

EQUALITY IMPACT ASSESSEMENT INITIAL FORM (FOR HR POLICIES)

Name of policy/procedure/function to be assessed:	Name of manager responsible for this policy/procedure/function:
Appeals against Dismissal	Janet Maulder HR Business Partner
	Name of officer(s) undertaking this assessment:
	Janet Maulder
	Department
	HR Advisory Services
	Date
	April 2013
Is this new or existing policy/procedure/function to be assessed:	This is a new policy.-.
Step 1 – Description of policy/procedure/function	
Describe the aims, objectives and purpose of the policy/procedure/function and how they are related to wider aims or strategic objectives	The primary purpose of this policy is to outline the process for dealing with employee appeals against dismissal in a fair and consistent manner.
Who is intended to benefit from the policy/procedure/function and in what ways?	The procedure applies to all employees other than the Head of Paid Service and other Heads of Service.
What are the intended outcomes of this policy/procedure/function?	To clarify the circumstances in which an employee may appeal against dismissal and to provide a fair and transparent process to do so.
Detail the impact that the current policy is having.	This policy has a positive impact as it provides a fair, consistent and transparent process for dealing with employee appeals dismissal, which complies with the relevant employment legislation and the ACAS Code of Practice on Disciplinary and Grievance Procedures.
Step 2 – Data	
Legislation Applicable	The following legislation is relevant to this policy: <ul style="list-style-type: none"> • The Employment act 2008 • The Equality Act 2010

<p>What baseline quantitative (statistics) do you have about the policy/procedure/function relating to equalities groups (e.g. workforce profile compared to proportions in the population, schoolchildren profile, profile of school leavers etc.) relevant to this policy/procedure/function?</p>	<p>HR Advisory team casework.</p>
<p>What qualitative data (facts) do you have on different groups (e.g. results of previous consumer satisfaction, staff survey, feedback or evidences from other authorities undertaking similar work), relevant to this policy/procedure/function?</p>	
<p>Step 3 – Policy implementations for community and workforce</p>	
<p>Consultation Undertaken Add evidence of consultation; any concerns raised and resolved; opinions from key stakeholders. Any barriers known or identified.</p>	<p>Consultation has been undertaken with Staff Council and through focus groups with Service Managers. .</p>
<p>Are there concerns that the policy/procedure/function could have any impact on people from different ethnicity? (positive, negative, neutral impact)</p> <p>What evidence do you have for your answer?</p> <p>Do the differences amount to a negative impact or unlawful discrimination?</p> <p>If there are concerns that it is indirectly discriminatory could it still be justifiable, e.g. on grounds of promoting equality of opportunity for one group (perhaps to address historical discrimination) Please seek legal advice if in any doubt</p>	<p>No concerns identified as the impact is expected to be positive in providing a fair and consistent process for all employees.</p>
<p>Are there any concerns that the policy/procedure/function could have any impact on gender, including transgender people? (positive, negative, neutral, unknown impact)</p> <p>What evidence do you have for your answer?</p> <p>Do the differences amount to a negative impact or unlawful discrimination?</p> <p>If there are concerns that it is indirectly discriminatory could it still be justifiable, e.g. on grounds of promoting equality of opportunity for one group (perhaps to address historical discrimination) Please seek legal advice if in any doubt</p>	<p>No concerns identified as the impact is expected to be positive in providing a fair and consistent process for all employees.</p>

<p>Are there concerns that the policy/procedure/function could have any impact on disabled people (including children with special needs)? (positive, negative, neutral, unknown impact)</p> <p>What evidence do you have for your answer?</p> <p>Do the differences amount to a negative impact or unlawful discrimination?</p> <p>If there are concerns that it is indirectly discriminatory could it still be justifiable, e.g. on grounds of promoting equality of opportunity for one group (perhaps to address historical discrimination) <i>Please seek legal advice if in any doubt</i></p>	<p>No concerns identified as the impact is expected to be positive in providing a fair and consistent process for all employees.</p>
<p>Are there concerns that the policy/procedure/function could have any impact on lesbian, gay; bisexual or transgender people compared to heterosexual people? (positive, negative, neutral, unknown impact)</p> <p>What evidence do you have for your answer?</p> <p>Do the differences amount to a negative impact or unlawful discrimination?</p> <p>If there are concerns that it is indirectly discriminatory could it still be justifiable, e.g. on grounds of promoting equality of opportunity for one group (perhaps to address historical discrimination) <i>Please seek legal advice if in any doubt</i></p>	<p>No concerns identified as the impact is expected to be positive in providing a fair and consistent process for all employees.</p>
<p>Are there concerns that the policy/procedure/function could have any impact on younger (16-25 years) and older people (65+)? (positive, negative, neutral, unknown impact)</p> <p>What evidence do you have for your answer?</p> <p>Do the differences amount to a negative impact or unlawful discrimination?</p> <p>If there are concerns that it is indirectly discriminatory could it still be justifiable, e.g. on grounds of promoting equality of opportunity for one group (perhaps to address historical discrimination) <i>Please seek legal advice if in any doubt</i></p>	<p>No concerns identified as the impact is expected to be positive in providing a fair and consistent process for all employees.</p>
<p>Are there concerns that the policy/procedure/function could have any impact on people from religious, faith/belief? (positive, negative, neutral, unknown impact)</p>	<p>No concerns identified as the impact is expected to be positive in providing a fair and consistent process for all employees.</p>

<p>What evidence do you have for your answer?</p> <p>Do the differences amount to a negative impact or unlawful discrimination?</p> <p>If there are concerns that it is indirectly discriminatory could it still be justifiable, e.g. on grounds of promoting equality of opportunity for one group (perhaps to address historical discrimination) <i>Please seek legal advice if in any doubt</i></p>	
<p>Are there concerns that the policy/procedure/function could have any impact on human rights as stated in the Human Rights Act?</p> <p>What evidence do you have for your answer?</p> <p>If there are concerns that it may conflict with the human rights please seek legal advice at the earliest stage.</p>	<p>No concerns identified as the impact is expected to be positive in providing a fair and consistent process for all eligible employees.</p> <p>The policy will help to ensure that the Council fulfils its statutory duty to promote equality of opportunity and to eliminate unlawful discrimination, harassment or victimisation; and its duty to protect employees.</p>
<p>Action Required or Identified</p> <p>Please detail any action taken or plans to resolve any issues arising. State what has been resolved and any outstanding actions. (Please detail and attach).</p>	<p>The policy is accessible to all employees via the HR pages of the Intranet or on request.</p>
<p>Step 4 -Screening assessment In light of the above, do you consider that your policy / procedure/ function requires a full impact assessment?</p>	<p>NO</p>