



Initial Screening Tool

Title of policy/service/function/procedure/ programme/ or strategy being assessed: HR014 GRIEVANCE POLICY

Is it new ✓ or revised

(If revised, please attach a copy of the original Equality Impact Assessment.)

Senior Manager Responsible TRACEY WATTS

Department HUMAN RESOURCES

Equality Impact Assessment Screening Team

Name	Department	Role
Tracey Watts	HR	SHRM
Ricky Lawrence	Equality and Inclusion	Equality and Inclusion Officer
Samad Biloo	Control Services	Trade Union Representative
Chichi Nwike	HR	HRM

Date of screening 16th June 2010

Title: Equality Impact Assessment Guidance and Form	Version: 3.0
Date: 16/03/2010	Owner: Equality and Inclusion



Please summaries below the aims and objectives of this policy/service/function etc. including any intended outcomes.

- The policy is in line with the Employment Act 2008 the related guidance included in the ACAS Code of Practice and guide which can be found at: www.acas.org.uk
- The aim of this Policy is to settle any grievance effectively within reasonable timescales, and at a level that is as close as possible to its origin.
- As an alternative to dealing with the matter as a grievance, and when appropriate, informal resolution of issues may be pursued when all parties agree in advance to this. This may be particularly appropriate in circumstances such as working relationship breakdown or personality clashes. This may be considered at any stage of the Grievance Procedure.
- In the first instance, employees are encouraged to resolve grievances informally, and as soon possible, with their line manager/person who has made them aggrieved. Members of staff should be as clear as possible both about the nature of their concern(s) and what it would take to resolve the issue(s).
- Managers should do all they can to ensure that the issue is properly considered on an informal basis. A room should be used that allows confidentiality and an uninterrupted time period to allow effective discussion of the issue. If there are difficulties in resolving issues at this meeting then it may be adjourned to allow time for further consideration/investigation etc.

Please state below who is intended to benefit from this policy/service/function etc. and in what way.

The Policy applies to all employees, and has been designed to provide a fast and effective mechanism for dealing with employee grievances

Please state in the table below whether the policy/service/function etc. could have any potential impact on any of the equality strand groups, whether service users, staff or other stakeholders

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Equality Strand Group	Is there likely to be a positive or neutral impact in regard to:	If the impact is adverse, can this be justified on the grounds of promoting equality of opportunity for an equality strand group or for another reason?
Age	Positive	
Disability	Positive	
Gender	Positive	
Race	Positive	
Religion or Belief	Positive	
Sexual Orientation	Positive	

Please provide and summarise below any relevant evidence for your declaration above – this could include for example the results of specific consultations, complaints or compliments, customer satisfaction or other surveys, service monitoring and take-up, comments from stakeholders and demographic data.

Information gathered and reported on the use of the Trust’s Grievance procedure over the last X months is as follows:

In 2009/10 14 members of staff raised a formal grievance. Of these:

- 2 were Black or Black British Caribbean
- 12 were White British
- 0 were disabled
- 5 were female
- 9 were Male
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In 2010/11 1 member of staff has raised a formal grievance.

- 1 were Black or Black British Caribbean
- 0 were disabled
- 0 were female
- 1 were Male

Are there any gaps in the evidence you have which make it difficult for you to determine whether there would be an adverse impact?

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No

If yes, please state below how you intend to acquire this evidence and your timescales for doing so.

If you have identified a positive or negative potential impact for any equality strand group, which is not legal or justifiable, then you must complete a full Equality Impact Assessment. Please insert below any issues you have identified/recommendations for the full Equality Impact Assessment.

No equality strand group was identified as “not legal or justifiable”.

If you have only identified a neutral or positive impact on any equality strand group then no further action is required, other than having your Director sign off this form, a copy stored on the shared drive and sent to Communications for publication on the Trust’s website.

Name of Director: Caron Hitchen

Signature:

Date: 26 Oct 2010

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