

**EQUALITY IMPACT ANALYSIS
GRIEVANCE POLICY
HaRD 057**

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| Policy / Project / Function: | Grievance Policy |
| Date of Analysis: | 25 February 2014 |
| This Equality Impact Analysis was completed by: (Name and Department) | Workforce Service |
| What are the aims and intended effects of this policy, project or function ? | It is the Harrogate and Rural Clinical Commissioning Group (the CCG) policy that all employees have recourse to a publicised and well defined grievance procedure. This procedure covers both collective and individual grievances concerning terms and conditions of service. |
| Please list any other policies that are related to or referred to as part of this analysis? | <ul style="list-style-type: none"> • Disciplinary Procedure • Equality and Diversity Policy |
| Who does the policy, project or function affect ? Please Tick ✓ | Employees <input checked="" type="checkbox"/> Service Users <input type="checkbox"/> Members of the Public <input type="checkbox"/> Other (List Below) <input type="checkbox"/> |

1. Equality Impact Analysis: Screening

| | Could this policy have a positive impact on... | | Could this policy have a negative impact on... | | Is there any evidence which already exists from previous (e.g. from previous engagement) to evidence this impact |
|--------------------------------|--|----|--|----|---|
| | Yes | No | Yes | No | |
| Race | <input type="checkbox"/> | ✓ | <input type="checkbox"/> | ✓ | The CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups. Some national evidence has been produced to suggest BME staff are under-represented among senior management yet disproportionately involved in Employee relations processes. This is referenced in Roger Kline's report Snowy White Peaks 2014 which and could identify a potential negative impact. However this is mitigated with the reference in the policy to the CCGs obligations under the Equality Act. Training is also clearly available. As a new policy, there is no evidence of an adverse impact on BME staff, but in accordance with Equality and HR good practice all aspects of the policy implementation will be monitored to establish any emerging trend. |
| Age | <input type="checkbox"/> | ✓ | <input type="checkbox"/> | ✓ | Considered and no evidence of a positive or negative impact. |
| Sexual Orientation | <input type="checkbox"/> | ✓ | <input type="checkbox"/> | ✓ | Considered and no evidence of a positive or negative impact. |
| Disabled People | <input type="checkbox"/> | ✓ | <input type="checkbox"/> | ✓ | Considered and no evidence of a positive or negative impact. |
| Gender | <input type="checkbox"/> | ✓ | <input type="checkbox"/> | ✓ | Considered and no evidence of a positive or negative impact. |
| Transgender People | <input type="checkbox"/> | ✓ | <input type="checkbox"/> | ✓ | Considered and no evidence of a positive or negative impact. |
| Pregnancy and Maternity | <input type="checkbox"/> | ✓ | <input type="checkbox"/> | ✓ | Considered and no evidence of a positive or negative impact. |
| Marital Status | <input type="checkbox"/> | ✓ | <input type="checkbox"/> | ✓ | Considered and no evidence of a positive or negative impact. |

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|--|---|---|--------------------------|---|--|
| Religion and Belief | <input type="checkbox"/> | ✓ | <input type="checkbox"/> | ✓ | Considered and no evidence of a positive or negative impact. |
| Reasoning | The policy includes a procedure to ensure a clear and consistent application of the principles. No anticipated detrimental impact on any equality group. As yet there has been no evidence of a positive or negative impact, however, the annual monitoring data should be used to identify whether the any protected group is adversely affected and ensure that the application of the policy is fair | | | | |
| If there is no positive or negative impact on any of the Nine Protected Characteristics go to Section 7 | | | | | |

1. Equality Impact Analysis: Local Profile Data

| Local Profile/Demography of the Groups affected as at Jan 2015 | |
|--|---|
| General | Total number of employees in the CCG is 28 |
| Age | 75% are aged 30-55 21.43% of staff are over 55 3.57% of staff are under 30 |
| Race | 89.29% staff employed in the CCG are White 3.57% staff are Black 3.57% staff are Asian 3.57% of staff have are not stated/undefined their ethnicity |
| Sex | 46.43% staff employed are male 53.57% staff employed are female |
| Gender reassignment | No information at this stage |
| Disability | 89.29% of staff employed declared themselves as having no disability 10.71% did not declare /undefined No staff have declared a disability |
| Sexual Orientation | 89.29% of staff described themselves as heterosexual 10.71% did not wish to respond /undefined |
| Religion, faith and belief | Christianity is the largest religious group declared by staff in the CCG (50%) 25% declared themselves Atheist 17.87% were undefined or did not wish to declare 3.57% of staff have other beliefs/religious beliefs 3.57% of staff declared themselves Buddhist |
| Marriage and civil partnership | 78.58% of employees are married. No employees are in a civil partnership. 3.57% of staff did not wish to declare. The remainder (17.85%) are single/divorced/legally separated or widowed |
| Pregnancy and maternity | No information yet as the CCG has not been established long enough to build meaningful data |

