

# Equality Impact Assessment Summary

<b>Name of policy, function or service</b>
--

Disciplinary policy, procedure and 'People Matters'
---

<b>Purpose and aim(s) of the policy, function or service</b>
--

To set out the process to be followed by managers in the FC when dealing with suspected misconduct; ensuring that the FC uses best practice in the process and complies with the law; and provides a fair and consistent process for all staff.
---

<b>Who will benefit mainly from this policy, function or service?</b>
---

The disciplinary policy and procedure will benefit any person involved in a disciplinary case, by clearly setting out the process to be followed, specifying responsibilities and time-scales. This will ensure that a fair and consistent approach is taken to dealing with suspected misconduct.
--

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

<b>Information and Data (evidence) used</b>
---

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Data on FC workforce</li> <li>• Existing disciplinary policy and procedures</li> <li>• Benchmarking best practice – ACAS Code of Practice</li> <li>• Data on disciplinary cases within the FC 07/08 (gender/race/disability/age of employees)</li> <li>• Ongoing consultation with the FC Trade Unions</li> </ul> |
|--|

<b>Summary of Impact</b>
--------------------------

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.
--

<b>Monitoring/Evaluation</b>
------------------------------

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

<b>Further Information</b>
----------------------------

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