

EQUALITY IMPACT ASSESSMENT

Name of Policy: Disciplinary Policy and Procedure

Assessed by: Clare Fraser

Date of Assessment: October 2009

Step 1: Identify aims of the policy

What is the **purpose** of the policy?

The purpose of this policy is to ensure that disciplinary issues are dealt with fairly. Members of staff facing disciplinary action may feel that they have been unfairly singled out because they are members of a particular equality group.

Who is affected or intended to **benefit** from this policy and in what way?

All staff are expected to benefit as a clear procedure is laid out.

Step 2: Consider the evidence

What data or evidence do you intend to use for the purposes of the assessment?

The data used for the purposes of the assessment is included in the College's data report, namely

1. The College gender workforce profile (Table 10)
2. The College ethnic workforce profile (Table 11)
3. The College disability workforce profile (Table 12)
4. Number of disciplinary issues raised in the College in 2008-2009.

It should be noted that the circumstances of the disciplinary instances are confidential; however, the College can confirm that no equality issues were evident in any of the issues which were dealt with in this timeframe. Similarly, there was no evidence that a person's equality background had any impact on whether a disciplinary sanction was applied or not.

Step 3: Assess likely impact

What does the information you have tell you about how this policy might **impact positively** on equalities groups?

- This policy appears to have a neutral effect on equality groups.

What does the information you have tell you about how this policy might **impact negatively** on equalities groups?

- As above.

Are there **other factors** that might help to explain the adverse impact?

- Not applicable

Could the policy be amended to **promote equality of opportunity** or meet the positive duties?

Ensure that all staff are aware of the College's position regarding equality of opportunities and zero tolerance through training for all staff.
Monitor the use of the procedure by gender, ethnic origin and disability.

Step 4: Consider alternatives

What changes to the policy or practice could be introduced to **reduce the adverse or negative impacts** identified in step 3?

While no negative impact has been identified, the College is conscious that the instances of discipline are low, and it is difficult to provide meaningful comment. The College will continue to monitor information in this area.

In the meantime, in order to ensure that a person's equality background does not have an impact on their grievance, the College will provide information to staff about this procedure at induction and during equality training sessions.

Step 5: Consultation

What consultation have you carried out?

To be completed after consultation.

How successful has this been, and what can you do in the future to improve this process if necessary?

To be completed after consultation.

Step 6: Taking Action

What action will you take?

Ensure that information about the College's commitment to equality and diversity, and its zero tolerance approach, are highlighted at Induction and at other staff training.

How will you ensure that the action is taken?

These actions will be added to the College's Equality Scheme which is reviewed by the College's Equality and Diversity Committee. An annual report reviewing action taken will be published.

Step 7: Make monitoring arrangements

How will the policy be monitored?

Data will be collected by the HR Section and analysed by the Equality and Diversity Advisor on an annual basis. This data will then be discussed with the Equality and Diversity Committee, and reported to all staff and relevant external organisations.

Step 8: Publish assessment report

What are the arrangements for publishing?

This assessment will be published on the College's website.