

Initial Inequality Screenings

Name of function/process	Employee Relations
Directorate	Human Resources
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1. What is the main purpose of the function?

Employee Relations involves the body of work concerned with maintaining employer-employee relationships that contribute to satisfactory productivity, motivation, and morale. Essentially, Employee Relations is concerned with preventing and resolving problems involving individuals which arise out of or affect work situations. Employee relations function is implemented through various policies written following employment law and legislation.

2. Who is intended to benefit from the function?

NHS Yorkshire and the Humber Employees.

3. List policies, strategies and procedures that carry out the function/process:

- Bullying and Harassment
- Capability
- Disciplinary
- Grievance procedure
- Smoke free policy
- Voicing your concerns
- Dealing with persistent and habitual complaints
- Sickness absence

4. Is responsibility for the function shared with another department, authority or organisation? If so, what responsibility and which bodies?

Implementation of policy will involve line managers across the organisation.

5. Do you know of **any evidence** or **concerns** from staff, service users or communities or any assumptions/anecdotal evidence that any of the following groups have been or could be differentially impacted in any way, by the aims, objectives or implementation of this? Please also state if the differential impact is positive or negative.

The employee relations function can be open to bias, deliberate and inadvertent.

Monitoring data at this time is not available to determine whether there has been a differential impact on equality groups. This assessment is currently based on our previous experiences of implementing such policies.

Group	Yes	No	Positive	Negative
Age	√			√
Disability	√			√
Gender	√			√
Race/Ethnicity	√			√
Religion or belief	√			√
Sexual Orientation	√			√

6. If YES to question 5 please state evidence.

The policies and procedures prioritised in ‘Employee Relations’ have important equality implications for employment or pay. They are policies / functions that are applied on an individual basis and therefore have the potential for high impact.

Issues:

Age

- Ensure monitoring of age of staff with regard to employee relations policies
- Avoid assumptions regarding age and health, such as a belief that older workers take more time off work sick

Disability

- Monitoring of absence relating to a disability should be reported as separate from other absence reporting
- Ensure disability monitoring for all employee relations policies to inform future actions

Race/ Ethnicity

- Be aware that trends nationally show high proportion of men, BME and older workers likely to be involved in employee relations issues
- Building confidence of staff that issues will be dealt with effectively
- Ensure investigations are conducted in a timely manner
- Provide support to managers in dealing with race equality issues

Generic equality issues;

- Ensure managers are made aware of avoiding stereotypes that could lead to unfair treatment of staff from particular groups

7. If YES to question 5 could the difference still be justifiable or proportionate in meeting a legitimate aim? e.g. on grounds of promoting equality of opportunity for one group?

No

8. If YES to question 5 would this difference be legal? e.g. Positive action/Genuine Occupational requirement

No

9. What level of differential impact could there be? (see below for further guidance)

High	Bullying and Harassment Capability Disciplinary Grievance procedure
Medium	Voicing your concerns Dealing with persistent and habitual complaints Sickness absence
Low	Smoke free policy

Level of Impact	Criteria	Actions
<p>HIGH There is substantial evidence of groups being adversely affected. There is substantial public concern.</p>	<p>Potential for significant negative outcomes on different groups. Potential for significant concern about how different groups are treated.</p>	<p>Strategy/Policy needs to be monitored, reviewed and amended within 1 year.</p>
<p>MEDIUM There is some evidence of groups being adversely affected. There is some public concern.</p>	<p>Potential for different groups to be treated differently. Potential for concern about how different groups are treated or that services are delivered differently.</p>	<p>Strategy/Policy needs to be reviewed and amended within 2 years.</p>
<p>LOW There is little/no evidence of groups being adversely affected. There is little/no public concern.</p>	<p>Little or no potential for unequal access or impact between different groups.</p>	<p>Strategy/Policy needs to be reviewed and amended within 3 years.</p>

Completed by _____

Date _____