

**Equality Impact Assessment  
Level One Assessment Form**

**Service Area: Human Resources.**

<b>1. What is the name of the proposed policy, procedure, project etc to be assessed.</b>	
Grievance Procedure	
<b>2. What are the aims or intended outcomes of the policy to be assessed.</b>	
To provide a framework for employees or groups of employees to submit a grievance relating to any matter concerning their work and to have the opportunity to have the grievance considered by the appropriate levels of management.	
<b>3. Is there any potential public or staff concern that this function, policy or proposal may have a discriminatory impact</b>	
PUBLIC  No	STAFF  No
<b>4. Is there any other evidence (results of consultations, monitoring data etc) to suggest that the proposals could have an adverse/differential impact on the grounds of</b>	
No	a. Race
	b. Religion
No	c. Gender

d. Disability

No

e. Sexual Orientation

No

f. Age

No

**5. If there is no evidence are there any experts/ relevant groups who you can approach to explore their views on the issues**

Consultation with unions and employees

**6. How will the views of these groups be obtained**

Through the LJNCC group and staff consultation groups

**7. Please detail the outcomes of these consultations**

No concerns put forward from unions as to the operation of the policy

<b>8. What are the risks (if any) associated with the policy in relation to the adverse/differential impact on the ETG's</b>			
Non Identified			
<b>9. Considering the evidence above what priority would you give this policy in relation to the Equality Target Groups. Please provide a rationale for your conclusions</b>			
	<b>High</b>	<b>Medium</b>	<b>Low</b>
<b>Disability</b>			<b>X</b>
<b>Race</b>			<b>X</b>
<b>Gender</b>			<b>X</b>
<b>Sexual Orientation</b>			<b>X</b>
<b>Age</b>			<b>X</b>
<b>Religion or Belief</b>			<b>X</b>
<b>10. If in your judgment the proposed service/policy etc does have an adverse impact? Can that impact be justified?</b>			
N/A			

<b>11. What steps will you take to address any unjustified impact</b>	
Implement an effective monitoring system that records those grievances submitted by the ETG and review this information and take action as necessary	
<b>12. Are there any additional resource implications for the steps that need to be taken, both in terms of time and finances</b>	
HR Staff time to ensure ongoing effective monitoring – effective systems implement to enable staff to monitor the information – potential financial cost	
<b>13. How will you monitor the effect of this function, policy etc on the equality target groups</b>	
As above	

**14. (HR Policies Only) Is the Policy consistent with employment Codes of Practice on Race, Gender and Disability? If not what else needs to be included**

yes

**15. Does this Policy need to be fully impact assessed? Please give reasons**

No – is a clear framework for all staff to follow – would require impact assessment if the data indicates a potential discrimination to ETGs

Name  
Signed

Service  
Dated

**Service Manager Signature**

Approved by Corporate Equalities Planning and Scrutiny Group

**Signed**

**Date**

