

Worcestershire County Council Equality Impact Assessment Simplified Desktop Screening

This exercise is not an Equality Impact Assessment. It is a simplified desktop exercise designed to establish if there is a need to carry out a full assessment.

Part One: basic information needed to identify the policy/function and to prepare for the screening.		
1.1	Directorate and Section/Unit.	Corporate Services/Central HR
1.2	Title or brief description of the policy/function being screened.	Grievance & Harassment
1.3	To which section of the Directorate or Corporate "business/service plan" does this relate?	The Policy and Procedure underpins all the objectives of the Corporate Business Plan by ensuring Grievance or harassment issues that can not be resolved by day-to-day management can be addressed and resolved quickly and fairly.
1.4	Are there any related policies/functions? If so what are they?	As a consequence of issues raised under this Policy, policies such as the Discipline (Policy and Procedures for Handling Poor Performance and Misconduct) and Equality and Diversity Policy being implemented.
1.5	Screening carried out by	Rob Morris, HR Policy Officer
1.6	Date of screening	17 July 2008
1.7	What is the policy or function trying to achieve?	This is a revision and amalgamation of the existing Grievance and Harassment Policies and Procedures, re-enforcing, clarifying and updating the language in response to changes in employment legislation.
1.8	What are the specific outcome measures?	Staff will be aware of that there are formal procedures for addressing problems or concerns relating to their work, working conditions or issues with colleagues. Work related problems or concerns will be addressed formally through these procedures.
1.9	Who is formally responsible for ensuring the delivery of this policy/function?	It is every managers' responsibility to apply the Policy and implement the Procedures if required.
1.10	Who is responsible for leading the delivery if different from 1.9?	The policy/procedures are produced by the HR Policy Unit and approved by COMB
1.11	Are there any priorities within this policy/function? If so what are they?	N/A
1.12	Has any consultation, explicitly on the policy/function, taken place? If so who was consulted and when?	Consultation will continue with HR Policy and Strategy Groups, appropriate managers via the Policy Group, Legal & Democratic Services and recognised trades unions until the Policy and procedures are approved.
1.13	Is equality monitoring in place for this policy/function?	Yes, under the Race Relations (Amendment) Act 2000 we are required to monitor and report on the number of grievances on an annual basis

Part two: the test to see if further action is required. For the purpose of this exercise concentrate on the impact on people of differing race, sex, disability, age, religion or belief and sexual orientation.

		Yes	No	Details
2.1	Is there any way in which the policy/function is directly discriminatory or in breach of the Council's Equality and Diversity Policy?		x	
2.2	Are there any barriers to people from minority groups getting the full benefit of this policy/function which have not been resolved as part of the policy/function?		x	
2.3	Are there any other ways the policy/function could unintentionally deliver poorer quality outcomes for individuals because they were members of a minority group?		x	
2.4	Could people from minority groups reasonably believe that they would be likely to get poorer benefits from the policy/function?		x	
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→ If the answer to any of these questions is yes or “could be yes” then you **must** take action. If the issue is straightforward remedy it **now** so the answer changes to no. If it cannot be remedied now or there are outstanding issues you should go on to a full EIA.