

BTPA Initial Equality Impact Assessment – Grievance Resolution Procedure

Name of policy to be assessed	Grievance Resolution Procedure	Date of assessment	19 August 2011
Names of assessment team members	Lucy Barrick Sam Elvy	Is this a new or existing policy?	New
1. Briefly describe the aims, objectives and purpose of the policy	<ul style="list-style-type: none"> • Ensure that all employees are treated fairly, impartially and with care and consideration • Provide a framework for dealing with problems that cannot be resolved informally 		
2. Are there any associated objectives of the policy? Please explain.	There are no objectives associated with this policy.		
3. Who is intended to benefit from this policy and in what way?	Staff as they are provided with a clear mechanism for raising any grievances that they have. The organisation as the procedure should ensure that matters are dealt with openly and staff have the trust to report issues.		
4. What outcomes are wanted from this policy?	<ul style="list-style-type: none"> • That the workforce feel that they are treated fairly, impartially and with care and consideration and have access to a clear and accountable process should they have an issue. 		
5. What factors/forces	<ul style="list-style-type: none"> • Users do not understand policy and do not implement it as a result 		

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could contribute/detract from the outcomes?	<ul style="list-style-type: none"> • Users not having trust in the policy • A low resolution rate 		
6. Who are the main stakeholders in relation to the policy	BTPA Executive Team	7. Who implements the policy and who is responsible for the policy?	Business Manager and line managers
8. Are there concerns that the policy <u>could</u> have differential impact on racial groups?	Y/N	Please explain	The policy is not currently available in alternative languages so may not be accessible to non-English readers.
What existing evidence (either presumed or otherwise) do you have for this?	No evidence gathered to date but presume it could be an issue.		
9. Are there concerns that the policy <u>could</u> have differential impact due to gender?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	N/A		
10. Are there			The Policy is not currently available in other formats so may not be accessible

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concerns that the policy <u>could</u> have differential impact due to disability?	Y/N	Please explain	to people with visual impairments/learning difficulties.
What existing evidence (either presumed or otherwise) do you have for this?	No evidence gathered to date but presume it could be an issue.		
11. Are there concerns that the policy <u>could</u> have differential impact due to sexual orientation?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	N/A		
12. Are there concerns that the policy <u>could</u> have differential impact due to age?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	N/A		
13. Are there			

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concerns that the policy <u>could</u> have differential impact due to religious belief?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	No		
14. Are there concerns that the policy <u>could</u> have differential impact due to people having dependents/caring responsibilities?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	N/A		
15. Are there concerns that the policy <u>could</u> have differential impact due to people having an offending past?	Y/N	Please explain	
What existing	N/A		

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evidence (either presumed or otherwise) do you have for this?			
16. Are there concerns that the policy <u>could</u> have differential impact due to people being transgendered or transexual?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	N/A		
17. Could the differential impact identified in 8-16 above amount to there being the potential for adverse impact for this policy?	Y/N	Please explain	Not offering the policy in alternative languages/formats could potentially exclude users who do not read in English or who have visual impairments/learning difficulties.
18. Can this adverse impact be justified on the grounds of equality of opportunity for one group? Or any other reason?	Y/N	Please explain for each equality heading separately Reasonable adjustments can be made to make the policy available in alternative languages /formats	
19. Should the policy	Y/N	20. If yes, is there enough evidence to proceed to a full EIA?	Y/N

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proceed to a full impact assessment		21. If no, are there any changes required to the policy to improve it around the equality agenda? Add a note to the policy to say that it can be made available in alternative languages/formats on request
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