

# NATIONAL PROBATION SERVICE HAMPSHIRE AREA

## EQUALITY IMPACT ASSESSMENT FORM

This "Equality Impact Assessment Form" documents the outcome of a full impact assessment on the specified function, policy or procedure, addressing the equalities strands of: Race, Gender, Disability, Sexuality, Faith and Age. It is to be completed, published as specified, and appended to policy and/or strategy documents.

### **1. Function Name, Policy or Procedure:**

Disciplinary Policy and Procedure (Reviewed April 2008)

### **2. Aims and Approach of Function/Policy/Procedure**

This document outlines the policy and procedures of Hampshire Probation Area with regards to the disciplinary rules and procedures. The aim is to promote positive employment relations, fair treatment of employees, help ensure that standards are kept and to provide a fair method of dealing with alleged failures to observe standards.

### **3. What data/information is available & does it suggest differential impact for any of the groups identified as part of the impact assessment process?**

The policy was revised in May 2005 and consideration was given to the possibility of any adverse impact being experienced by any particular staff group. The procedures make clear a commitment to application in a non-discriminatory manner "irrespective of an employee's race, ethnic origin, religious belief, colour, gender, marital status, age, sexual orientation or disability"

A commitment to any necessary "reasonable adjustment" within the disciplinary procedure is outlined; referring to such factors as

interpretation, signing and induction loop systems or help with reading and writing to ensure full accessibility for all.

Monitoring of disciplinaries is undertaken and during the period 2005/2006 16 disciplinaries were investigated. Monitoring at this stage only records gender of staff as HR systems are not totally populated with race and ethnicity and disability data. 43% of disciplinary investigations during this time frame were for female staff. However, monitoring data of disciplinaries undertaken is not of itself indicative of the equality impact of the policy and procedures as high representation of a particular staff group could be indicative of areas of concern in other HR functions.

#### **4. What consultation has been undertaken and what are the results of this?**

The disciplinary policy and procedure was presented by the Head of HR to the Equality Consultation Panel. The main concerns raised by this panel were in relation to the current absence of an investigator from a minority ethnic background and the mechanisms that were in place to support a minority ethnic member of staff managed by a white manager facing disciplinary procedures.

#### **5. What changes are needed to remove any adverse impact (either approach or implementation considerations)?**

In relation to the points above, the recruitment of investigating officers will subsequently aim to encourage applications from minority ethnic staff and ensure that training of investigating officers addresses the equality issues.

Following discussions with the Director of HR, confirmation was given that access was available to the Black Staff Support Group for any member of staff who has been suspended pending disciplinary investigation, as with access to a TU representative. The need for access being denied to HPA offices does, however, have to be retained as an option for any member of staff under certain circumstances. In addition, staff members can access other staff support mechanisms such as LAGIP, NDSN, ABPO & NAAPS

Further monitoring needs to be established and full analysis of outcomes to further address equality impact.

**6. What decisions have been taken on the basis of the impact assessment and what measures have been put in place to implement?**

**As above**

**7. Monitoring arrangements and review process**

Inclusion of race and ethnicity and disability data in the monitoring systems will be achievable by September 2006 leading to a further review within the next Diversity Reporting cycle in December 2006/

**8. How results will be published**

.Results of this impact assessment and monitoring results are through the HPA internet and intranet systems.

**Signature of Policy Lead** .....

**Position** .....

**Date** .....