

Equality Impact Assessment Summary

Name of policy, function or service

Grievance policy, procedure and 'People Matters'

Purpose and aim(s) of the policy, function or service

To set out the steps to be taken when an employee raises a grievance about actions that the FC has taken (or failed to take); ensuring that the FC follows best practice in the process; and providing a process that is fair and consistent for all FC staff.

Who will benefit mainly from this policy, function or service?

The policy and procedure will benefit any person who raises a grievance, by clearly setting out the process to be followed, specifying responsibilities and time-scales to be adhered to, which will ensure that a fair and consistent approach is taken by management in the handling of grievances.

The 'People Matters' guide is aimed specifically at FC managers of all levels, and will provide them with more detailed guidance in handling grievances. This will benefit the FC as a whole by ensuring that we are legally compliant in this area.

Information and Data (evidence) used

- Data on FC workforce
- Existing grievance policy and procedures
- Benchmarking best practice – ACAS Code of Practice
- Data on grievances within the FC 07/08 (gender/race/disability/age of employees)
- Ongoing consultation with the FC Trade Unions

Summary of Impact

The information did not demonstrate impact on one group in particular and the revised policy and procedure is therefore unlikely to have an adverse impact.

The FC's approach has always been to maintain regular communication with the employee and their representative, where required, to make reasonable adjustments if necessary.

Monitoring/Evaluation

HR Case Managers will be collecting grievance data and annually review to identify any trends.

Further Information

The policy will be reviewed in 2011 as part of the HR Policy team's continuous policy review.