build consistency of style and approach to HR policies.</li></ul>
What existing or previous inspections of the policy, practice, service or function are there? For example, Best Value Inspections, policy reviews, research into the effects of a	This policy has been in existence for some time. There is no research about the effects of this policy other than feedback from managers, employees, HR and trade unions.

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policy or practice. What did they tell you?	There are some inconsistencies in application of the policy across the organisation but these are being dealt with on a case by case basis.
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**Identifying potential equality issues and factors**

<b>Question</b>	<b>Response/ findings</b>
What do you already know about the equality impact or need? For example, from research, feedback, consultation or any performance monitoring	<ul style="list-style-type: none"> <li>▪ There does not appear to be any negative impact on equality groups. Reasonable adjustments will be provided as necessary.</li> <li>▪ There may be some complex issues in sexuality or gender cases.</li> </ul>
Is there any evidence of higher or lower take up under the policy or practice, or of the service or function for any particular groups? For example, who uses the service, who doesn't and why not?	Statistics are put together annually in an employee statistics report. These are analysed by internal equality forums and actions put in place where necessary.
Have there been any important demographic changes or trends locally? For example is the population changing, and if so, how and what might that mean for the service or function?	No impact on this policy.
Is there an indication that any of the policies or practices involved with the service or function creates particular problems or difficulties for any groups of customers or communities?	No evidence to suggest this other than a lack of consistent process. Information available in written form will be provided in other formats where required.
What information or data exists? For example, statistics, customer feedback, complaints, research, monitoring – who keeps it and can you get hold of it?	Statistics are put together annually in an employee statistics report. These are analysed by internal equality forums and actions put in place where necessary.

Does any equality or diversity objectives already exist? If so, what are they and what is current performance like against them?	N/A
Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?	<ul style="list-style-type: none"> <li>▪ The new style of the policies includes the positive about disabled people logo, the equality mark and stonewall diversity champion logo. Including these helps demonstrate our commitment to equality.</li> <li>▪ The new version of the policy should help to achieve consistency in practice across the Council.</li> <li>▪ No negative effects other than availability of information which will be provided in other accessible formats where required.</li> </ul>

## **Analysing the information and data and setting equality objectives and targets**

Please give your detailed findings in this table

<b>Service or function</b>	<b>Policy or practice</b>	<b>Findings</b>	<b>Which groups are affected and how</b>	<b>Whose needs are not being met and how?</b>

**Objectives - process, impact or outcome based**

Please give your proposed objectives/ targets in this table

<b>Objective/Target:</b>	<b>To monitor the number of formal grievances</b>
Specific	Action can be taken if results appear disproportionate in equality groups.
Measurable	To continue with the 'employment statistics' report already in place.
Achievable	
Relevant	
Timed	Every 12 months

<b>Objective/Target:</b>	<b>To meet the needs of all employees and provide information in accessible formats where required.</b>
Specific	Provide Braille/audio (or other) formats of the policy where necessary.
Measurable	
Achievable	
Relevant	
Timed	As required

<b>Objective/Target:</b>	<b>Monitor the number of times mediation is used and whether this has been successful</b>
Specific	Determine how to gather and measure data
Measurable	
Achievable	
Relevant	
Timed	Anually

## Monitoring and reviewing - incorporating into performance management

Please summarise your objectives and targets in this table with your proposed monitoring and reporting arrangements

Objective	Planned action	Target performance			Responsible lead officer	Reporting cycle, for example, quarterly
To monitor the number of formal grievances by protected characteristic.	Action can be taken if results appear disproportionate in equality groups.					Annually
Monitor the number of times mediation is used and whether this has been successful.	Determine how to gather and measure data.					Annually
To meet the needs of all employees and provide information in accessible formats where required.	Provide Braille/audio (or other) formats of the policy where necessary.					As required – monitor number of requests

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