

# Dudley Group of Hospitals: Equality Impact Assessment

## Step 3: Assessment Tool

<b>Name of Policy or Service being assessed:</b>
Grievance Policy

<b>Directorate:</b>	HR
<b>Service/ Department</b>	HR Business Operations

<b>Head of Service:</b> (who will sign off this EIA)	Janine Clarke
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<b>Lead Officer:</b> (completing this EIA)	Victoria Maher
<b>Date of EIA</b>	2 <sup>nd</sup> September 2009

<b>Names and roles of any other people supporting the EIA (e.g. advisory group)</b>
Annette Reeves – Deputy HR Director
Steve Astill – Staff side chair

### **Section 1 - Introduction**

#### ***Identify the aims of the Policy/Service and rationale behind its delivery***

The aim of this section is to state the aim, objective or purpose of the policy/service:

<b>How does the policy fit in with the Trust's wider aims?</b>	The policy supports the Trusts HR Strategy 'Achievement through Commitment'. As the policy ensures that staff have a process to follow in which they can raise concerns regarding their employment.
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<b>Is the policy/service delivered by one department/directorate or in conjunction with other departments, agencies etc? Which?</b>	This policy will be delivered across the Trust by the HR team and line managers.
<b>State the underlying aims and objectives of the policy/service and what it is trying to achieve.</b>	The aim of the policy is to ensure that all staff are aware of the avenues available to them to raise concerns regarding their employment.
<b>Who are the main stakeholders in relation to this policy/service?</b>	The main stakeholders are staff side representatives, HR, Directors, CD's, MSH, heads of service and Matrons.

***How is the policy/service delivered?***

<b>Is there a target group for this service or policy?</b>	The Target group is all staff.
<b>Are there any eligibility criteria? If so state</b>	No
<b>Is it in-patient/out-patient or staff service/policy?</b>	N/A
<b>Is the service in-house or contracted out?</b>	In house – Trust HR team.
<b>Is it delivered by staff directly employed by the Trust or agency staff?</b>	The policy will be delivered by staff directly employed by the Trust.

## **Section 2 - Data collection and analysis**

Impact assessment should aim to promote equality across the following six 'equality areas':

- Age
- Disability
- Ethnicity/Race
- Faith/religious belief
- Gender (includes gender identity)
- Sexual orientation.

*Note: Corporate data collection systems may not yet facilitate the collection of data for all these areas. Data collection may vary across service provision. (In some instances it may not be possible/appropriate to monitor each of the groups below. However, what data exists should inform the assessment and any gaps in data should be highlighted by the assessment).*

- **In the context of the policy or service being assessed, what equalities monitoring data is collected in relation to the following areas:**

*Note: this question may be more relevant to service areas than policies, should initially be applied to both).*

	<b>Age</b>	<b>Disability</b>	<b>Ethnicity/ Race</b>	<b>Faith</b>	<b>Gender/ Gender identity</b>	<b>Sexual orientation</b>
<b>Profile of service users</b>	All age groups.	All abilities	All Ethnic groups	All Faith Groups	All gender and gender identity.	All sexual orientation
<b>Profile of staff delivering the service</b>	Various age groups	All abilities	White British	Various Faith Groups	Various genders and gender identity.	Various sexual orientation.
<b>Profile of any training available and who has taken it up</b>	TBC Training will be provided once the policy is approved	TBC Training will be provided once the policy is approved	TBC Training will be provided once the policy is approved	TBC Training will be provided once the policy is approved	TBC Training will be provided once the policy is approved	TBC Training will be provided once the policy is approved

<b>[Other relevant areas]</b>						
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Based on the above:

<b>What are the gaps in information required?</b>	No current information is held on training as this will be delivered once the policy has been launched. Diversity data will be collected and monitored.
<b>Do you have information on the profile of the local population (where relevant) or of the patient group or target group affected by the policy/service? Or do you know how to access this (this may be held corporately)?</b>	N/A
<b>What steps need to be taken to address any of the above?</b>	N/A

### Section 3 - Broad Needs Analysis of the Policy or Service Area

Please set out your understanding of the needs of your service users and any barriers to having these needs met and any barriers to accessing/delivering your service.

<p><b>Does the customer profile of your service reflect the local population (where relevant) or the target group for the service/policy?</b> <i>(You may wish to refer to information held corporately by the Trust that has been drawn from census data).</i></p>	<p>N/A</p>
<p><b>How are people from each equality group reflected in the policy/take-up of services? Is there any under or over representation by certain groups? Are there any known explanations for this?</b></p>	<p>Employees who raise concerns under this policy, will be monitored on an annual basis from a diversity prospective.</p>
<p><b>Are staff trained in equality awareness and cultural awareness relevant to the needs of your service user group? (Where staff are the 'user group', are managers trained)?</b></p>	<p>All HR staff are trained in diversity.</p>
<p><b>Are there any factors about the policy or the way the service is delivered that could have an equalities impact? Consider referral routes; physical access; translation and interpreting services etc.</b></p>	<p>Individuals would be supported through any reasonable adjustments necessary.</p>
<p><b>What methods do you use to ensure that people from diverse groups and communities are reflected in the policy/have access to the service?</b></p>	<p>This policy is inclusive to all staff.</p>

