

Glasgow Kelvin College

# **Equality Impact Assessment**

Grievance Policy and Procedure



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<b>Practitioners conducting assessment</b>		
Name	Designation	Date
Doreen Shiels	Director of Human Resources	17.05.19
Patricia Currie	EDI Manager	17.05.19

## **Step 1 – Identification and Scope**

### **Brief description of the decision, policy or practice being assessed**

The College is keen to provide a positive and supporting working environment for all of its employees.

This policy and procedure is used by individual employees to ensure issues that they wish to raise related to their work, working environment and/or working relationships within the College are dealt with consistently and settled fairly, efficiently and as near to the point of origin as possible. A grievance raised by two or more employees will be handled in accordance with the College's collective grievance process contained within this Grievance Policy and Procedure at section 4.

### **Aims of the decision, policy or practice?**

The Policy and Procedure was revised in accordance with the Policy Review Schedule.

The review of the document resulted in minor changes as a result of operational or individual impacts during the lifetime of the policy. The document makes clear that witness statements may be shared with others during the process. Any formal grievance relating to an employee's work, working environment or working relationships should be raised with the appropriate manager and the document now includes a Grievance Referral Guide and a table for the process depending on which post level the grievance is against. This manager will be the Investigating Officer nominated at the different stages. In addition forms have been included in the process to assist staff layout the points of their grievance.

The use of the grievance procedure is monitored and reported annually.

It is recognised that the Grievance Policy will form part of the National Negotiations in the future and the Procedure will be a matter for local consultation. The wording of the Policy document however has been amended slightly to reflect changes in light of the General Data Protection Regulations.

### **Who is affected by the decision, policy or practice?**

- Students
- Staff
- Members of the public/Stakeholders

## **Step 2 – Research and Consultation**

### **Outline evidence / research**

ACAS – Discipline and Grievance – Code of Practice – 04/18;  
 Equality Act 2010 - legislation;  
 EHRC Code of Practice on Employment;  
 Equality Act 2010: Duty on employer to make reasonable adjustments for their staff;  
 Raising a grievance at work – ACAS guide  
 Grievances: an introduction – UNISON  
 CIPD - Discipline and Grievance - Understand the procedures needed to deal with difficulties in the workplace and employment relationship; Discipline and Grievance at Work and Resolving Discipline and Grievance issues at work;  
 Case law and case studies; and  
 Operational practice

### **What consultation has been undertaken on this policy or practices, including consultation with those affected?**

Trade Union – Unison  
 Trade Union – EIS/FELA  
 Trade Union – full-time EIS representative  
 College Managers  
 Staff  
 College Legal Advisor  
 HR Committee – 29<sup>th</sup> May 2019

### **Is there any evidence that different groups have, or may have, different needs, experiences and priorities in relation to this policy or practice?**

<b>Protected Characteristic</b>	<b>Yes (+ or -)</b>	<b>Potentially (+ or -)</b>	<b>Neutral (no impact)</b>	<b>Not known</b>
Age			x	
Disability			x	
Gender			x	
Gender reassignment			x	
Marriage and Civil partnership			x	
Pregnancy and Maternity			x	
Racial group			x	
Religion or belief			x	

Sexual orientation			x	
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**Step 3 – Assessing the Impact**

**What impact could the proposal have on people who share protected characteristics (positive, negative and/or neutral?) Please provide details below.**

