

MSDC

Customer Impact and Needs Assessment

Title of Policy/Service/Contract: Disciplinary & Grievance / HR

Division: Finance, HR & ICT

Lead Officer: Tim Martland

Date Assessment Completed: 30th November 2012

1. SCOPING

1.1 What are the aims of the policy, service/service change or contract?

The aims of the Council's Disciplinary & Grievance Policies are to ensure that there is a framework to both correct behaviour at work and provide workers with a reasonable and prompt opportunity to obtain redress of any grievance.

1.2 Who does the service/policy/contract affect? Who are the main customers (internal or external)?

The policies affect all staff.

1.3 What equality information is available, including any evidence from engagement and analysis of use of services?

The Council's Workforce Monitoring Data includes information on employee relations activity, such as staff involved in disciplinary, capability, grievances and bullying/harrassment cases by ethnicity, disability and gender.

1.4 What does this information tell us about the equality issues associated with the service and implications for the protected groups?

The Council's Workforce Statistics 2010/11 confirms that during this period one disciplinary and one grievance took place. One of the staff was male and of BME background and one of the staff was female. No staff were classed as disabled.

1.5 Are contractors or partnerships used to deliver the service? Y/N.

Any contractors would not be dealt with under these policies, but the contracting organisation would be notified if a matter arose due to something that has occurred while the contractor is working for the Council.

2. Assessment of Impact; Analysis and Action Planning

Any gaps in information or provision, opportunities to promote equalities and good relations identified above need to be translated into SMART actions and recorded here. These actions need to be delivered and monitored through the service planning process.

Opportunity to promote equality and/or barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
The needs of different ethnic groups including white minorities, but also established white communities.				
<p>Employees who cause the policies to be used and managers who do not follow the policies correctly could create a barrier or differential impact.</p> <p>This also applies to all of the protected groups shown below.</p>	<p>Managers are encouraged to address potential disciplinary issues early and training has taken place for all Business Unit Leaders and Team Leaders.</p> <p>Staff are encouraged to voice any problems they are facing, and staff surveys have been issued previously which ask whether staff have been subject to bullying and harassment.</p>	<p>Regular training for Business Unit Leaders and Team Leaders on the Policy.</p> <p>To act straight away and investigate thoroughly if there are any allegations of wrong doing by staff or managers.</p>	<p>Tim Martland</p>	<p>Bullying and harassment, as well as discrimination, are all outlined as potential gross misconduct cases within the Disciplinary Procedure. The Grievance Procedure outlines some instances when it may be used, including relationships at work and equal opportunities.</p> <p>The Council's Workforce Monitoring data published annually includes information on employee relations activity such as staff involved in disciplinary, capability, grievances and bullying/harassment cases by ethnicity, disability and gender.</p>
The needs of men and women, including taking account of pregnancy and maternity.				
<p>As above.</p>	<p>As above.</p>	<p>As above.</p>	<p>Tim Martland</p>	<p>As above.</p>

Opportunity to promote equality and/or barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
The needs of disabled people.				
As above.	As above.	As above.	Tim Martland	As above.
The needs of people with a religion or belief.				
As above.	As above.	As above.	Tim Martland	As above.
The needs of gay men, lesbians, bisexuals and heterosexual people.				
As above.	As above.	As above.	Tim Martland	As above.
Issues from marriage and civil partnership.				
As above.	As above.	As above.	Tim Martland	As above
The needs of different age groups, for example older and younger people.				
As above.	As above.	As above.	Tim Martland	As above.
The needs of transgender communities.				
As above.	As above.	As above.	Tim Martland	As above.
The needs of people who are disadvantaged by socio-economic factors such as low incomes, skill or living in a deprived area.				
No barriers identified.	None necessary.	Not applicable.		
The needs of people who live in a rural area.				
No barriers identified.	None necessary.	Not applicable.		

3. Mid Sussex District Council Equality Impact Assessment Summary

Key Findings	Future Actions
<ul style="list-style-type: none"> The Council's Disciplinary and Grievance policies procedure has recently been reviewed and is designed to ensure that there is a framework for correct behaviour at work to provide staff with an opportunity to obtain redress of any grievance. This includes managers tackling potential disciplinary issues at an early stage and for staff to voice any problems. The Council's Workforce Monitoring Reports include information on employee relations activity such as disciplinary, grievance and bullying/harassment cases by ethnicity, disability and gender. 	<ul style="list-style-type: none"> Further training workshops are being organised for early 2013 for Business Unit Leaders and Team Leaders on the Council's Disciplinary and Grievance procedure. The Council's Workforce Monitoring Reports will continue to include information on employee relations activity to identify any trends in relation to ethnicity, disability and gender.

4. Signing off this assessment and action plan

Signature ... *T.Martland*
 Person undertaking the assessment

Date ...30th November 2012.....

Signature ... 
 Head of Service

Date ...30th November 2012.....