1. Equality Impact Analysis: Equality Data Available

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| <p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1. Application success rates <i>Equality Groups</i> 2. Complaints by <i>Equality Groups</i> 3. Service usage and withdrawal of services by <i>Equality Groups</i> 4. Grievances or decisions upheld and dismissed by <i>Equality Groups</i> 5. <i>Previous EIAs</i> | <p>Yes <input checked="" type="checkbox"/> employee data</p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document).</p> |
| <p>List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</p> | <p>Consultation have taken place nationally and locally with Trade Union representatives</p> |
| <p>Promoting Inclusivity How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation</p> | <p>Consultation has taken place both locally and nationally with Trade Unions and staff</p> |
| | <p>This Policy does not directly promote inclusivity, but provides a framework to settle grievances in the workplace. This should contribute towards eliminating discrimination</p> |

5. Equality Impact Analysis: Assessment Test

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

| Protected Characteristic: | No Impact: | Positive Impact: | Negative Impact: | Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists |
|--|------------|------------------|------------------|--|
| Gender (Men and Women) | ✓ | | | Considered and no evidence of a positive or negative impact. |
| Race (All Racial Groups) | ✓ | | | The CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups. Some national evidence has been produced to suggest BME staff are under-represented among senior management yet disproportionately involved in Employee relations processes. This is referenced in Roger Kline's report Snowy White Peaks 2014 which and could identify a potential negative impact. However this is mitigated with the reference in the policy to the CCGs obligations under the Equality Act. Training is also clearly available. As a new policy, there is no evidence of an adverse impact on BME staff, but in accordance with Equality and HR good practice all aspects of the policy implementation will be monitored to establish any emerging trend. |
| Disability (Mental and Physical) | ✓ | | | Considered and no evidence of a positive or negative impact. |
| Religion or Belief | ✓ | | | Considered and no evidence of a positive or negative impact. |
| Sexual Orientation (Heterosexual, Homosexual and Bisexual) | ✓ | | | Considered and no evidence of a positive or negative impact. |
| Pregnancy and Maternity | ✓ | | | Considered and no evidence of a positive or negative impact. |
| Transgender | ✓ | | | Considered and no evidence of a positive or negative impact. |
| Marital Status | ✓ | | | Considered and no evidence of a positive or negative impact. |
| Age | ✓ | | | Considered and no evidence of a positive or negative impact. |

6. Action Planning

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

| Identified Risk: | Recommended Actions: | Responsible Lead: | Completion Date: | Review Date: |
|------------------|----------------------|-------------------|------------------|--------------|
| None | | | | |
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7. Equality Impact Analysis Findings

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| Analysis Rating: | <input type="checkbox"/> Red | <input type="checkbox"/> Red/Amber | <input type="checkbox"/> Amber | <input checked="" type="checkbox"/> Green |
|-------------------------|------------------------------|------------------------------------|--------------------------------|---|

| | | Actions | Wording for Policy / Project / Function |
|---|---|---|---|
| Red Stop and remove the policy | Red: As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the use of the policy be suspended until further work or analysis is performed. | <p>Remove the policy</p> <p>Complete the action plan above to identify the areas of discrimination and the work or actions which needs to be carried out to minimise the risk of discrimination.</p> | No wording needed as policy is being removed |
| Red Amber Continue the policy | As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken. | <p>The policy can be published with the EIA</p> <p>List the justification of the discrimination and source the evidence (i.e. clinical need as advised by NICE).</p> <p>Consider if there are any potential actions which would reduce the risk of discrimination.</p> <p>Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.</p> | <p>As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i>. However, a genuine determining reason exists which justifies the use of this policy and further professional advice.</p> <p><i>[Insert what the discrimination is and the justification of the discrimination plus any actions which could help what reduce the risk]</i></p> |

Equality Impact Findings (continued):

| | | Actions | Wording for Policy / Project / Function |
|---|---|--|---|
| <p>Amber</p> <p>Adjust the Policy</p> | <p>As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p> | <p>The policy can be published with the EIA</p> <p>The policy can still be published but the Action Plan must be monitored to ensure that work is being carried out to remove or reduce the discrimination.</p> <p>Any changes identified and made to the service/policy/ strategy etc. should be included in the policy.</p> <p>Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.</p> | <p>As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p> <p><i>[Insert what the discrimination is and what work will be carried out to reduce/eliminate the risk]</i></p> |
| <p>Green</p> <p>No major change</p> | <p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p> | <p>The policy can be published with the EIA</p> <p>Another EIA must be completed if the policy is changed, reviewed or if any discrimination is identified at a later date</p> | <p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p> |

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| Brief Summary/Further comments | As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage. Monitoring the use of the policy will be essential in order to ensure it is implemented equitably |
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| Approved By | | |
|--------------------|-------|-------|
| Job Title: | Name: | Date: |
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