

Members Involvement in Appeal Panels 6th April 2016

Equality Impact Assessment

Fixed Term Contracts Policy

Contact: Catrin Roberts, HR Services Manager

Updated: 06.04.2016

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

A new procedure

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?

The purpose of the proposal is that appeals for disciplinary meetings and job evaluations are dealt with at officer level with no member involvement. This continues to remain in line with ACAS guidance and code of practice. There will be a change the Denbighshire County Council's Appeal Procedure, Disciplinary Policy and Job Evaluation policy.

Disciplinary appeals heard by the next level of manager, another manager, appropriate Head of Service/Director. Where there is an appeal against a dismissal, then a two Head of Service/Director would be convened.

Job Evaluation Appeals will be chaired by a Head of Service with one management representative and one trade union representative.

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)

An assessment of protected characteristics and the effects of this policy on those protected characteristics has been undertaken.

Consultation has taken place with the usual CJM and recognised trade unions.

This procedure was also taken to LJCC on 10th February.

- 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)

This procedure has a neutral effect on the protected characteristics as the procedure will be the same for all employees regardless of their characteristic.

- 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)?**

No, this procedure will have a neutral effect on the all protected characteristics

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

No	Not applicable
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- 8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

No	Not applicable
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Action(s)	Owner	By when?

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:	06.04.2017
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Name of Lead Officer for Equality Impact Assessment	Date
Catrin Roberts	06.04.2016