

**Corporate Grievance policy**  
**18.01.2016**

**Equality Impact Assessment**

# Corporate Grievance policy

Contact: Andrea Malam,

Updated: 26.05.2015

## 1. What type of proposal / decision is being assessed?

Revised policy

## 2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

Denbighshire County Council is legally obliged to have in place grievance procedures. The HR Direct team have identified that the Grievance policy is due for review and as such the content has been updated. This has prompted the completion of an Equality impact assessment.

The Council are committed to equality of opportunity at all times during the operation of the grievance procedure. This will ensure that employees are treated fairly and without discrimination on the grounds of their age, disability, gender reassignment, marital or civil partnership status, race, pregnancy or maternity, religion or belief, sex, sexual orientation or caring responsibilities.

## 3. Does this proposal / decision require an equality impact assessment? If no, please explain why.

*Please note: if the proposal will have an impact on people (staff or the community) then an equality impact assessment **must** be undertaken*

Yes

## 4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken

*(Please refer to section 1 in the toolkit for guidance)*

The policy has been taken to CJM for consultation with the recognised trade unions and the ACAS code of practice has been adhered to.

**5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**

*(Please refer to section 1 in the toolkit for a description of the protected characteristics)*

The policy allows for reasonable adjustments to be made where required.

The policy takes into account those with a disability who may need a parent or carer in attendance during meetings. This is a variation on the protocol for employees who may chose either a Trade Union Official or employee representative as a companion.

**6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**

The policy is designed to ensure fairness, therefore it does not have a disproportionate negative impact on protected characteristics.

**7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.**

Yes

The policy now makes reference to 'Reasonable adjustments'.

**8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

Yes

The policy refers to the 'Standard policy statement'. The statement outlines the Council approach to things which are common to most policies. This doesn't currently cover equal ops. Explore the possibility of including refer to the Council's commitment to equal opportunities here. Once this is done, review the location of the statement, as this not easy to locate. This should be easily accessible to all employees to ensure awareness of its contents.

Action(s)

Owner

By when?

Publish the 'Standard policy statement' and ensure it is easily accessible	Andrea Malam	On date of publication of the revised Grievance policy
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## 9. Declaration

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal / decision will be reviewed at the appropriate stage.

Review Date:	18.01.2017
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Name of Lead Officer for Equality Impact Assessment	Date
Andrea Malam	18.01.2016