

Equality Impact Assessment Form



Directorate: Transformation, Housing and Resources	Service: Corporate and Customer Services
Completed by: S Lewis	Date: December 2023
Subject Title: Employment Related Appeal Process	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	Yes <i>*Delete as appropriate</i>
Is a service being designed, redesigned or cutback:	No
Is a commissioning plan or contract specification being developed?	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned?	No
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations)?	Yes
Details of the matter under consideration:	The Appeals Process for Employment related appeals in relation to sickness absences, performance, capability, disciplinary and redundancy matters which end in dismissal or demotion of the employee.
<p><i>If you answered Yes to any of the above, go straight to Section 3</i> <i>If you answered No to all the above, please complete Section 2</i></p>	
2. RELEVANCE	
Does the work be carried out impact on service users, staff, or Councillors (stakeholders):	Yes <i>*Delete as appropriate</i>
If yes , provide details of how these impacts on service users, staff, or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	This report has an impact on the workforce.
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	
3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e., who is/are the stakeholder(s)?	The Process has an impact on the entire Council workforce and as such has an impact on all protected characteristics, as the Council's

	<p>workforce comprises of all the protected characteristics.</p> <p>A knowledge of the existing workforce profile and equality policies within the Council that are applied to the workforce, including the Recruitment and Selection Policy, Equality in Employment Policy, and all other related employment policies, including equality pay audits.</p>
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any group affected more than others)?	See Above.
Which of the protected characteristics are most relevant to the work being carried out?	<i>*Delete as appropriate</i>
<p>Age</p> <p>Gender</p> <p>Disability</p> <p>Race and Culture</p> <p>Sexual Orientation</p> <p>Religion or Belief</p> <p>Gender Reassignment</p> <p>Marriage and Civil Partnership</p> <p>Pregnancy and Maternity</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	The Process has an impact on the entire Council workforce and as such has an impact on all protected characteristics.
What will the impact of the work being carried out be on usage/the stakeholders?	The appeals process details which forums will be responsible for hearing and deciding upon employment related appeals as in accordance with Policies that may result in the dismissal or demotion of a member of staff.
What are people's views about the services? Are some customers more satisfied than others, and if so, what are the reasons? Can these be affected by the proposals?	The Council is part of a collective bargaining process for all its policies and procedures. The recognised trade unions, Unison and GMB have been consulted upon these proposals. They have not raised any equality related matters but did raise a concern that they thought there was a proposed power imbalance in relations to Hearing Officers being provided with Legal Service advice, whilst an employee had not got the ability to bring in their own legal representation. It has been highlighted to the trade unions that neither Legal or HR

	have any decision-making power in the appeal hearing and that under member committee this same Legal and HR advisory provision existed, so in essence there is no change to the current advice arrangements.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	Census Data Profile information available on the Council's website Workforce Profile Equality Policies within the Council Equal Pay Audit Gender Pay Gap analysis
If any further data/consultation is needed and is to be gathered, please specify:	N/A
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with protected characteristics (either positively or negatively or in terms of disproportionate impact)?	The decision is to agree the changes from an employment appeals committee to a single officer appeal hearing. It is envisaged that there will be no impact, negative or positive, upon any group with protected characteristics.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g., legislative, or financial drivers etc.).	See above in 5.
What actions do you plan to take to address any other issues above?	No further actions on equality impact need to be taken.
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	The Process will be reviewed periodically. At this time, the EIA will also be reviewed to ensure there has been no change to the assessed impact on any protected characteristic group.