

Equality Impact Assessment (EIA) Stage 1

Policy or service being assessed:	Resolution of Grievance & Disputes Procedure
Lead Person:	Helen Burton/Lisa Bennett
Person(s) responsible for carrying out the assessment (if not the Lead Person)	Helen Burton/Lisa Bennett

1. Is this a new or existing policy or service?	Existing
2. What is the expected outcome of the service / policy? (e.g. aims, objectives and purposes of the service / policy, standards for practice).	A grievance arises when a member of staff wishes to resolve a complaint about their working arrangements, which may include: <ul style="list-style-type: none"> • Duties • Conditions of employment • Working conditions • Working procedures • Working practices
3. Does this policy / service link to others? If yes please state link below:	Indirectly; the policy links to all HR policies, where a contravention of these policies could result in a grievance.
4. Who is intended to benefit from the policy / service? In what way?	Employees
5. How is the policy / service to be put into practice? Who is responsible?	Line managers and senior managers to attempt to resolve grievances. Staff side and HR will support the process at various stages, as well as support affected employees.
6. How and where is information about the policy / service publicised? Example on the Trust Staff Information desk.	The policy will be published on SID and training will be offered to managers via the People Management Programme
7. What regular consultation do you carry out with different communities and groups re the policy / service?	N/A (internal only)

8. Are there concerns that the policy / service could have an adverse impact because of:	Yes/No	If yes, please state evidence (either presumed or otherwise)
<ul style="list-style-type: none"> • Age (eg consider impact on younger people/ older people) 	No	
<ul style="list-style-type: none"> • Disability (remember to consider physical, mental and sensory impairments) 	No	Any disability-related adjustments (for physical, mental and/or sensory impairments) will be accommodated as appropriate
<ul style="list-style-type: none"> • Sex/Gender (any particular impact on males, females, also consider impact on those responsible for childcare) 	No	
<ul style="list-style-type: none"> • Gender reassignment (ie impact on people who identify as trans or non-binary) 	No	
<ul style="list-style-type: none"> • Race / ethnicity / ethnic communities / cultural groups 	No	<p>A copy of the policy may be made available translated into other languages on request, if required, though the likelihood of this is expected to be minimal.</p> <p>Additionally, the Trust monitors grievances by ethnicity (number of white staff raising formal grievance compared to number of BME staff raising a formal grievance) as part of our routine monitoring.</p>
<ul style="list-style-type: none"> • Pregnancy and maternity, including adoption (ie impact during pregnancy and the 12 months after; including for both heterosexual and same sex couples) 	No	
<ul style="list-style-type: none"> • Sexual Orientation (impact on people who identify as lesbian, gay or bi – whether stated as ‘out’ or not) 	No	
<ul style="list-style-type: none"> • Marriage and/or Civil Partnership (including heterosexual and same sex marriage) 	No	
<ul style="list-style-type: none"> • Religion and/or Belief (includes those with religion and /or belief and those with none) 	No	No issues identified – the way the policy is implemented would be varied according to the needs of the individual (e.g. moving an interview date to accommodate religious observance eg on Sabbath/religious holiday etc where required)

9. Do the differences amount to discrimination and the potential for adverse impact in this policy?	No
10. If YES could it still be justifiable e.g. on grounds of promoting equality of opportunity for one group? Or any other reason i.e. Indirect discrimination can be justifiable sometimes when a service is being provided for a particular target group e.g. Asian women's breast screening, Gay men's sexual health clinic, gender specific services /environments	N/A
If YES, please give reasons:	N/A
11. Do you think this policy / service specifically contributes to promoting equality and diversity in North Staffordshire? If so, in what way? Please note any examples of good practice	Yes – have a right to challenge treatment within employment is an important aspect of a democratic and inclusive organisation. A fair and appropriate grievance and disputes procedure is key to this.
12. What approaches will you take to get feedback on your assessment?	The Policy and POL3 will be distributed to staff side representatives prior to policy ratification.
13. Will the assessment link to other mainstream service planning or review processes?	No
14. Should there now be a Full Impact Assessment and if so, what are the reasons for this?	No
15. Date on which full assessment to be completed by.	N/A
16. What further data or information do you need to carry out a full assessment?	N/A
17. Do you need any additional assistance to help you carry out the full assessment?	N/A
18. Other points to consider at review	N/A
Do you need any additional assistance to help you carry out the full assessment?	No

Signed (Policy Lead Assessor)

Lisa Bennett

Date

21/02/2017

COMPLETED FORMS – Please forward to the Diversity and Inclusion Lead via email: Diversity@northstaffs.nhs.uk
Telephone queries to: 0300 123 1535 ext 2814

GETTING FEEDBACK AND ADVICE

Feedback should now be sought from the Diversity and Inclusion Lead by emailing them at Diversity@northstaffs.nhs.uk

What feedback / guidance was provided?

Reviewed 22.02.17 – Lesley Faux

Template updated; minor wording adjustments added, wording added re disability section.

**Counter-signed
(Diversity & Inclusion Lead)**



Lesley Faux

Date

22/02/2017