

Equality Impact Analysis

This equality impact analysis establishes the likely effects both positive and negative and potential unintended consequences that decisions, policies, projects and practices can have on people at risk of discrimination, harassment and victimisation. The analysis considers documentary evidence, data and information from stakeholder engagement/consultation to manage risk and to understand the actual or potential effect of activity, including both positive and adverse impacts, on those affected by the activity being considered.

To support completion of this analysis tool, please refer to the equality impact analysis guidance.

Section 1 – Analysis Details (Page 5 of the guidance document)

Name of Policy/Project/Decision	Disciplinary Procedure
Lead Officer (SRO or Assistant Director/Director)	Sam McVaigh Director of People & Inclusion
Department/Team	Human Resources
Proposed Implementation Date	1.8.24
Author of the EqIA	Vanessa Brockbank, HR&OD Business Partner
Date of the EqIA	17.5.24

1.1 What is the main purpose of the proposed policy/project/decision and intended outcomes?

The current disciplinary procedure was last reviewed and updated in February 2017.

Feedback received from staff relates to the procedure not being streamlined and relies too heavily on HR input at all stages. The revised procedure focuses on Managers leading the process with support from a HR representative and Senior Managers having an oversight of conduct issues.

Section 2 – Impact Assessment (Pages 6 to 10 of the guidance document)

2.1 Who could the proposed policy/project/decision likely have an impact on?

Employees: **Yes**
 Community/Residents: **No**
 Third parties such as suppliers, providers and voluntary organisations: **No**

If the answer to all three questions is 'no' there is no need to continue with this analysis.

2.2 Evidence to support the analysis. Include documentary evidence, data and stakeholder information/consultation

Documentary Evidence:

Data: [Employment Equality Report 2023 \(bury.gov.uk\)](https://www.bury.gov.uk/employment-equality-report-2023)

Stakeholder information/consultation:
 Meeting with the Trade Unions to discuss the detail
 Sign off at JCC
 Sign off at Employment Panel
 Met with managers to discuss the proposed policy and gain feedback

2.3 Consider the following questions in terms of who the policy/project/decision could potentially have an impact on. Detail these in the impact assessment table (2.4) and the potential impact this could have.

- Could the proposal prevent the promotion of equality of opportunity or good relations between different equality groups?
- Could the proposal create barriers to accessing a service or obtaining employment because of a protected characteristic?
- Could the proposal affect the usage or experience of a service because of a protected characteristic?
- Could a protected characteristic be disproportionately advantaged or disadvantaged by the proposal?
- Could the proposal make it more or less likely that a protected characteristic will be at risk of harassment or victimisation?
- Could the proposal affect public attitudes towards a protected characteristic (e.g. by increasing or reducing their presence in the community)?
- Could the proposal prevent or limit a protected characteristic contributing to the democratic running of the council?

2.4 Characteristic	Potential Impacts	Evidence (from 2.2) to demonstrate this impact	Mitigations to reduce negative impact	Impact level with mitigations Positive, Neutral, Negative
Age				
Disability	Some employees may not be able to engage fully		Colleagues are able to request adjustments that they require in	Neutral

	with the process due a disability		order to engage with the procedure	
Gender Reassignment				
Marriage and Civil Partnership				
Pregnancy and Maternity	Employees may be on maternity leave whilst involved in an allegation		Necessary arrangements will be made taking into account personal circumstances and availability	
Race	Potential impact for colleagues whose first language isn't English		There should be a communication method in place agreed between the manager and the employee. The process can be adapted to adopt this method. There is a language translation service that can be accessed if required.	Neutral
Religion and Belief	Availability of colleagues observing religious periods or days of worship during the process		Dates of meetings/investigations will be mindful of religious periods and holy days. A reminder will be included in the guidance document	Neutral
Sex				

Sexual Orientation				
Carers				
Looked After Children and Care Leavers				
Socio-economically vulnerable	Some behaviours may be because of socio-economic vulnerability i.e unable to afford travel to work, addiction, insecure housing		A check is to be completed at investigation stage if disciplinary is the most appropriate policy to apply. Behaviours could be supported through other means and policies	Neutral
Veterans				

Actions required to mitigate/reduce/eliminate negative impacts or to complete the analysis

2.5 Characteristics	Action	Action Owner	Completion Date
Disability	Include in managers guidance about putting in place adjustments	VB	
Race	Include in managers guidance about access to the translation contract	VB	
Religion & Belief	Include in managers guidance about religious festivals and holy days	VB	
Socio-economic	Include in managers guidance to check if disciplinary is the most appropriate policy to apply where there are socio-economic impacts	VB	

Section 3 - Impact Risk

Establish the level of risk to people and organisations arising from identified impacts, with additional actions completed to mitigate/reduce/eliminate negative impacts.

3.1 Identifying risk level (Pages 10 - 12 of the guidance document)

Impact x Likelihood = Score			Likelihood			
			1	2	3	4
			Unlikely	Possible	Likely	Very likely
Impact	4	Very High	4	8	12	16
	3	High	3	6	9	12
	2	Medium	2	4	6	8
	1	Low	1	2	3	4
	0	Positive / No impact	0	0	0	0

Risk Level	No Risk = 0	Low Risk = 1 - 4	Medium Risk = 5 – 7	High Risk = 8 - 16
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3.2 Level of risk identified	No risk
3.3 Reasons for risk level calculation	No additional impact from current procedure

Section 4 - Analysis Decision (Page 11 of the guidance document)

4.1 Analysis Decision	X	Reasons for This Decision
There is no negative impact therefore the activity will proceed	X	Progress with implementing procedure subject to approval
There are low impacts or risks identified which can be mitigated or managed to reduce the risks and activity will proceed		
There are medium to high risks identified which cannot be mitigated following careful and thorough consideration. The activity will proceed with caution and this risk recorded on the risk register, ensuring continual review		

Section 5 – Sign Off and Revisions (Page 11 of the guidance document)

5.1 Sign Off	Name	Date	Comments
Lead Officer/SRO/Project Manager	Vanessa Brockbank, HR&OD Business Partner	17.5.24	
Responsible Asst. Director/Director	Sam McVaigh , Director of People & Inclusion	03.07.24	
EDI	Lee Cawley, Equality, Diversity and Inclusion (EDI) Manager	04.07.24	

EqIA Revision Log

5.2 Revision Date	Revision By	Revision Details