

# Equality Impact Assessment Template – Policy, function or strategy

This document should be completed when a new policy, function or strategy is introduced or when a substantive change to an existing policy, function or strategy is recommended.

<b>1. Policy, function or strategy</b>		
a.	Name/description of the policy, function or strategy <sup>1</sup>	Grievance, Dignity and Respect at Work Policy
b.	Responsible organisation(s)/Lead Service	Organisational Development (OD), Policy and Communications Service
c.	Lead Officer	Morna Rae, Head of OD, Policy and Communications
d.	Date of Impact Assessment	03/05/2024
e.	Partners/other Services involved in the development of the policy, function or strategy	Cross-Service Workforce Development Group and the Trade Unions
f.	Is the policy, function or strategy?	<input type="checkbox"/> New
		<input checked="" type="checkbox"/> Reviewed/Revised
g.	What is the purpose of the policy, function or strategy (include details of any new legislation which prompted the introduction of the policy, function or strategy or the substantive change to the policy, function or strategy)?	<p>The purpose of the Policy is to support a positive working culture within the Council.</p> <p>There were previously two separate policies – covering Grievance and Dignity and Respect - which have now been combined into one document.</p> <p>The implementation of the Grievance, Dignity and Respect at Work Policy will help the Council meet its obligations in terms of The Equality Act 2010. The Policy also complies with the provisions outlined in the Advisory, Conciliation and Arbitration</p>

<sup>1</sup> Please attach details of the policy, function or strategy to this Template

		Service's (ACAS) Code of Practice on Disciplinary and Grievance Procedures.
h.	What are the intended outcomes of the policy, function or strategy?	In order to maintain a positive and supportive environment, promote fairness at work and ensure that employees treat one another with dignity and respect, regular, effective and transparent communication must take place between managers, employees and Elected Members. This will ensure that, as part of day-to-day operations and supervision, employees and managers are aware of the standards of behaviour expected of them. It also works towards creating a working environment that is free from bullying, discrimination, harassment and victimisation. It is in everyone's interests for complaints/concerns to be addressed and progressed. Open, transparent and early communication will allow these matters to be concluded as swiftly as possible. The Policy and associated procedure support Inverclyde Council's Equality and Diversity Policy and Violence in the Workplace Policy, and reinforce the Council's commitment as an Equal Opportunities employer.
i.	Geographical area (Inverclyde-wide or a specific location)	Inverclyde-wide
j.	Which parts of the Equality Duty will the policy, function or strategy impact on?	X Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
		X Advance equality of opportunity between people of different groups
		Foster good relations between people from different groups
k.	Will those who may be directly or indirectly affected by the policy, function or strategy be involved in its development?	Yes, via membership of working groups/forums including, for example, the Council's Workforce Development Group, and the Trade Union Liaison Group.

<b>2. Does the policy, function or strategy impact on:</b>		
	<b>Yes</b>	<b>No</b>
a. Protected Characteristics under The Equality Act 2010: Age; Care experienced; Disability; Gender Reassignment; Marriage and Civil Partnership; Pregnancy and Maternity; Race; Religion and Belief; Sex; Sexual Orientation <b>(see Section 3)</b>	Yes	
b. Reducing inequalities of outcome caused by socio-economic disadvantage – Fairer Scotland Duty <sup>2</sup> <b>(see Section 6)</b>		No
c. Inverclyde Alliance Partnership Plan 2023/33 <sup>3</sup> <b>(see Section 7)</b>	Yes	
d. Council Plan 2023/28 <sup>4</sup> <b>(see Section 8)</b>	Yes	
<b>3. If ‘Yes’ is selected for any part of Section 2, please populate the other relevant Sections of this Template.</b>		
<b>4. If ‘No’ is selected for <u>every part</u> of Section 2, please state the reasons for this.</b>		
<p><b>Please sign below and email a copy of this Template to Karen Barclay, Corporate Policy and Performance Officer:</b></p> <p><b><u><a href="mailto:karen.barclay@inverclyde.gov.uk">karen.barclay@inverclyde.gov.uk</a></u></b></p>		
Signature:	Date:	

<sup>2</sup> [Fairer Scotland Duty: guidance for public bodies](#)

<sup>3</sup> [Inverclyde Alliance Partnership Plan 2023/33](#)

<sup>4</sup> [Council Plan 2023/28](#)

