

## Equality Impact Assessment Corporate Service Improvement Tool

### Annex 5

#### Details of the Assessment

<b>Name of Function/Policy/ Service being assessed:</b>	The Grievance Procedure and the Anti-Harassment Policy.
<b>Is the activity...?</b>	<b>Existing:</b> <input type="checkbox"/> (please go to step 2)
<b>Date of assessment</b>	June 2011
<b>Directorate &amp; Service</b>	Personnel Services within Central Services.
<b>Policy Owner</b>	Central Services Director.
<b>Lead Officer</b>	The Personnel & Development Manager - Delia Gordon

<b>Step 1</b>	<b>Initial Screening for:</b>		
	<ul style="list-style-type: none"> <li>• new policies/strategies</li> <li>• revised policies/strategies</li> <li>• policy decisions</li> <li>• considering partnership working arrangements</li> <li>• procurement/commissioning activities</li> </ul> <p>(For assessments identified within the Equality Impact Assessment Timetable 2010-13 please go straight to Step 2).</p>		
	<b>Key Questions</b>	<b>Answers/Notes</b>	
1	What are you looking to achieve in this activity?		
2	Who in the main will benefit?		
AI 3	Does the activity have the potential to cause adverse impact or discriminate against different groups in the community?	Yes <input type="checkbox"/>	Please explain:
		No <input type="checkbox"/>	Please explain:

## Equality Impact Assessment Corporate Service Improvement Tool

<b>Step 1</b>	<b>Initial Screening for:</b>		
	<ul style="list-style-type: none"> <li>• new policies/strategies</li> <li>• revised policies/strategies</li> <li>• policy decisions</li> <li>• considering partnership working arrangements</li> <li>• procurement/commissioning activities</li> </ul> <p>(For assessments identified within the Equality Impact Assessment Timetable 2010-13 please go straight to Step 2).</p>		
	<b>Key Questions</b>	<b>Answers/Notes</b>	
		Note: if the answer is 'yes' then a full equality impact assessment is required – see step 2.	
4	Does the activity make a positive contribution to equalities?	Yes <input type="checkbox"/>	Please explain:
		No <input type="checkbox"/>	Please explain:
		Note: if the answer is 'yes' then a full equality impact assessment is required – see step 2.	

Where the screening has identified the need for a full impact assessment, this must:

- be commenced during the drafting stages of a new policy/strategy and fully completed following any consultation period before submitting the committee approval
- carried out before any policy decision is taken
- completed in the planning stages of any procurement exercise

## Equality Impact Assessment Corporate Service Improvement Tool

	Key Questions	Answers/Notes
<b>Step 2</b>	<b>Scoping the assessment</b>	
1.	What is the overall aim, or purpose of the function/ policy/service?	To provide a framework to enable Council staff to make a complaint about employment issues or any aspect of the organisation or groups of people within it.
2.	What outcomes do you want to achieve with this function/ policy/service and for whom?	To ensure that all complaints made by staff are dealt with fairly, consistently, objectively and in line with current legislation.
3.	Who is intended to benefit from the function/service/ policy?	Employees of the Council and, indirectly, elected Members and the residents of the Borough.
4.	Who defines or defined the function/service/policy?	Management Team consider amendments to the policies/procedures before submission to the General Purposes Committee .
5.	Who implements the function/service/policy?	All employees of the Council are expected to adhere to these policies/procedures, and, all supervisors/managers are expected to follow them when addressing “complaints”.
6.	How do the outcomes of the function/service/policy meet or conflict other policies, values or objectives of the public authority (if applicable)?	Please indicate which Sustainable Community Strategy (SCS) priority these outcomes relate to:
		Improving health & reducing inequalities
		Any other comments: In addition to these two procedures/policies, the Council has a Confidential Reporting Code. This reinforces the Council’s commitment to the highest possible standards of openness, probity and accountability by providing a framework for any employee, consultant, agency worker, Councillor, contractor or their agent, subcontractor, supplier, or any organisation working with the Council to make a confidential protected disclosure about an aspect of the organisation or the activities of a group of people. This Code falls within the remit of Financial Services It was subject to an EQiA in June 2011 which was considered by the General Purposes Committee on 27 June 2011.
7.	Are there any factors that could contribute or detract from the	No.

