

Screening Assessment Template

Annex B

You should refer to the general and specific equality duties contained in the legislative framework (Annexe A) when completing the screening assessment.

Proposed Policy, Practice or Function ...**WG Dignity at Work policy, Grievance Policy and Discipline policy (Internal HR policies)**

Please see additional note at end of table

| Equality Strand | Summary of evidence Identified and gathered | Weighting [<i>Credibility of evidence</i>] Tick appropriate box | | | Relevance of evidence [<i>Equality issues raised by evidence</i>] | Policy or practice relevance to equality strand Tick appropriate box | | | |
|-----------------|--|---|--------------|--------|---|--|-----|--------|------|
| | | Unsatisfactory | Satisfactory | Strong | | No relevance | Low | Medium | High |
| Disability | Information gathered from HRIS records confirming the number of employees at the WG who have declared a disability | | ✓ | | Low – the policies apply to all employees equally and do not disadvantage any employee who has declared a disability. The Discipline & Dignity at Work policies are designed to highlight to all employees the standards of behaviour expected of employees and what action the WG will take if it is alleged that an employee has breached these | | ✓ | | |

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| | | | | <p>standards. The Grievance Policy highlights how employee can raise workplace concerns and how they will be addressed.</p> <p>If an employee who has a disability is required to attend a meeting under these policies, the WG will ensure that any reasonable adjustments are made to enable them to fully participate in the meeting. For example, if a support worker assists the employee to carry out their duties, they may accompany the employee to the meeting, in addition to a colleague or a TU representative who will act as representative; if an employee with a disability needs to receive papers in alternative format or slightly longer to consider the papers, this will be considered and if reasonable, will be agreed.</p> <p>Arising from the Fit for the Future feedback: Supporting Disabled colleagues Engagement feedback, future training in Equality & Diversity is being planned which will</p> | | | | |
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| | | | | | cover participation and accessibility issues. | | | | |
| Race | Information gathered from HRIS records confirming the ethnicity of employees at the WG. | | √ | | None – the policies apply to all employees equally and do not disadvantage any employee due to their ethnicity. | √ | | | |
| Gender and Gender Reassignment | Information gathered from HRIS records confirming the gender of employees at the WG. | | √ | | None – the policies apply to all employees equally and do not disadvantage any employee due to their gender. | √ | | | |
| Age | Information gathered from HRIS records confirming the age breakdown of employees at the WG. | | √ | | None – the policies apply to all employees equally and do not disadvantage any employee due to their age. | √ | | | |
| Religion and Belief and Non-Belief | Information gathered from HRIS records confirming the religion and belief breakdown of employees at the WG. | | √ | | None – the policies apply to all employees equally and do not disadvantage any employee due to their religion or belief (or non-belief). | √ | | | |
| Sexual Orientation | Information gathered from HRIS records confirming the sexual orientation of employees at the WG. | | √ | | None – the policies apply to all employees equally and do not disadvantage any employee due to their sexual orientation. | √ | | | |
| Human Rights (see Annexe A for more information) | Information gathered from HRIS records for the other equality strands. | | √ | | None – the information gathered for the other equality strands and the lack of relevance of these policies to | √ | | | |

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|-------------------------|--|--|---|--|--|---|--|--|--|
| | | | | | the strands leads to a judgement that there are no Human Rights strand issues | | | | |
| Pregnancy and Maternity | Information gathered from HRIS records confirming the number of women pregnant or on maternity leave at the WG | | √ | | None – the policies apply to all employees equally and do not disadvantage any employee due to their being pregnant or on maternity leave. | √ | | | |
| Civil Partnerships | At the present time, information about Civil partnerships is not available at the WG | | √ | | None – the policies apply to all employees equally and do not disadvantage any employee due to their marital status. | √ | | | |

Additional Evidence for all Equality Strands

Equality Report 2010- 2012

Trend data from the Equality Report 2010 - 2011 (page 3) has been examined and the numbers of complaints heard under the informal and formal stages of the Dignity at Work policy are extremely low and have fallen each year since 2003. The data is not broken down by protected characteristic so it is not possible to identify evidence by equality strand. Even if this were possible with such low numbers, the data might not be meaningful.

Coupled with the mandatory staff training on Equality & Diversity and the detailed policy and procedure, the figures may indicate that we have few issues regarding bullying and harassment at work. Conversely they may be reflective of employees not raising issues. However, the trade unions and Staff Network groups have not raised any concerns about Dignity at Work issues or the robustness of the policy in dealing with such issues.

The data on Grievance and Discipline cases (Annex D) broken down by protected characteristic has also been analysed and does not display a disproportionate effect on any protected characteristic.

The weighting credibility of this evidence is satisfactory and has no relevance to the equality strands.

Staff Survey

The Fit for the Future Feedback Summary: Supporting Disabled Colleagues – Feedback & Proposed Actions published on 27 July 2012 has also been considered. There were no actions arising for these policies in that report. The low scores in the Staff Survey 2011 in the areas of respect for individual differences, bullying, discrimination and harassment were discussed by the Fit for the Future Engagement group and were more about the group feeling that better line management and staff training on equality and diversity issues was required than actual identifiable, tangible cases. A watching brief will be kept on the proposed actions, particularly the development of a Reasonable Adjustments policy so that relevant issues may be considered in the light of these policies.