<p><b>Are there any measures in place, if appropriate, to ensure that traditionally excluded communities (e.g. minority ethnic groups, people with learning disabilities etc) are not excluded from the policy/have access to the service?</b></p>	<p>This policy will be monitored to ensure that it is inclusive to all.</p>
<p><b>Has the policy/service been subject to any complaints, which involve equality issues?</b></p>	<p>No</p>
<p><b>What relevant consultation exercises have been carried out over the last two years and/or are planned in the near future? (e.g. Patient Forums, community groups, special interest groups etc)</b>  (You may need to consult with groups as part of this assessment or as part of the action plan arising from the assessment)</p>	<p>Consultation of this policy has taken place with staff side representatives.</p>
<p><b>Were there/are there any implications for equalities groups arising from these consultations?</b></p>	<p>No</p>

## Section 4 - Assessment

Based on the information you have gathered above:

	<b>Age</b>	<b>Disability</b>	<b>Ethnicity/ Race</b>	<b>Faith</b>	<b>Gender/ Gender identity</b>	<b>Sexual orientation</b>
<b>Have you identified any differential impacts of the policy / service on any of the equality groups?</b>	No	No	No	No	No	No
<b>Have you identified any good practice in promoting equality?</b>	Regular Monitoring and ensuring that workshops regarding this policy are rolled out with a diversity element.	Regular Monitoring and ensuring that workshops regarding this policy are rolled out with a diversity element	Regular Monitoring and ensuring that workshops regarding this policy are rolled out with a diversity element	Regular Monitoring and ensuring that workshops regarding this policy are rolled out with a diversity element	Regular Monitoring and ensuring that workshops regarding this policy are rolled out with a diversity element	Regular Monitoring and ensuring that workshops regarding this policy are rolled out with a diversity element
<b>In what way does the policy/ service work to eliminate discrimination?</b>	The policy is fully inclusive; however it will be monitored on a regular basis.	The policy is fully inclusive; however it will be monitored on a regular basis	The policy is fully inclusive; however it will be monitored on a regular basis	The policy is fully inclusive; however it will be monitored on a regular basis	The policy is fully inclusive; however it will be monitored on a regular basis	The policy is fully inclusive; however it will be monitored on a regular basis
<b>How does the policy / service promote equal</b>	Yes	Yes	Yes	Yes	Yes	Yes

<b>opportunities ?</b>						
<b>How does the policy / service contribute to better community cohesion and good community relations?</b>	Through ensuring that all employees fully understand the avenues available to them to raise concerns regarding their employment.	Through ensuring that all employees fully understand the avenues available to them to raise concerns regarding their employment.	Through ensuring that all employees fully understand the avenues available to them to raise concerns regarding their employment.	Through ensuring that all employees fully understand the avenues available to them to raise concerns regarding their employment.	Through ensuring that all employees fully understand the avenues available to them to raise concerns regarding their employment.	Through ensuring that all employees fully understand the avenues available to them to raise concerns regarding their employment.

<b>Are there are groups other than the six 'equality groups' already considered that may be adversely affected by the policy?</b>	No
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**Section 5 - Adverse Impact and recommended actions**

Based on the above analysis:

<p><b>What if any, are the main areas where adverse impact has been identified/requiring improvement?</b></p>	<p>None</p>
<p><b>Does the adverse impact amount to potential or actual discrimination? (If Yes, or you are not sure, please refer to your line manager or to Human Resources Dept for further advice and guidance.</b></p>	<p>No</p>
	<p><b>ACTION PLAN</b></p>
<p><b>What measures that can be taken to remove or minimise any adverse impact identified or how adverse impact could be avoided in the future? Please list the specific actions and timescales for progressing these measures.</b></p>	<p>Regular monitoring of the policy by the HR Department.</p>
<p><b>What areas of good practice have been identified through the EIA process that could be replicated elsewhere?</b></p>	<p>Monitoring.</p>

## **Section 6 - Monitoring and Review of policy**

<b>The results of the EIA and action plan should be sent to the Medical Service Head, Matron or Head of Department as appropriate, so it can inform service planning and development.</b>	Date sent: 2 <sup>nd</sup> September 2009
<b>Each policy/service has to be reviewed for equality impact every three years.</b>	Date for next review: 2 <sup>nd</sup> September 2012

## **Section 7 – Signing off**

<b>Does this policy or service need to be referred for further assessment/legal advice?</b> <b>If Yes, please state what date your line manager and HR manager have been notified.</b>	No  Date:

**Lead officer** completing the assessment:

Name: Victoria Maher

**Head of Service, Matron or Head of Department** to sign off the assessment:

Name: Janine Clarke – HR Director

Signed:

Date: 02/09/09

## **Section 8 –Publishing the results**

**We have a specific statutory duty to publish the results of EIAs and to have available results of the EIA and monitoring of any actions agreed.** This will include access to the assessment via the Trust’s website. As well as sending your completed EIA to your Head of Service, Matron or Head of Department **please also send it to:**

**Liz Abbiss, Head of Communications, Trust HQ.**

**Date sent: 02/09/09**

Thank you.