3. Impact – Protected Characteristics						
Which of the Protected Characteristics will the policy, function or strategy have an impact upon?						
Protected Characteristic	Impact				Reasons/Comments	
	Positive High	Low	Neutral	Negative High		Low
Age	X					Both young and older workers can be at an increased risk of experiencing harassment and discrimination at work (source: <a href="#">Discrimination and bullying - ACAS</a> ). The Policy aims to have a positive impact by providing clear guidance on acceptable and unacceptable behaviour and routes to deal with issues.
Care experienced			X			
Disability	X					People with disabilities are at greater risk of experiencing workplace bullying and discrimination than non-disabled employees (source: <a href="#">Discrimination and bullying - ACAS</a> ). The Policy aims to have a positive impact by providing clear guidance on acceptable and unacceptable behaviour and routes to deal with issues.
Gender Reassignment	X					People who have undergone or are undergoing gender reassignment can be at an increased risk of experiencing harassment and discrimination at work (source: <a href="#">Discrimination and bullying - ACAS</a> ). The Policy aims to have a positive impact by providing clear guidance on acceptable and unacceptable behaviour and routes to deal with issues.
Marriage and Civil Partnership			X			

Pregnancy and Maternity			X			
Race	X					People of minority ethnicities are at greater risk of experiencing discrimination than others (source: <a href="#">Discrimination and bullying - ACAS</a> ). The Policy aims to have a positive impact by providing clear guidance on acceptable and unacceptable behaviour and routes to deal with issues.
Religion and Belief	X					People of different religions or beliefs are at greater risk of experiencing discrimination than others (source: <a href="#">Discrimination and bullying - ACAS</a> ). The Policy aims to have a positive impact by providing clear guidance on acceptable and unacceptable behaviour and routes to deal with issues.
Sex	X					There is potential for harassment or discrimination in the workplace on the grounds of Sex (source: <a href="#">Discrimination and bullying - ACAS</a> ). The Policy aims to have a positive impact by providing clear guidance on acceptable and unacceptable behaviour and routes to deal with issues.
Sexual Orientation	X					There is potential for harassment or discrimination in the workplace on the grounds of Sexual Orientation (source: <a href="#">Discrimination and bullying - ACAS</a> ). The Policy aims to have a positive impact by providing clear guidance on acceptable and unacceptable behaviour and routes to deal with issues.
Other groups to consider <ul style="list-style-type: none"> <li>• Carers</li> <li>• The Armed Forces Covenant Duty</li> <li>• Elected Members, external agencies, partners and contractors</li> </ul>			X			Elected Members, external agencies, partners and contractors who work in partnership with the Council have a responsibility to comply with the Policy.

<b>4. Which parts of the Equality Duty will the policy, function or strategy have an impact upon?</b>	
X	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
X	Advance equality of opportunity between people from different groups
	Foster good relations between people from different groups

<b>5. Impact – Groups</b>	
From the information you have highlighted above, describe the positive and negative impacts and the groups affected under The Equality Act 2010.	
<p><b>Positive impact</b> + <i>(Describe groups affected.)</i></p> <p><u>Age; Disability; Gender Reassignment; Race; Religion and Belief; Sex; and Sexual Orientation</u>: There is a risk of workplace harassment or discrimination on the basis of an employee’s Protected Characteristic(s). The Policy aims to have a positive impact by providing clear guidance on acceptable and unacceptable behaviour and routes to deal with issues.</p>	<p><b>Negative impact</b> - <i>(Describe groups affected.)</i></p>

**6. Impact – Fairer Scotland Duty**

What impact will the policy, function or strategy have on reducing inequalities of outcome caused by socio-economic disadvantage?

Positive impact +	Neutral impact =	Negative impact -
	X	

**7. Impact – Inverclyde Alliance Partnership Plan 2023/33**

Which Themes from the Inverclyde Alliance Partnership Plan 2023/33 will the policy, function or strategy impact on?

	<p><b>Theme 1: Empowered people</b></p> <ul style="list-style-type: none"> <li>• Communities can have their voices heard, and influence the places and services that affect them</li> <li>• Gaps in outcomes linked to poverty are reduced</li> </ul>
X	<p><b>Theme 2: Working people</b></p> <ul style="list-style-type: none"> <li>• More people will be in sustained employment, with fair pay and conditions</li> <li>• Poverty related gaps are addressed, so young people can have the skills for learning, life and work</li> <li>• Businesses are supported and encouraged to reduce their carbon footprint and develop green jobs</li> </ul>
	<p><b>Theme 3: Healthy people and places</b></p> <ul style="list-style-type: none"> <li>• People live longer and healthier lives</li> <li>• Supportive systems are in place to prevent alcohol and drug misuse</li> <li>• Our natural capital is looked after, and we are effectively adapting and mitigating the effects of climate change</li> </ul>
	<p><b>Theme 4: A supportive place</b></p> <ul style="list-style-type: none"> <li>• Vulnerable adults and children are protected and supported, ensuring they can live safely and independently</li> <li>• We recognise where people are affected by trauma, and respond in ways that prevent further harm and support recovery</li> <li>• Public protection and community safety are improved through targeting our resources to reduce the risk of offending and harm</li> </ul>
	<p><b>Theme 5: A thriving place</b></p> <ul style="list-style-type: none"> <li>• Growth in our working age population by encouraging people to stay here, and attracting new people to settle here</li> </ul>

	<ul style="list-style-type: none"> <li>• Development of strong community-based services that respond to local need</li> <li>• Homes are energy efficient and fuel poverty is reduced</li> <li>• Increased use of active travel and sustainable transport options</li> <li>• Easy access to attractive and safe public spaces, and high-quality arts and cultural opportunities</li> </ul>
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Theme 2: The implementation of the Policy will help to ensure that Council employees are treated fairly and with dignity and respect.

