

## Chesterfield Borough Council

### Equality Impact Assessment - Full Assessment Form

Service Area: HR  
Section: HR  
Lead Officer: Kate Harley

Title of the policy, project, service, function or strategy the preliminary EIA is being produced for:

#### **Disciplinary policy and procedure**

Is the policy, project, service, function or strategy:

Existing  
Changed **X**  
New/Proposed

#### **STEP 1 – MAKE SURE YOU HAVE CLEAR AIMS AND OBJECTIVES**

What is the aim of the policy, project, service, function or strategy?

The aim of this policy is to provide guidance for all employees and managers on how to handle situations where conduct of an individual is below the standard expected by the organisation. The revised policy removes elements referencing performance issues as these are now covered by the approved capability policy.

Who is the policy, project, service, function or strategy going to benefit and how?

All managers and employees will benefit from the clarity this revised policy provides. Managers will know what steps to take to support staff to improve their conduct and staff will know what to expect at each stage of the process, removing any uncertainty.

What outcomes do you want to achieve?

The policy aims to provide a clear framework for managers to improve conduct of staff where concerns have been raised. The policy aims to support managers and staff to tackle the causes of conduct issues and provide support for all involved.

What barriers exist for both the Council and the groups/people with protected characteristics to enable these outcomes to be achieved?

It is not anticipated that any barriers relating to protected characteristics exist

**STEP 2 – COLLECTING YOUR INFORMATION**

What existing data sources do you have to assess the impact of the policy, project, service, function or strategy?

- Data from Resourcelink on reasons for misconduct
- Data on Resourcelink relating to equalities
- CIPD research and guidance
- ACAS guidance
- Equalities Office guidance

**STEP 3 – FURTHER ENGAGEMENT ACTIVITIES**

Please list any additional engagement activities undertaken to complete this EIA e.g. met with the Equalities Advisory Group, local BME groups, Employee representatives etc. Could you also please summarise the main findings.

Date	Engagement Activity	Main findings
20.12.16	CMT	Endorsed
December 2016	Union engagement	Comfortable with proposals with some minor amends
20.1.17	Employer/TU meeting	

**STEP 4 – WHAT’S THE IMPACT?**

Is there an impact (positive or negative) on some groups/people with protected characteristics in the community? (think about race, disability, age, gender, religion or belief, sexual orientation and other socially excluded communities or groups). You may also need to think about sub groups within each equalities group or protected characteristics e.g. older women, younger men, disabled women etc.

Please describe the potential impacts both positive and negative and any action we are able to take to reduce negative impacts or enhance the positive impacts.

<b>Group or Protected Characteristic</b>	<b>Positive impacts</b>	<b>Negative impacts</b>	<b>Action</b>
Age – including older people and younger people.	There are neither positive or negative impacts		
Disabled people – physical, mental and sensory including learning disabled people and people living with HIV/Aids and cancer.	There are neither positive or negative impacts		Take appropriate advice from OH on the impact of the disability on conduct matters.
Gender – men, women and transgender.	There are neither positive or negative impacts		
Marital status including civil partnership.	There are neither positive or negative impacts		
Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.	There are neither positive or negative impacts		Any specific issues would be discussed during the process and advice taken from OH if appropriate
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.	None		
Ethnic Groups	There are neither positive or		

	negative impacts	
Religions and Beliefs including those with no religion and/or beliefs.	None	
Other groups e.g. those experiencing deprivation and/or health inequalities.	There are neither positive or negative impacts	

From the information gathered above does the policy, project, service, function or strategy directly or indirectly discriminate against any particular group or protected characteristic?

Yes

No

If yes what action can be taken to stop the discrimination?

How has the EIA helped to shape the policy, project, service, function or strategy or affected the recommendation or decision?

How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?

HR will be responsible for the monitoring of this policy, in conjunction with feedback from managers. This policy will be renewed in 2020.

**STEP 6 – KNOWLEDGE MANAGEMENT AND PUBLICATION**

Please note the draft EIA should be reviewed by the appropriate Head of Service/Service Manager and the Policy Service before WBR, Lead Member, Cabinet, Council reports are produced.

Reviewed by Head of Service/Service Manager

Name: K Harley

Date: 18.1.2017

Reviewed by Policy Service

Name:

Date:

Final version of the EIA sent to the Policy Service

Decision information sent to the Policy Service