



EQUALITY IMPACT ASSESSMENT

Partial Assessment Form

Policy, practice, function or project assessed	Management of Bullying and Harassment at Work Policy
Lead Officer	Niki Cater
Team	Susan Gardner-Craig, Paul Williams, Niki Cater
Start date of assessment	29th November 2010
Completion of assessment	

Please use this form to record your findings in relation to the assessment of an existing policy, function, service or practice.

A. POLICY, PRACTICE, FUNCTION OR PROJECT TO BE ASSESSED

A1. Please describe what are the main aims, objectives, purpose and intended outcomes of the policy or function?

The prevention of and appropriate management of allegations of bullying and/or harassment:

“The council is committed to creating a fair and safe working environment where employees can work free from abusive, threatening or unwelcome behaviour. All employees are expected to treat each other (as well as any individuals who they come into contact with in the line of their work) with respect and dignity.

The council encourages an environment where employees are consulted with fairly, and problems are aired in a professional manner with appropriate management.

Bullying and Harassment will not be tolerated and it is the responsibility of all employees to ensure that such behaviour is not accepted”

A2. Is this policy or function associated with any other Council policy or priority?

Disciplinary Policy, Code of Conduct (for Members and Employees), Grievance Policy, Sickness Absence Management Policy, Customer Services, Equality & Diversity, ICT Usage Policy, Performance Management, Maternity/Paternity Policies, Health & Safety

“committed to make South Cambridgeshire a safe and healthy place where residents are proud to live and where there will be opportunities for employment enterprise and world leading innovation. We will be a listening Council, providing a voice for rural life and first-class services accessible to all.” In achieving this vision, the Council has developed 4 core values:

Customer Service - Mutual Respect – Trust - Commitment to Improving Services”

A3. Who are the intended beneficiaries/stakeholders of the policy or function? How many people are affected and from what sections of the community?

Beneficiaries: All employees, members, contractors, service users, partners

Stakeholders: Predominantly employees and members

A4. Is the policy/function corporate and far-reaching?

Yes

A5. Are you expecting to make any significant change to the policy or service in the near future? If so, please give details.

None

A6. Is this a new or existing policy or function?

Existing Policy – updated version.

B. EVIDENCE/ DATA and CONSULTATION

It is important to consider all information that is available in determining whether the policy or function could have a differential impact. Please attach examples of monitoring information, research or consultation reports.

B1. What monitoring or other information do you have about relevant target groups, which will show the impact of the policy or function?

- Accusations of bullying and harassment are recorded.
- In addition Sickness Absence is recorded which may have a bearing on or be relevant to cases of bullying and/or harassment.
- Staff Survey
- PPC Helpline statistics – reports numbers of calls re. Bullying and Harassment.

B2. Have you compared the data you have with the equality profile of the local population? What does it show?

Yes, in terms of the workforce. The low number of grievances/cases of bullying/harassment here make it very difficult to draw comparisons.

B3. Have you identified any improvements or other changes that could be made from monitoring the data?

No – see above

B4. Have you consulted or involved external stakeholders about the policy or function? If so, what were their views?

No not yet, but there will be Trade Union consultation.

B5. Have you undertaken any consultation with staff to assess their perception of any impacts of the policy or function? If so, what has been learnt from them?

Not yet, but again Trade Union members will be consulted through the above route.

B6. Please provide information about any other consultation, research, or involvement undertaken in relation to this impact assessment.

Equality Act 2010, CIPD Guidance, ACAS Best Practice Guidance etc.

C1. IMPACT OF THE POLICY OR FUNCTION

Assess the potential impact on each of the following protected characteristics. The impact could be negative, positive or neutral. If you assess a negative impact for any of the groups then you will need to assess whether that impact is low, medium or high. Refer to the evidence you use.

DESCRIPTION OF IMPACT	Nature of Impact (Positive, Neutral, Adverse)	Extent of Impact (Low, Medium, High)
AGE: Identify the potential impact of the policy or function on different age groups.		
The policy applies to all - regardless of age. Section 2.1 of the policy classifies characteristics protected from unlawful discrimination and Appendix C gives examples of types.	Neutral	
DISABILITY: Identify the potential impact of the policy or function on disabled people.		
The policy applies to all - regardless of disability. Section 2.1 of the policy classifies characteristics protected from unlawful discrimination and Appendix C gives examples of types. In addition we are inserting an 'Accessibility Statement' regarding additional assistance for those with reading/writing difficulties.	Neutral	
GENDER REASSIGNMENT: Identify the potential impact of the policy or function on people that have changed gender identity.		
The policy applies to all - regardless of gender identity/status. Section 2.1 of the policy classifies characteristics protected from unlawful discrimination and Appendix C gives examples of types.	Neutral	
MARRIAGE AND CIVIL PARTNERSHIPS: Identify the potential impact of the policy or function on people who are married or in a civil partnership.		
The policy applies to all - regardless of marital or civil partnership status. Section 2.1 of the policy classifies characteristics protected from unlawful discrimination and Appendix C gives examples of types.	Neutral	