**8. Impact – Council Plan 2023/28**

**Which Themes from the Council Plan 2023/28 will the policy, function or strategy impact on?**

	<p><b>Theme 1: People</b></p> <ul style="list-style-type: none"> <li>• Our young people have the best start in life through high quality support and education</li> <li>• Gaps in outcomes linked to poverty are reduced</li> <li>• People are supported to improve their health and wellbeing</li> <li>• More people will be in employment, with fair pay and conditions</li> <li>• Our most vulnerable families and residents are safeguarded and supported</li> </ul>
	<p><b>Theme 2: Place</b></p> <ul style="list-style-type: none"> <li>• Communities are thriving, growing and sustainable</li> <li>• Our strategic housing function is robust</li> <li>• Our economy and skills base are developed</li> <li>• We have a sufficient supply of business premises</li> <li>• Our natural environment is protected</li> </ul>
X	<p><b>Theme 3: Performance</b></p> <ul style="list-style-type: none"> <li>• High quality and innovative services are provided, giving value for money</li> <li>• Our employees are supported and developed</li> </ul>

Theme 3: A clear Grievance, Dignity and Respect Policy that is followed by employees promotes a positive working culture where employees feel supported. This, in turn, leads to high quality service delivery.



**9. Evidence**

What evidence do you have to help identify any potential impacts of the policy, function or strategy?

Note: Evidence could include information from consultations, surveys, the Citizens’ Panel, focus groups, interviews, projects, user feedback, complaints, Officers’ knowledge and experience, equalities monitoring data, publications, research, reports, and local and national groups.

<b>Evidence</b>	<b>Details</b>
Consultation/engagement (including any carried out while developing the policy, function, or strategy)	Consultation took place with the Workforce Development Group and the Trade Union Liaison Group, both of whom have expressed their support of the Policy.
Research	Benchmarking with other local authority and organisational equivalent policies. We sense checked our Policy with other policies in terms of consistency of approach and identifying any areas that we have not previously considered. Our Policy sits well within this context.
Officers’ knowledge and experience (including feedback from frontline staff)	The Policy has been reviewed/ revised by HR Advisors who have the relevant expertise and knowledge.
Equalities monitoring data	
User feedback (including complaints)	
Stakeholders	

Other	
Are there information gaps and, if so, what are these?	

**10. Consequences of Analysis**

What steps will you take in response to the findings of your analysis? Please select at least one of the following and provide a brief explanation.

a.	Continue development with no changes	<input checked="" type="checkbox"/>	The Policy will be reviewed on a five yearly basis and as required following any legislative changes.
b.	Continue development with minor alterations	<input type="checkbox"/>	
c.	Continue development with major changes	<input type="checkbox"/>	
d.	Discontinue development and consider alternatives (where relevant)	<input type="checkbox"/>	

How will the effect of the policy, function or strategy be monitored following implementation?

Issues arising from employee relations are regularly discussed by the Trade Union Liaison Group and monitored through the Workforce Information and Activity Report.

When is the policy, function, or strategy due to be implemented? Immediately following Committee approval.
When will the policy, function or strategy be reviewed? Every five years unless legislative requirements bring this forward.
What resources are available for the implementation of the policy, function or strategy? Have these resources changed? The Policy will be managed by HR Advisors alongside other policies.

<b>11. Please use the space below to detail any other matters arising from the Equality Impact Assessment process, including what action could be taken to mitigate the impact of the policy, function or strategy.</b>
The Policy applies in the workplace and applies to conduct outside the workplace in accordance with the Code of Conduct (Employees).

<b>Details of the Person(s) who completed the Assessment:</b>	
Name:	Morna Rae
Position:	Head of Service

Classification: Official

Date:	12/06/2024
<b>Authorised by:</b>	
Name:	Ruth Binks
Position:	Corporate Director – Education, Communities and Organisational Development
Date:	17/06/2024

**Please send a copy of the completed Template to Karen Barclay, Corporate Policy and Performance Officer at [karen.barclay@inverclyde.gov.uk](mailto:karen.barclay@inverclyde.gov.uk).**