

**Equality Impact Assessment
Level One
Initial Screening**

Service Area: HR

Title of policy, procedure, strategy, function or working practice:
DISMISSAL PROCEDURE

1. What are the aims, objectives and intended outcomes of the proposed policy, procedure, strategy, function or working practice to be assessed?

The aim is to have a clear procedure for handling dismissals for the potentially fair reasons of statutory bar or some other substantial reason which complies with current legislation i.e. Employment Act 2002 and the Employment Act 2002 (Dispute Resolution) Regulations 2004, which introduced statutory dismissal and grievance procedures.

2. Who is intended to benefit from the policy, procedure, strategy, function or working practice and in what way? Think about who will benefit and how. This will prompt thoughts on who will not benefit and whether this can be justified.

All staff and managers will benefit as there will be clarity regarding the procedure that will be followed for dismissals for statutory bar or some other substantial reason and around rights of appeal and timescales.

It may be argued that those who are dismissed will not benefit. However, they will not be being dismissed because the procedure exists. The procedure simply captures what is already enshrined in employment law and explicitly states what would need to happen in practice to comply with this. The potential disadvantage can be justified.

3. Is there any evidence of impact on people on the grounds of Race, Religion, Gender, Disability, Sexual orientation and age as a result of this policy, procedure, strategy, function or working practice. If there is positive or negative impact then please indicate the levels.

a. Race

Impact : Positive	<input type="checkbox"/>	Negative	x	Neutral	<input type="checkbox"/>
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	x

b. Religion

Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	x
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>

c. Gender					
Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	X
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
d. Disability					
Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	X
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
e. Sexual Orientation					
Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	X
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
f. Age					
Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	X
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
4. Has any positive/negative impacts been identified which cannot be justified?					
NO					
No need to proceed to stage 2 or 3 (go to question 7)					
<p>The only potential negative impact may arise in cases of race where permission to remain in work in the UK has lapsed. This might result in a dismissal on the grounds of statutory bar. However, this can be justified in that Hyndburn Borough Council would be committing an offence by knowingly continuing to employ someone who was not legally entitled to work in the UK.</p> <p>The operation of the procedure will be monitored for all the equality strands and our unions and internal Equality Focus group were consulted during its development.</p>					
5. Should the policy procedure proceed to stage 2 Partial impact assessment or stage 3 Full Impact Assessment?					
STAGE 2		<input type="checkbox"/>	STAGE 3		<input type="checkbox"/>
6. What dates will the stage 2 or stage 3 impacts Assessment be completed by?					

