

# 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:**

Grievance Policy and Procedure

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

The grievance procedure provides a framework for dealing promptly and fairly with problems or concerns an employee wishes to raise relating to their work, working environment or working relationships. This framework provides a method of addressing issues that have not been resolved through the normal working relationship.

The policy makes clear its commitment to its 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.

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

Monitoring of grievances and outcomes is undertaken and for the period April 2005 to March 2006 -11 grievances were taken out by HPA staff. HR systems are not fully populated with ethnicity and disability data and so at this stage it is only possible to say that 72% of the grievances were taken out by female staff, about proportional to the female staff group. Further monitoring data will be established for this reporting cycle, but it is

recognised that an over representation of any particular staff group is not in itself indicative of an inequalities of impact in the procedures – the reasons for over-representation are more likely to be found in other functions. There is currently therefore no data that suggests differential impact for any staff group.

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

The policy and procedures was presented to the Equality Consultation Panel by the Head of HR. Feedback from the panel was to request information on how a minority ethnic member of staff, either taking out a grievance or as a subject of a grievance, would have access to support. Attention was directed to the “Right to Accompaniment” which can include access to the support offered through the Black Staff Support Group and this was agreed as appropriate.

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

None

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

No change in practice required other than put in place monitoring systems that can be populated with diversity information.

**7. Monitoring arrangements and review process**

Monitoring systems should allow the addition of race and ethnicity and disability data by September 2006, this will allow for further review through the next Diversity Reporting cycle.

**8. How results will be published**

. This impact assessment will be published through the internet and intranet systems.

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

**Position** .....

**Date** .....