

Full Equality Impact Assessment

Department/Team: HR

Lead Officer: Steph Rawson, HR Manager

Contact details: steph.rawson@yorksandhumber.nhs.uk

A. Describe the Aims, Purpose, Objectives of the Policy, Strategy, Plan concerned	To resolve grievances raised by an employee in the workplace, where they feel that they have been disadvantaged or unfairly treated.
B. List the procedures and protocols used to carry out the function	Grievance Procedure
C. List the groups who may be affected (i.e. Patients; Staff; Other Internal or External Stakeholders)	SHA staff

Gathering Evidence

Step 1 - Who may be affected by the Function/Policy?

Tip:

Look at baseline information on the general population and the groups the function/policy may affect; e.g.

- *Census data (or more up to date population projections)*
- *Other survey data*
- *Information of social and economic factors, such as age, income levels, health etc which are indicators of need.*

Response & Actions to be taken:

A breakdown of staff employed by the SHA can be found [here](#).

Step 2 - Do you have monitoring data that relates to the function/policy area concerned?

Tip:

Yorkshire and the Humber

If yes, list the sources of evidence below, then go to step 3. Examples might include:

- *Workforce or service user profile broken down into: Gender, Race, Disability, Religion, Sexual Orientation, Age*
- *Workforce Data*
- *Audit or Review Information*
- *Satisfaction survey results*

If no, list actions required to obtain the data in Actions section below and then go to step 4

Response & Actions to be taken:

No formal grievances have taken place at the SHA.

Step 3 - What does the monitoring data tell you?

Tip:

- *Are any groups under or over represented compared to what you would expect to see from the baseline data*
- *What does your monitoring data outcomes tell you? E.g. are some groups more likely to be served better by your function, service and policies etc compared to what you would expect to see from the baseline data on their needs?*

Response & Actions to be taken:

N/a

Step 4- Describe any evidence you have that indicates that the impact may be equitable to all groups?

Tip:

Look at potential sources of evidence such as:

- *Customer Satisfaction Survey results*
- *Local and national research*
- *Consultation process results*
- *Opinion Surveys*
- *Focus Group Evidence*

Response & Actions to be taken:

N/a

Step 5 - Describe any actions that have been taken to ensure that all groups are all served equitably?

Tip:

Have you:

- *Communicated the importance through staff training of how to treat individuals with specific needs?*
- *Communicated the importance of ensuring information is produced in a range of formats to assist all groups?*
- *Communicated any changes made to reflect changes in the user profile?*
- *Communicated the importance of stakeholders being consulted prior to planned changes being implemented*
- *Made staff aware of stakeholders who may be disadvantaged by existing policy, practice and procedure.*
- *Ensured staff have been consulted to assess how new policies and procedures may impact on them*

Response & Actions to be taken:

N/a

Analysing the Evidence

Step 6 - Based on the evidence gathered in Steps 2- 5 above, have you identified any potential differential impact for any of the equality groups?

Tip:

If yes, enter a response below and then go to Step 7

If No, enter a response below and then go to Step 9

Response & Actions to be taken:

N/a

Step 7 - Is the differential impact as a result of indirect or direct discrimination?

Tip:

If Yes is the impact as a result of

- *Direct discrimination? If so, this is unlawful and the organisation must decide how to ensure they act lawfully (go to Step 8).*
- *Indirect discrimination? If so is this objectively justifiable or proportionate in meeting a legitimate aim? If yes, provide details here:*

If no, enter a response below and then go to Step 8.

Response & Actions to be taken:

N/a

Determining Action

Step 8 - Based on the above decide on and describe the actions you intend to take to respond to the issues identified

Tip:

Consider things such as

- *Whether a different response needs to be made*
- *Who needs to be consulted/involved in devising a response to the issues identified*
- *The costs involved*
- *The cost of doing nothing*

Response & Actions to be taken:

N/a

Consultation

Step 9 - Identify the groups that need to be consulted and involved on the issues identified and describe how you will carry this out.

Tip:

You need to ensure you involve all those likely to be affected

Ensure you consult and follow the organisation's consultation processes.

Response & Actions to be taken

The SHA's Staff Partnership Forum will be consulted on any revisions to the policy.

Decision to Proceed

Step 10 – In view of all of the foregoing, how do you intend to proceed

Tip:

At this stage you need to decide whether you intend to proceed with the proposed course of action. You should base your decision on four factors:

- *The aims of the policy*
- *The evidence you have collected*
- *The results of public involvement and consultations*
- *The relative merits of alternative approaches*

Response & Actions to be taken:

HR intend to update the policy, which will then be sent for approval to the SHA Board. The policy will be publicised widely across the SHA and incorporated into the organisations induction process.

The recording and analysis of any future use of the policy will be performed to measure performance and ensure equitable treatment.

Monitoring Arrangements

Step 11 - Identify and describe the monitoring arrangements required

Tip:

You will need to identify the monitoring arrangements you need to put in place to ensure that:

- *The function/policy is equitable.*
- *Any remedial plans you have devised to eliminate or minimize any potential adverse impact are effective.*

➤ *all groups are being treated equitably.*

Response & Actions to be taken:

HR will monitor grievances that are raised through this policy and provide feedback on an annual basis.

Sign Off

Step 12 - As this proforma will be published on the website please insert Electronic signature below

Officer Responsible for Completing the Screening

Name: S.Rawson

Job Title: HR and Development Manager

Equality Impact Assessment Action Plan

Use the template below to collate all the actions identified when undertaking the full EqIA ;

Department/Section: HR

Lead Officer: Steph Rawson

Issues identified	Action Required	How will impact be measured	Lead & Timescales
No formal recording of monitoring data in relation to informal grievances that have not been raised through the SHA HR team.	Establish arrangements for HR to record relevant monitoring data.	Monitoring data reported on an annual basis.	Steph Rawson January 2011

Please forward the completed EqIA and the supporting Action Plan to the SHA Equality & Diversity Lead for publishing on the SHA website.