



EQUALITY IMPACT ASSESSMENT

Workplace Mediation and Grievance Procedure for Employees

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| Directorate: Human Resources | Author: Sara Townsend E & D Manager | Document Created: November 2009 |
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Step 1**Details of Assessment Team – refer to guidance notes**

Please use this form to record the details of your team. Use the guidance notes to help you to pull a relevant team together.

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

Name of policy, practice, service or function: **Workplace Mediation and Grievance Procedure for Employees**

Name of Assessment Team Leader: **Lynne Aldred**

Department responsible: **Human Resources**

Other members of assessment team:

| Name | Position | Area of Expertise | Comments |
|----------------------|-----------------------------------|--------------------------|-----------------|
| Sara Townsend | E&D Manager | E&D | |
| Phil Wilson | Curriculum Support Manager | Library Services | |
| Lynne Aldred | HR Manager | HR | |

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Step 2 – Collecting information and data on consulting on how the policy, procedure, service or function impacts on students, employees, communities and other stakeholders – refer to guidance notes

| Consider all six equality strands: <i>Racial Group, Disability, Gender, Age, Sexual Orientation, Religion or Belief</i> | Date data was collected |
|---|--------------------------------|
| Examples of evidence could be: | |
| Tick evidence gathered and state briefly what it tells you. | |
| 1. Data showing evidence of higher or lower participation of any particular groups (e.g. who uses the service and who doesn't). Annual HR monitoring/reporting of grievances from E & D point of view doesn't not show any current areas of concern. This monitoring/reporting to be continued and finings acted upon/evaluated. Data contained in annual HR Report. | |
| 2. Student/ employee feedback from surveys or complaints. | N/a |
| 3. Any important demographic changes or trends. Client group becoming increasingly large and complex (with regard to needs). | N/a |
| 4. Comparative information or data where no local information is available. National benchmarking data available to judge own findings against | |
| 5. census, national or regional statistics | N/a |
| 6. Access Audits, DDA assessments. | N/a |
| 7. workforce profile (ethnicity, disability, gender etc) | N/a |
| 8. Outcomes of previous monitoring. | N/a |
| 9. Existing or previous inspections of the policy, procedure, practice, service or function. See point 1. | |
| 10. Research/ knowledge of the effects of the policy, procedure, practice, service or function on any of the College's stakeholders (including external stakeholders). Research was undertaken in the formulation of the policy/procedure i.e. best practices within the sector, ACAS, recognised Trade Unions. Effects of the policy will be of benefit to stakeholders. | |
| 11. How part-time or sessional staff may be affected. Policy/procedure applies to all staff. | |
| 12. any consultation and community involvement Consulted within the sector, with ACAS, recognised Trade Unions and | |

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| With Hos/CMs. | |
| 13. Existing or previous impact assessment action points. | N/a |

Step 3 – Defining the policy, procedure, service or function and identifying inequalities by analysing the information you have and identifying actions – refer to guidance notes

Question 1

What is the name of the policy, procedure, practice, service or function you are assessing, what are the main aims and objectives; what outcomes do we want; and who is responsible for implementing or delivering the policy, procedure, practice, service or function?

Response/ Findings:

Workplace Mediation and Grievance Procedure for Employees.

The policy and underlying service is based on the principles of co-operation and aimed at finding a mutually agreed solutions to workplace issues in the spirit of maintaining and restoring harmony and professionalism at work.

Responsibility for formal mediation rests with HR. Jackie Smithard will be the appointed SNC HR mediator with more training planned for HR staff to become accredited mediators.

Question 2

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Who is affected by the policy, procedure, practice, service or function and is there any evidence that any groups within the following characteristics are adversely affected.

Response/ Findings:

No evidence to indicate any adverse effects on any group, or groups.

| | YES – state briefly | NO |
|--------------------|---------------------|----|
| Age | | √ |
| Disability | | √ |
| Gender | | √ |
| Racial Group | | √ |
| Religious Belief | | √ |
| Sexual orientation | | √ |

Question 3

Is there any evidence that different groups, organisations or individuals have different needs, experiences, issues and priorities in relation to this policy? *For instance higher or lower uptake or participation.* Consider student and staff surveys, research, community consultations, prior performance monitoring or inspection.

Response/ Findings:

Staff with additional or particular needs may need support such as interpretation services etc (please see statement under E& D monitoring).

Data kept by HR and will be monitored/reported on with regard to E & D, workforce profile and national benchmarks.

Annual HR monitoring/reporting of grievances to date from E & D point of view, doesn't not show any current areas of concern.

Note: A broad interpretation should be taken of the word 'evidence.' It should include anecdotal evidence and evidence derived from qualitative and quantitative analysis where available.

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Question 4

Is the service that is underpinned by this policy, procedure or function having a positive or negative effect on particular students, employees, community groups or other stakeholders?

Response/ Findings:

Positive. The policy and underlying service is based on the principles of co-operation and aimed at finding a mutually agreed solutions to workplace issues in the spirit of maintaining and restoring harmony and professionalism at work.

Data kept by HR and will be monitored/reported on with regard to E & D, workforce profile and national benchmarks.

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Question 5

In relation to this policy, procedure, practice, service, or function does any equality or diversity actions already exist? If YES detail below.

Response/ Findings:

Current HR monitoring/reporting of grievance from E & D perspective linked to workforce profile.

Staff with additional or particular needs may need support such as interpretation services etc (please see statement under E& D monitoring).

Please refer to other relevant policies.

Question 6 – Look at Questions 2 & 3 Answers

Is there an opportunity to promote equality of opportunity or good community relations by altering the policy, or by working with others?

If YES, detail your action on FORM IMP.ACT. If NO state briefly how the team came to this conclusion.

Response/ Findings:

Overwhelming positive. If new mediation procedure works well, then best practice could be disseminated both within and outside the sector helping with social cohesiveness and community cooperation.

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Policy/ Service/ Procedure/ Function Title: **Workplace Mediation and Grievance Procedure for Employees**

Report of EIA Findings:

1) Overview of policy/ service
 The policy and underlying service is based on the principles of co-operation and aimed at finding a mutually agreed solutions to workplace issues in the spirit of maintaining and restoring harmony and professionalism at work.

2) Findings
 Overwhelmingly positive with no agreed actions subject to monitoring and reporting systems.

| 3) Actions Taken | By When | By Whom | Progress |
|------------------|---------|---------|----------|
| | | | |
| | | | |

Data/ Information considered:
 Research was undertaken in the formulation of the policy/procedure i.e. best practices within the sector, ACAS, recognised Trade Unions.

Consultation:
 See above.
 EIA completed 12/11/09.

Date of Publication of EIA:
 November 2009