

Impact Assessment of: Grievance Policy and Procedure
Service/ Directorate: One HR Service
Date Completed: 8th July 2008
Lead Officer: Emma Wyatt

Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service
Emma Wyatt	One HR Service LCC	Lead Officer
Chris Coates	One HR Service LCC	Team member
Ruth Jones	One HR Service LCC	Team member
Clint Clarke	One HR Service LCC	Facilitator

Brief description of policy/ service:

To produce a new grievance policy that is resolution based and is consistent with legislation and current case law.

Brief account of how the impact assessment was carried out:

An assessment team was put together and facilitated by the HR service equality and diversity lead officer. A number of documents were considered in the fact finding stage including:

- Review of the grievance partnership pilot
- Review of the former grievance policy
- Relevant Tribunal procedures and decisions
- ACAS guidelines
- Legal advice from Gee on-line and the Council's Legal department
- Feedback from the Multi-disciplinary Project Team (HR and Unions)
- ECI Board
- HR Leadership Team

Through a presentation to the Diversity Staff Forum, the proposed policy was circulated to the established corporate & directorate staff networks (Women, Disability, LGB, BME). Comments and feedback were incorporated into the equality impact assessment.

Brief description of any adverse affects found:

Access to the policy was noted as a potential barrier for some groups such as deaf and hearing impaired employees, visually impaired employees and for employees who do not have English as their first language or who have low levels of literacy. However, potential barriers will be mitigated against through actioning the communications strategy to ensure that the policy is accessible to all.

Summary of Actions arising from Assessment

Actions	Responsibility	Timescale
Roll out of the policy	ECI Board	Q4 08/09
Training of Intervention Panel members	ECI Team	Q4 08/09
Updating of policy in line with legislative & organisational changes	ECI Board	As required but commitment to review policy after 1 year

Contacts for further information:

Emma Wyatt – One HR Service

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