PREGNANCY AND MATERNITY: Identify the potential impact of the policy or function on pregnant or maternal mothers and those women who wish to breastfeed.		
The policy applies to all - regardless of maternity/pregnancy/adoption status. Section 2.1 of the policy classifies characteristics protected from unlawful discrimination and Appendix C gives examples of types.	Neutral	
RACE: Identify the potential impact of the policy or function on different ethnic groups, including national origins, colour and nationality.		
The policy applies to all - regardless of race. Section 2.1 of the policy classifies characteristics protected from unlawful discrimination and Appendix C gives examples of types.	Neutral	
RELIGION/BELIEF: Identify the potential impact the policy or function on different religious/faith groups.		
The policy applies to all - regardless of religion or belief. Section 2.1 of the policy classifies characteristics protected from unlawful discrimination and Appendix C gives examples of types.	Neutral	
SEX: Identify the potential impact of the policy or function on men and women.		
The policy applies to all - regardless of gender. Section 2.1 of the policy classifies characteristics protected from unlawful discrimination and Appendix C gives examples of types.	Neutral	
SEXUAL ORIENTATION: Identify the potential impact of the policy or function on lesbian, gay men, bisexual or heterosexual people.		
The policy applies to all – regardless of sexual orientation. Section 2.1 of the policy classifies characteristics protected from unlawful discrimination and Appendix C gives examples of types.	Neutral	
OTHER CHARACTERISTIC SPECIFIC TO SOUTH CAMBRIDGESHIRE – RURALITY: Identify the potential impact of the policy or function on people who are rurally isolated.		
The policy applies regardless of locality. Section 2.1 of the policy classifies characteristics protected from unlawful discrimination and Appendix C gives examples of types.	Neutral	

PLEASE NOTE: Following completion of the section above, if the nature of the impact is adverse then you may need to proceed to a full equality impact assessment.

C2. Could you minimise or remove any adverse or potential impact that is high, medium or low significance, in advance of a full impact assessment? Explain how.

n/a

C3. Does the policy or function actively promote equal opportunities and good community relations? Or could changes be made so that it does so?

Yes, the policy positively promotes the creation of “...a fair and safe working environment where employees can work free from abusive, threatening or unwelcome behaviour. All employees are expected to treat each other (as well as any individuals who they come into contact with in the line of their work) with respect and dignity.

The council encourages an environment where employees are consulted with fairly, and problems are aired in a professional manner with appropriate management.

Bullying and Harassment will not be tolerated and it is the responsibility of all employees to ensure that such behaviour is not accepted.”

C4. Please provide any further information, qualitative or quantitative that does not fit into the questions but you feel has a likely impact on this assessment.

Relevant Info:

- The council also provides access for all employees to a free 24hr helpline (PPC) which provides confidential support and guidance on work or personal issue.
- The council can refer employees to confidential counselling 1-2-1 sessions where appropriate.
- The policy has provided clear examples of what is deemed as discriminatory behaviour
- The council has a good working relationship with the Richmond Fellowship – an organisation that provide support for people with mental-health or stress issues in ‘returning to work’ etc.
- The council is Stonewall Diversity Champion, which enables additional avenues of support for employees regarding gay/lesbian/bi-sexual issues.

D. CONCLUSIONS			
D1. Was there sufficient data to complete the partial assessment?	Yes?	<input checked="" type="checkbox"/>	If “NO”, what arrangements are in place for evidence gathering and continuing with the assessment?
	No?	<input type="checkbox"/>	
D2. Is the outcome of the partial assessment that the policy or function would have an adverse impact (medium or high impact) on one or more target group?	Yes?	<input type="checkbox"/>	If “YES”, will you proceed to a full assessment? If so, what arrangements are in place to carry out the full assessment?
	No?	<input checked="" type="checkbox"/>	
D3. Is the outcome of the partial assessment that the policy or function would have a neutral or positive impact on equalities?	Yes?	<input checked="" type="checkbox"/>	<p>If “YES”, have you included proposals in the Action Plan to further improve the impact of the policy or function on equalities? We have included an ‘accessibility statement’ for the benefit of those with difficulties reading/writing.</p> <p>Do you plan to review the service or policy again in future to assess whether there has been any change? If so, when? The policy will be subject to a 3 year review, but will also be reviewed if necessary due to changes in legislation.</p>
	No?	<input type="checkbox"/>	<p>Has the Equalities Steering Group and the Consultative Forum reviewed the assessment? If so what were their comments? Not as yet.</p>

D4. Do you have any other conclusions/outcomes from the partial assessment?

It would be worth considering Management Training on the following aspects of the policy:

- Investigating an allegation
- Support for those making an allegation/and those being accused
- Mediating Skills.

ACTION PLAN for enhancing existing practice

Recommendation/ issue to be addressed	Planned Milestone	Planned completion of milestone (date)	Officer Responsible	Progress
Add accessibility statement to policy		ASAP	Niki Cater	Done
Make web-links available as full internet addresses for printed version of policy		ASAP	Niki Cater	Done
Change Policy Name from 'Bullying and Harassment Policy' to 'Managing Bullying and Harassment Policy'		ASAP	Niki Cater	Done
Look into providing training to managers		Early 2011		

RESOURCES

Does the above action plan require any additional resources?

ARRANGEMENTS FOR MONITORING

Please give your plans for monitoring the achievement of the above actions.

SIGN OFF: The officers below confirm that this partial assessment has been completed in accordance with the Council's guidance

Signature of Lead Officer

Date:

Signature of Corporate Manager or Chief Officer:

Date:

Please retain the original form on your service area and return a copy of the completed form to the Equality & Diversity Officer.