



Glasgow Kelvin College

Equality Impact Assessment

Grievance Policy and Procedure – Review 31.07.27

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Title of Policy, Procedure or Practice:

Grievance Policy and Procedure

Type of Policy, Procedure or Practice:

New

Existing, Reviewed or Revised

Team Leading Impact Assessment:

People and Culture

Lead Person:

Doreen Shiels

Date of Assessment: Jan – May 2024

Aims and Outcomes

What are the intended aims / outcomes of the policy, procedure or practice? Who is the target audience and who is it intended to benefit?

The College is keen to provide a positive and supporting working environment for all of its employees.

This policy and procedure is used by individual employees to ensure issues that they wish to raise related to their work, working environment and/or working relationships within the College are dealt with consistently and settled fairly, efficiently and as near to the point of origin as possible. A grievance raised by two or more employees will be handled in accordance with the College's collective grievance process contained within this Grievance Policy and Procedure at section 4.

This policy and procedure sets out expectations of employee conduct and ensures any grievance matters are managed fairly and consistently, in line with legislation.

Note:

Local consultation on this document has been postponed by the College pending the National process, which has yet to commence in relation to attendance management. This Policy currently complies with legislative requirements and meets operational requirements. Ownership for this Policy lies with the Finance and Resources Committee, it is therefore recommended to members that the review date of 31 July 2024 is extended until 31 July 2027.

Members approved an extension to the review date for this Policy. The College will implement a National Policy for managing attendance should this be published before 31 July 2027. Members of the Finance and Resources Committee would be advised accordingly.

The document would be reviewed at an earlier date in light of any relevant legislative changes

Evidence and Information

What information has been used as the basis for this EIA?

ACAS – Discipline and Grievance – Code of Practice
 Equality Act 2010
 EHRC Code of Practice on Employment
 Equality Act 2010: Duty on employers to make reasonable adjustments for their staff
 Raising a grievance at work – ACAS guide
 Grievances: an introduction – UNISON
 CIPD - Discipline and Grievance - Understand the procedures needed to deal with difficulties in the workplace and employment relationship; Discipline and Grievance at Work and Resolving Discipline and Grievance issues at work
 Case law and case studies
 Operational practice

Which individuals, groups or organisations representing protected characteristics have been involved in the undertaking of this assessment?

Trade Union – Unison
 Trade Union – EIS/FELA
 Trade Union – full-time EIS representative
 College Managers
 Staff
 College Legal Advisor
 Finance and Resources – 4 June 2024

What does the information indicate about potential positive, neutral or negative impacts for each protected characteristic?

Protected Characteristic	Likely Impact
Age	The policy applies to all regardless of age.
Disability	The policy applies to all regardless of disability. It is available on intranet and therefore available in different fonts, text size and through assistive technology. This policy will have a positive impact on those with a disability who are supported. The Policy and Procedure takes into account the Equality Act 2010, and makes reasonable adjustments.
Gender	The policy applies to all regardless of gender.
Gender reassignment	The policy applies to all regardless of gender reassignment.
Marriage and Civil partnership	The policy applies to all regardless of marital status.

Protected Characteristic	Likely Impact
Pregnancy and Maternity	The policy applies to all regardless if the woman is pregnant or is/has been absent previously on maternity leave.
Racial group	The policy applies to all regardless of race. Cultural issues will be fully considered when meeting with and discussing grievance matters with staff. Staff members for whom English is a second language have the right to be accompanied by a work colleague or Trade Union representative. In addition, employees may be accompanied by an interpreter when appropriate.
Religion or belief	The policy applies to all regardless of religion or belief. Cultural issues will be fully considered when meeting with and discussing grievance matters with staff.
Sexual orientation	The policy applies to all regardless of sexual orientation.

Are you able to reduce any potential negative impacts identified? If so, how?

N/A

Any negative impacts will be addressed should they be identified through the various mechanisms used to monitor the impact of this policy and associated procedure.

Compliance with General Equality Duty

Does the policy, procedure or practice comply with the three parts of the general duty?

- Eliminate discrimination, harassment and victimisation and other conduct prohibited by the [Equality Act \(2010\)](#)
- Foster good relations between people from different groups - this involves tackling prejudice and promoting understanding between people from different groups
- Advance equality of opportunity between people from different groups

Yes No

If no, what arrangements could be implemented to better comply with the duty?

N/A

What is the EIA outcome?

A positive impact is likely A negative impact is not foreseen

A negative impact is likely A negative impact is probable or certain

Are you able to introduce the policy, procedure or practice without changes? Yes No

If no, what changes will you make before implementation?

N/A

Action and Monitoring

What action will be taken, by whom and when?

Policy issued to all existing staff to raise awareness
Policy issued to all new staff as part of induction process
Policy available on the intranet and internet
Training for managers in managing discipline and grievance provided
Monitoring and reporting of disciplinary incidents to the Board of Management and Finance and Resources Committee
Employee Assistance Programme – external provider in place
External Occupational Health Advice and Support

Once implemented how the policy will, procedure or practice be monitored?

HR involvement to monitor application and consistency
Annual reports to the Board of Management and Finance and Resources Committee and shared with the JNCC
Informal discussions with staff and managers
Formal consultation with staff, managers and Trade Union representatives

Signed: Doreen Shiels _____ Date: 23.04.24 _____

NB: Finalisation of central monitoring & identification of compound impact will be undertaken within Equalities Management. Please return to the EDI manager for approval by the EDI Committee

Approval –

Signed – M Kinnear, Head of HR and OD Date – 23.04.24

Signed - Amrit Bedi, EI Lead Date – 25.04.24

Appendix

Equality Act General Duty requires colleges to have **due regard** to the need to:

1. Eliminate

- a) discrimination,
- b) harassment,
- c) victimization; or
- d) any other prohibited conduct

2. Advance equality of opportunity by

- a) removing or minimising disadvantage
- b) meeting the needs of particular groups that are different from the needs of others
- c) encouraging participation in public life

3. Foster good relations – tackle prejudice, promote understanding

Protected Characteristics:

- 1. Age
- 2. Disability
- 3. Gender Reassignment
- 4. Marriage And Civil Partnership (applies only in relation to (1a) discrimination in *employment*, not to students)
- 5. Pregnancy And Maternity
- 6. Race
- 7. Religion Or Belief
- 8. Sex/ Gender
- 9. Sexual Orientation.