

## 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>	Grievance 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>	The purpose of the activity is to inform employees of the process to take if a matter raised by themselves has not, in their opinion, been dealt with satisfactorily.				
<b>7. Who is the activity designed to benefit/target?</b>	All employees excluding school staff, for whom a separate process exists				
<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 ✓	Equal access to redress for all employees. The basic principle of the procedure is to treat all staff fairly and equitably. Adaptations are made to the process as necessary (e.g. changes of venue, 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. Although a small sample size and therefore not statistically significant, In the last three years only one grievance was raised by a disabled employee.
Y	N ✓				

<b>9. Racial equality</b>	Y	N ✓	Equal access to redress for all employees. 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. Although a small sample size and therefore not statistically significant, in the last three years none of those raising grievances have been Black or Minority Ethnic (BME) employees.
<b>10. Gender equality</b>	Y	N ✓	Equal access to redress for all employees. The basic principle of the procedure is to treat all staff fairly and equitably. The procedure would allow selection of a different designated or investigating officer if the gender of those concerned was a significant factor (e.g. woman embarrassed to discuss sensitive issue with male investigating officer.)	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. The numbers of grievances raised by women in the last few years has been in the order of 67-86%, which given that our workforce is broadly 75% female seems proportionate.
<b>11. Sexual orientation equality</b>	Y	N ✓	Equal access to redress for all employees. 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 grievances in the last three years have raised sexual orientation issues.
<b>12. Gender re-assignment</b>	Y	N ✓	Equal access to redress for all employees. 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 gender reassignment issues have been raised in grievances.
<b>13. Age equality</b>	Y	N ✓	Equal access to redress for all employees. 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. Very young employees e.g. apprentices would be allowed to bring a parent to a hearing. Age of those raising grievances follows no set pattern and gives no cause for alarm.

14. Religion and belief equality	Y	N ✓	Equal access to redress for all employees. 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 grievances in the last three years.
15. Pregnancy and maternity equality	Y	N ✓	Equal access to redress for all employees. 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 maternity/pregnancy issues have been raised in grievances in the last three years.
16. Marriage and civil partnership equality	Y	N ✓	Equal access to redress for all employees. 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. Marital status/partnership status has not been an issue in grievances 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 always aim to reach a fair outcome for employees whether they had a legally protected characteristic or whether belonging any other group was involved.			
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.				
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>	
Continue annual monitoring	ongoing	P Butler/S Gill		
Raise awareness of procedure through publicity, emphasising its role in addressing perceived unfairness whether related to protected groups or not	2013/14	P Butler		
24. Which service, business or work plan will these actions be included in?	Discrimination Survey Action Plan (May 2013) CS- HR Business Plan 2013			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Grievances are monitored as part of our annual workforce monitoring to see if any discriminatory issues are raised as part of the grievance. 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. The procedure allows for short delays which might accommodate someone's sickness or treatments related to a disability.			
26. Chief Officers signature.	Signature: Tony Madden		Date: 01/05/2013	