

## Initial Equalities Impact Assessment for Discipline Policy

Service/Policy	Staff Discipline Policy And Procedural Document	Section: Human Resources	Person responsible for the assessment	Shona Gray		
Name of the Policy/Service to be assessed	<b><u>STAFF DISCIPLINE</u></b> <b><u>POLICY AND PROCEDURAL DOCUMENT</u></b>		Date of Assessment	03/07/2012	Is this a new or existing policy/service?	Updated Policy
1. Briefly describe the aims, objectives and purpose of the policy/service		<p>All matters of staff discipline shall be dealt with fairly and without undue delay.</p> <ul style="list-style-type: none"> <li>• With a view to removing the possibility of misunderstanding and to help create a climate for good employee relations:</li> <li>• There shall be clearly defined procedures for dealing with disciplinary problems to meet statutory requirements and based on National Joint Council's guidance and the ACAS Code of Practice.</li> <li>• All employees of the Council shall be made aware of the procedures.</li> <li>• Appropriate training shall be provided for Supervisors/Managers involved in applying the procedures.</li> </ul>				
2. Are there any associated objectives of the policy/service, please explain		The procedures are designed to support and guide staff, in the spirit of prevention, to resolve problems informally, wherever possible, and to ensure consistency across the Council in the way disciplinary procedures are applied.				
3. Who is intended to benefit from the policy/service and in what way		The procedure applies to all employees of the Council below the level of Director.				
4. What outcomes are wanted from this policy/service ?		That a fair procedure is used for Discipline across the council				
5. What factors/forces could contribute/detract from the outcomes?		<p>Positive: Commitment on the part of everyone involved in disciplinary matters; provision of training; fairness and consistency across the council; guidance from the Human Resources Department</p> <p>Negative: Negative factors/forces could be the lack of the above positive measures</p>				

6. Who are the main stakeholders in relation to the policy/service ?	All Staff	7. Who implements the policy/service and who is responsible for the policy/service ?	Directors and below with advice from the Human Resources Department
	<b>Y/N</b>	<b>Concern</b>	<b>Evidence to Support Yes/No Assessment</b>
8. Are there concerns that the policy <b>could</b> have a differential impact on people due to their age	No	N/A	
9. Are there concerns that the policy <b>could</b> have a differential impact due to disability	No	The council has a range of family-friendly policies/schemes e.g. home working, enhanced maternity/paternity leave provisions, childcare voucher scheme, flexi and flexible working arrangements, compassionate leave including for people with caring responsibilities, career break scheme – up to two years, etc.	The council uses the services of Workplace Solutions to assist in cases.
10. Are there concerns that the policy <b>could</b> have a differential impact due to gender reassignment	No	N/A	
11. Are there concerns that the policy could have a differential impact on people due to their marital status (but only on respect of eliminating unlawful discrimination)	No	N/A	
12. Are there concerns that the policy could have a differential impact on people due to pregnancy or maternity	No	The council has a range of family-friendly policies/schemes e.g. home working, enhanced maternity/paternity leave provisions, childcare voucher scheme, flexi and flexible working arrangements, compassionate leave including for people with caring responsibilities, career break scheme – up to two years, etc.	
13. Are there concerns that the policy / service <b>could</b> have a differential impact on racial groups?	No	N/A	
14. Are there concerns that the policy could have a differential impact on people due to their religion or belief	No	N/A	
15. Are there concerns that the policy <b>could</b> have a differential impact on	No	N/A	

people due to their sex			
16. Are there concerns that the policy <b>could</b> have a differential impact on people due to sexual orientation	No	N/A	
17. Are there concerns that the policy <b>could</b> have a differential impact on people due to them having dependants/caring responsibilities?	No	The council has a range of family-friendly policies/schemes e.g. home working, enhanced maternity/paternity leave provisions, childcare voucher scheme, flexi and flexible working arrangements, compassionate leave including for people with caring responsibilities, career break scheme – up to two years, etc.	
18. Are there concerns that the policy / service <b>could</b> have a differential impact on people due to their offending past?	No	N/A	

19. Could the differential impact identified in 8-18 amount to there being the potential for adverse impact in this policy / service	No		
20. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason	No		
21. Should the policy proceed to a partial impact assessment?	No		22. If Yes, is there enough evidence to proceed to a full EqIA?
			23. Date on which Partial or Full impact assessment to be completed by

Signed (Completing officer) \_\_\_\_\_

Signed (Lead Officer) \_\_\_\_