

## Initial Equalities Screening Record Form

<b>Date of Screening: April 2013</b>	<b>Directorate: Corporate Services</b>	<b>Section: HR</b>			
<b>1. Activity to be assessed</b>	Disciplinary Procedure				
<b>2. What is the activity?</b>	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change				
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing				
<b>4. Officer responsible for the screening</b>	Pat Butler, HR Manager CS				
<b>5. Who are the members of the screening team?</b>	Pat Butler, Anna Whitworth				
<b>6. What is the purpose of the activity?</b>	To provide a fair, lawful method of dealing with allegations of misconduct and deciding what action, if any, needs to be taken.				
<b>7. Who is the activity designed to benefit/target?</b>	Employees who have already completed probationary period, but with some exceptions stated in the policy where a separate but similar procedure exists (e.g. schools, Directors)				
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>	<b>Is there an impact?</b>	<b>What evidence do you have to support this?</b>		
<b>8. Disability Equality</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Y</td> <td style="width: 50%; text-align: center;">N ✓</td> </tr> </table>	Y	N ✓	The basic principle of the procedure is to treat all staff fairly and equitably. Adjustments can be made for disabled staff e.g. change of timing or venue, providing sign language assistance.	All HR Advisors have a knowledge of both employment law and equalities/diversity issues which they will apply when advising managers on the use of the procedure. In the last three years only one disabled employee has had a disciplinary.
Y	N ✓				
<b>9. Racial equality</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Y</td> <td style="width: 50%; text-align: center;">N ✓</td> </tr> </table>	Y	N ✓	The basic principle of the procedure is to treat all staff fairly and equitably. The disciplinary policy treats racist behaviour as a matter of serious misconduct.	All HR Advisors have a knowledge of both employment law and equalities/diversity issues which they will apply when advising managers on the use of the procedure. Six BME employees have been through the process in the last three years – two of them last year, none the year before.
Y	N ✓				

<b>10. Gender equality</b>	Y	N ✓	The basic principle of the procedure is to treat all staff fairly and equitably. Sexist behaviour would be treated as a serious matter under the policy.	All HR Advisors have a knowledge of both employment law and equalities/diversity issues which they will apply when advising managers on the use of the procedure. Numbers of either gender show no significant pattern and over the last three years have been as much as 55% male one year and 59% female another. Small numbers in the sample size make these numbers not statistically significant.
<b>11. Sexual orientation equality</b>	Y	N ✓	The basic principle of the procedure is to treat all staff fairly and equitably.	All HR Advisors have a knowledge of both employment law and equalities/diversity issues which they will apply when advising managers on the use of the procedure. No disciplinaries in the last three years have raised a sexual orientation issue.
<b>12. Gender re-assignment</b>	Y	N ✓	The basic principle of the procedure is to treat all staff fairly and equitably.	All HR Advisors have a knowledge of both employment law and equalities/diversity issues which they will apply when advising managers on the use of the procedure. No disciplinaries in the last three years have raised a gender reassignment issue.
<b>13. Age equality</b>	Y	N ✓	The basic principle of the procedure is to treat all staff fairly and equitably.	All HR Advisors have a knowledge of both employment law and equalities/diversity issues which they will apply when advising managers on the use of the procedure. No significant age related pattern detected. A very young employee, e.g. an apprentice, would be allowed to be accompanied by a parent.
<b>14. Religion and belief equality</b>	Y	N ✓	The basic principle of the procedure is to treat all staff fairly and equitably.	All HR Advisors have a knowledge of both employment law and equalities/diversity issues which they will apply when advising managers on the use of the procedure. No religious issues have been raised in disciplinaries in the last three years.

15. Pregnancy and maternity equality	Y	N ✓	The basic principle of the procedure is to treat all staff fairly and equitably.	All HR Advisors have a knowledge of both employment law and equalities/diversity issues which they will apply when advising managers on the use of the procedure. Consideration is given to the stage of the pregnancy when timing the investigation and hearing.
16. Marriage and civil partnership equality	Y	N ✓	The basic principle of the procedure is to treat all staff fairly and equitably.	All HR Advisors have a knowledge of both employment law and equalities/diversity issues which they will apply when advising managers on the use of the procedure. Has not been raised as an issue in the last three years.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	HR Advisors would advise on achieving a fair outcome irrespective of whether the person concerned was of a group that was protected by law or a group not specifically protected by law.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	n/a			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	n/a			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N ✓		
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?				
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N ✓		

**23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data?** Please complete the action plan in full, adding more rows as needed.

Action	Timescale	Person Responsible	Milestone/Success Criteria
Continue to monitor through annual workforce monitoring report	Ongoing	P Butler/S Gill	
<p><b>24. Which service, business or work plan will these actions be included in?</b></p>			
<p><b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b></p>	<p>Disciplinaries are monitored as part of our annual workforce monitoring to see if any discriminatory issues are raised as part of the disciplinary. HR colleagues routinely allow the person to be accompanied by someone other than a work colleague if they have communication issues because of, for example, a disability, or if they are not fluent speakers of English, and postponements are considered if there are for example hospital appointments or sickness.</p>		
<p><b>26. Chief Officers signature.</b></p>	<p>Signature: TONY MADDEN</p>		<p>Date: April 2013</p>