



EQUALITY IMPACT ASSESSMENT

Partial Assessment Form

Policy, practice, function or project assessed	Disciplinary Policy and Procedure
Lead Officer	Niki Cater
Team	Tara Crabtree
Start date of assessment	Feb 2011
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?

To deal effectively with allegations of disciplinary offences in a fair and consistent way; *“The council recognises that discipline is necessary for the efficient and harmonious delivery of its services and for the health and safety of all employees.”*

“The aim of this procedure is to ensure that the Council treats all staff fairly and equitably. It lays down a process for dealing with breaches of behavioural standards and failure to meet required standards of work. The procedure aims to encourage staff to improve their conduct and/or performance to meet required standards; it is not primarily intended for use as a means of applying sanctions.”

“The Council’s disciplinary policy and procedure forms part of our contract of employment and will always be applied fairly and consistently.”

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

Grievance, Management of Sickness Absence, Capability, Management of Harassment & Bullying, Performance Management, Code of Conduct, Whistle-blowing, and Probation.

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

All employees, members, service-users and partners irrespective of grades, contract type or role.

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

“The procedure applies to all staff irrespective of status or grade, and includes staff on temporary and fixed-term contracts. There are however, variations within the procedure”

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

The policy will be reviewed periodically through the normal consultation process, in addition further reviews may be required on an ad-hoc basis to ensure compliance with statutory changes.

Any amendments proposed as a result of these reviews will be advised to all staff.

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

Existing Policy

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?

The HR team record details of all disciplinary cases, and monitor the outcomes. The staff survey has an equality and diversity element and is also an indicator of staff satisfaction, and minimising incidents of disciplinary offences has a bearing on that. Going forward, HR plans to keep a record of disciplinary cases and their outcomes in relation to equality and diversity measures. The record will not mention only 'headline' data, and therefore it will not be possible to link it back to individuals, but it will enable us to identify any patterns or abnormalities with regard to the application of the disciplinary policy.

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

Going forward we can use the monitoring (see B1) to compare data collected against the E&D figures for the whole council (the local population)

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

We will do going forward. Also depending on any trends that may be identified in B1.

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

Trade Unions (when the policy was drafted – Oct 2008), no major changes to the policy were recommended.

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?

Through Trade Unions

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

Best Practice research and legal guidance (when the policy was drafted – Oct 2008) i.e. CIPD, ACAS, other legal guidance and best-practice HR guidance available online and through ad-hoc training courses.

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 employees regardless of their age; incidents of unlawful discrimination will be considered a disciplinary offence.	Neutral	
DISABILITY: Identify the potential impact of the policy or function on disabled people.		
The policy applies to all employees regardless of whether or not they have a disability under the EA 2010, incidents of unlawful discrimination will be considered a disciplinary offence. A paragraph (1.5) has been added to the policy to address accessibility and offering support where needed.	Neutral	

GENDER REASSIGNMENT: Identify the potential impact of the policy or function on people that have changed gender identity.		
The policy applies to all employees regardless of their gender status; incidents of unlawful discrimination will be considered a disciplinary offence.	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 employees regardless of their marital or civil-partnership status; incidents of unlawful discrimination will be considered a disciplinary offence.	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 employees regardless of whether or not they may be pregnant or on maternity leave; incidents of unlawful discrimination will be considered a disciplinary offence.	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 employees regardless of their race; incidents of unlawful discrimination will be considered a disciplinary offence.	Neutral	
RELIGION/BELIEF: Identify the potential impact the policy or function on different religious/faith groups.		
The policy applies to all employees regardless of their religion or beliefs; incidents of unlawful discrimination will be considered a disciplinary offence.	Neutral	
SEX: Identify the potential impact of the policy or function on men and women.		
The policy applies to all employees regardless of their gender; incidents of unlawful discrimination will be considered a disciplinary offence.	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 employees regardless of their sexual orientation; incidents of unlawful discrimination will be considered a disciplinary offence.	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 to all employees regardless of rurality; incidents of unlawful discrimination will be considered a disciplinary offence.	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.

Not applicable

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

“The Council’s disciplinary policy and procedure forms part of our contract of employment and will always be applied fairly and consistently.”

The policy promotes good staff relations in that if you’re subjected to discriminatory behaviour, it is clearly stated that this is not acceptable and won’t be tolerated.

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.

The policy covers discriminatory behaviours as being subject to disciplinary procedures (with “discrimination against other employees, members of the council, members of the public on the grounds of....” considered as an example of major misconduct and “victimisation of a member of staff who has made an allegation of discrimination” considered as an example of gross misconduct)

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? Neutral Impact – We are planning to implement a monitoring system against E&D measures</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 is reviewed periodically in line with all other HR policies, in addition we will undertake ad-hoc reviews in line with statutory changes.</p>
	No?	<input type="checkbox"/>	<p>Has the Equalities Steering Group and the Consultative Forum reviewed the assessment? If so what were their comments? No.</p>
D4. Do you have any other conclusions/outcomes from the partial assessment?			

ACTION PLAN for enhancing existing practice

Recommendation/ issue to be addressed	Planned Milestone	Planned completion of milestone (date)	Officer Responsible	Progress
Protected Characteristics covered by discrimination	Under examples of Major Misconduct, add new protected characteristics as outlined by the EA2010.	ASAP	Niki Cater	Completed
Add accessibility statement	At beginning of policy, add paragraph outlining support for employees who may not be able to access written materials	ASAP	Niki Cater	Completed
Implement a monitoring process going forward	Create a Monitoring mechanism to keep a record of disciplinary events cross-referenced to E&D measures	To commence within next quarter	Niki Cater	In progress

RESOURCES

Does the above action plan require any additional resources?

No – reviewing policies and the changes outlined above all fall within normal HR working processes.

ARRANGEMENTS FOR MONITORING

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

See above.

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.