Protected Characteristic	Likely Impact
Age	The policy applies to all regardless of age.
Disability	<p>The policy applies to all regardless of disability. It is available on intranet and therefore available in different fonts, text size and through assistive technology.</p> <p>This policy will have a positive impact on those with a disability who are supported.</p> <p>The Policy and Procedure takes into account the Equality Act 2010, and makes reasonable adjustments.</p>
Gender	The policy applies to all regardless of gender.
Gender reassignment	The policy applies to all regardless of gender reassignment.
Marriage and Civil partnership	The policy applies to all regardless of marital status.
Pregnancy and Maternity	The policy applies to all regardless if the woman is pregnant or is/has been absent previously on maternity leave.
Racial group	The policy applies to all regardless of race. Cultural issues will be fully considered when meeting with and discussing grievances with staff. Staff members for whom English is a second language have the right to be accompanied by a work colleague or Trade Union representative. In addition employees may be accompanied by an interpreter when appropriate.
Religion or belief	The policy applies to all regardless of religion or belief. Cultural issues will be fully considered when meeting with and discussing grievances with staff.
Sexual orientation	The policy applies to all regardless of sexual orientation.

#### **Step 4 – Taking Action**

**Detail the actions you would take to remove or minimise any actual or potential negative impacts identified, and to build positive impacts.**

Policy issued to all existing staff to raise awareness  
Policy issued to all new staff as part of induction process  
Policy available on the intranet and internet  
Training for managers in managing grievances  
Monitoring and reporting of grievance incidents to the Board of Management and HR Committee  
Employee Assistance Programme – external provider in place  
Coaching training for managers  
External Occupational Health Advice and Support

#### **Step 5 – Monitoring and Evaluation**

**Identify how this policy will be monitored and any areas of concern reported.**

##### **Monitoring and evaluation:**

- HR involvement to monitor application and consistency
- Annual reports to the Board of Management and HR Committee
- informal discussions with staff and managers
- formal consultation with staff, managers and Trade Union representatives
- HSE stress survey
- Annual HRM Report to the Board of Management

Please present your EIA with recommendations for endorsement. All EIAs will be published on the Portal and added to the current record of EIAs.

**Step 6 – Approval – Equalities Committee**

**Identify outcome**


<p>A. Proceed –</p> <ul style="list-style-type: none"> <li>• no potential identified for discrimination or adverse impact, and:</li> <li>• all opportunities to advance equality have been taken.</li> </ul>	<p>Yes</p>
<p>B. Proceed with adjustments to:</p> <ul style="list-style-type: none"> <li>• remove barriers identified or</li> <li>• better advance equality.</li> </ul>	
<p>C. Stop and rethink as actual or potential unlawful discrimination has been identified.</p>	

<p>Approved</p>	<p>Yes</p>
<p>*Not Approved and Requires Further Information</p>	

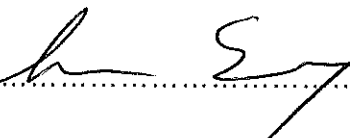
*\*Please add Comments*

**Person(s) responsible**

Name	Designation	Date
<p>PATRICIA COULTE</p>	<p>EDF Manager</p>	<p>4/6/19</p>
<p>Arlene Sweeney</p>	<p>Learning Engagement Officer</p>	<p>4/6/19</p>

Signed .....  .....

Date 4/6/19

Signed .....  .....

Date 4/6/19

**Central Monitoring**

Once your EIA is complete:

1. add it to the EIA monitor on the Equalities Section of the Intranet
2. In Col A. Insert Title and Hyperlink Doc

NB: Finalisation of central monitoring & identification of compound impact will be undertaken within Equalities Management.

## **Appendix**

**Equality Act General Duty** requires colleges to have **due regard** to the need to:

1. **Eliminate**
  - a) discrimination,
  - b) harassment,
  - c) victimization; or
  - d) any other prohibited conduct
  
2. **Advance** equality of opportunity by
  - a) removing or minimising disadvantage
  - b) meeting the needs of particular groups that are different from the needs of others
  - c) encouraging participation in public life
  
3. **Foster** good relations – tackle prejudice, promote understanding

### **Protected Characteristics:**

1. Age
2. Disability
3. Gender Reassignment
4. Marriage And Civil Partnership (applies only in relation to (1a) discrimination in *employment*, not to learners)
5. Pregnancy And Maternity
6. Race
7. Religion Or Belief
8. Sex/ Gender
9. Sexual Orientation.