

Equality Impact Assessment Template

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

1. IDENTIFICATION OF FUNCTION, POLICY OR PLAN	
Name of function/policy/plan to be assessed	Grievance Policy and Procedure
Service/service area responsible	Human Resources and Performance
Name of person carrying out the assessment and contact details	Craig Walker – Personnel Officer Ext 2263 Email craig.walker@orkney.gov.uk
Date of assessment	18 th January 2012
Is the function/policy/plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly)	Review of existing policy and procedure
2. INITIAL SCREENING	
What are the intended outcomes of the function/policy/plan?	<p>To support Orkney Islands Council in maintaining a well-motivated and highly effective workforce to effective performance and conduct of the Authority's affairs.</p> <p>To give employees a standard policy and procedure to ensure that grievances are resolved on a fair and equitable basis and within a reasonable timescale to avoid them developing into major problems or, potentially, collective disputes.</p>
State who is, or may be affected by this function/policy/plan, and how	<p>All current or future employees of the Council and subsidiary companies of the Council.</p> <p>To ensure employees are aware of how they can raise a grievance in respect of their employment and how this will be dealt with.</p> <p>To provide managers with guidance as to how they</p>

	should deal with any grievance raised by an employee and what advice and support is available to them.
How have stakeholders been involved in the development of this function/policy/plan?	The draft policy has been considered by Corporate Management Team and the Trade Unions have been consulted. Their comments have been taken on board during preparation of the final document.
Is there any existing data and/or research relating to equalities issues in this policy area? Please summarise. e.g. consultations, national surveys, performance data, complaints, service user feedback, academic/consultants' reports, benchmarking (see equalities resources on OIC information portal)	The policy has been informed by research into: <ul style="list-style-type: none"> • procedures in other local authorities • HR best practice from the Chartered Institute of Personnel and Professional Development (CIPD) and Advisory, Conciliation and Arbitration Services (ACAS) and Xpert HR and is legislatively compliant.
Could the function/policy have a differential impact on any of the following equality strands?	(Please provide any evidence – positive impacts/benefits, negative impacts and reasons)
1. Race: this includes ethnic or national groups, colour and nationality	No
2. Sex: a man or a woman	No
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	No
4. Gender Reassignment: the process of transitioning from one gender to another	No
5. Pregnancy and maternity	No
6. Age: people of different ages	No
7. Religion or beliefs or none (atheists)	No
8. Caring responsibilities	No
9. Marriage and Civil Partnership	No
10. Disability: people with disabilities (whether registered or not)	No

3. IMPACT ASSESSMENT	
Does the analysis above identify any differential impacts which need to be addressed?	No. The procedure is designed to meet the needs of all employees and ensure grievances are addressed in a fair, consistent and timely manner.
How could you minimise or remove any potential negative impacts?	N/A
Do you have enough information to make a judgement? If no, what information do you require?	Yes

4. CONCLUSIONS AND PLANNED ACTION	
Is further work required?	No
What action is to be taken?	N/A
Who will undertake it?	N/A
When will it be done?	N/A
How will it be monitored? (e.g. through service plans)	All HR policies and procedures are monitored on an ongoing basis by HR and Performance. Figures for grievances are monitored through the Balanced Scorecard. This will highlight any trends.

Signature

Date 18th January 2012

Name CRAIG WALKER
(BLOCK CAPITALS)

Please sign and date this form, keep one copy and send a copy to Corporate and Community Strategy. It should also be emailed to Corporate and Community Strategy.