## Equality Impact Assessment Corporate Service Improvement Tool

	Key Questions	Answers/Notes
	outcomes identified earlier?	
<b>Step 3</b>	<b>Consideration of data and information</b>	
8.	What do you already know about who uses this function/service/ policy?	Equality outcomes regarding the use of the Grievance Procedure and the Anti-Harassment Policy are monitored annually and have not revealed any statistically significant trends pertaining to any of the protected characteristic groups.
9.	Has any consultation with service users already taken place on the function/service/ policy and if so what were the key findings?	<p>The LSBU was re-accredited with the Investors in People(liP) Award in 2010 (at Gold level), and the rest of the Council in 2009 (at Silver level). Both assessments confirmed that the Council was performing over and above the standard for the indicator to measure the extent to which “strategies for managing people are designed to promote equality of opportunity”, and “managers are effective in leading, managing and developing people”,</p> <p>The LSBU’s liP assessment in the summer of 2010 revealed high levels of agreement amongst staff against the assessment criteria of “people believe the organisation has a culture of openness and trust”, and “people believe that social responsibility is part of the culture of the organisation”.</p> <p>The 2008 Staff Survey (covering all of the Council apart from the LSBU) revealed the following outcomes:</p> <ol style="list-style-type: none"> <li>1 74.1% of staff agreed strongly that the Council had a zero tolerance approach to discrimination against staff, with only 11.5% of staff disagreeing strongly;</li> <li>2 66.6% of staff agreed strongly that the Council had a zero tolerance approach to bullying and harassment, with only 11.5% disagreeing strongly;</li> <li>3 84.8% of staff agree strongly with the statement “I am treated fairly and with respect by colleagues within my section”, with only 4.3% disagreeing strongly.</li> </ol> <p>The survey data was analysed to investigate the results for protected characteristics compared to the overall results. In those instances where there were significantly significant differences (which were slight in all cases) it was decided by the Council’s Management Team that no remedial action was required.</p>

## Equality Impact Assessment Corporate Service Improvement Tool

	Key Questions	Answers/Notes	
10.	What, if any, additional information is needed to assess the impact of the function/service/policy?	As the liP assessment for the non LSBU parts of the Council was undertaken some time ago, it was decided to select a random cross sectional sample of employees from this part of the Council to ascertain their experiences and perceptions of the two policies/procedures.	
11.	How do you propose to gather the additional information?	The Personnel & Development Manager sought feedback, on a one to one basis, from a randomly selected group of employees.	
<b>Step 4</b>	<b>Assessing the Impact</b>		
12.	Based on what information you already know, in relation to each of the following groups consider whether a) there is anything in the function/service/policy that could discriminate or put anyone at a disadvantage b) for an existing function/service/policy, how it is actually working in practice for each group.		
a.	<b>Equality groups</b>	Age	
b.		Disability	The requirement to submit a formal grievance in writing could be potentially discriminatory, or act as a barrier to those with certain impairments/special needs.
c.		Gender	
d.		Race	
e.		Religion/Belief	
f.		Sexual Orientation	
g.		General/other	Although only a small number of employees were involved in the qualitative research, none detected anything discriminatory, or potentially discriminatory in the application of the 2 policies/procedures other than the point made in “disability” above. However, it was generally felt that the existing Anti-Harassment Policy should be modified to enable people to raise issues informally.  It was also felt that, for ease of access, the Anti-Harassment policy should be re-named the Harassment Procedure.
<b>Step 5</b>	<b>Reviewing and Scrutinising the Impact</b>		
13.	Have you identified any differential	No.	

## Equality Impact Assessment Corporate Service Improvement Tool

	Key Questions	Answers/Notes
	impact and does this adversely or positively affect any groups in the community?	
14.	Can we make any changes or improvements?	In line with best practice the Grievance Procedure and the Anti-Harassment Policy should advise people that the application of the policy/procedure is subject to equalities monitoring.
15.	If there is nothing you can do, can the reasons be fairly justified?	N/A
16.	Do any of the changes in relation to the adverse impact have a further adverse affect on any other group?	No.

## Equality Impact Assessment Corporate Service Improvement Tool

Step 5 continued...		Actions to be inserted into Equality Action Plans			
Based on your answers in Step 5, please finalise your actions here. These actions will then be incorporated into our equality action plans.					
Equality Strand	Related SCS (or other) Priority	Action	Outcome/monitoring information and targets	Date for Completion	Responsible Officer
If an adverse impact was found or unmet needs identified, which actions will you put in place to address this:					
If the impact is still unclear, list the actions you will put in place to gather the information you need:					
If you did not find any evidence of unmet needs or adverse impact, list the actions you will put in place to maintain good practice:					
All	Improving health & inequalities	Update the Grievance Procedure to reflect best practice advice in the ACAS Code or Practice on Handling Disciplinary and Grievance issues.	Updated policies to be adopted by the Council.	September 2011	Delia Gordon

## Equality Impact Assessment Corporate Service Improvement Tool

### Annex 5

<b>Step 6</b>	<b>Decision making and future monitoring</b>	
17.	Which decision making process do these changes need to go through i.e. do they need to be approved by a committee/Council?	Approval needs to be sought from the General Purposes Committee.
18.	How will you continue to monitor the impact of the function/service/ policy on diverse groups?	Via annual equalities monitoring.
19.	When will you review this equality impact assessment?	2015.
<b>Final steps</b>		
<b>For an existing function/service/policy:</b> Send your assessment to the West Kent Equalities Officer		
<b>For a new function/service/ policy:</b> Summarise your findings in the committee report. Ensure planned consultations address the findings of this impact assessment.		