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# Employment Equality Impact Assessment Screening Form

**PLEASE READ EMPLOYMENT EQUALITY IMPACT ASSESMENTS GUIDANCE FOR SERVICE HR TEAMS WHEN COMPLETING THIS FORM**

**1. Summary Information**

Date screening completed	13 <sup>th</sup> May 2020
Name of policy / project/ service reform?	Applications of Discipline & Appeals Procedures
Project duration	Not Known - Dependant on Government Advice regarding COVID-19 restrictions
What is the aim or purpose of the policy, strategy or service reform?	<p>As a result of the restrictions announced by the Prime Minister and First Minister on 23<sup>rd</sup> March including social distancing measures the usual method of hearing any appeal against dismissal could not take place. It was not clear when restrictions would be eased and these type of events would be allowed to take place again. To alleviate further delays for the appellant (former employee) in having an outcome to their appeal a review of all outstanding appeals cases was conducted to identify if there was an alternative approach.</p> <p>A modified process was agreed with the trade Union which would take place by conference call chaired by Head of HR and supported by a HR Manager. Dismissing service would be give their reasons for dismissal and trade union representative would provide their reasoning for reinstatement. There will be opportunity for questioning by all parties. The chair will then consider the information presented offline and provide an outcome to all parties in writing as soon as possible.</p> <p>A review was completed of all outstanding appeal cases including reason for dismissal, background information and grounds of appeal to determine if case was appropriate for modified process. Trade unions were consulted and they together with the appellant agreed to the modified process. This has resulted in 50% of outstanding appeal cases being heard using the modified process and the remaining cases are on hold until restrictions are eased and a committee can be convened.</p> <p>For those cases that appeal was heard using the modified procedures if the outcome was to reject the appeal the appellant still has the opportunity if they wish to have an appeal hearing using the standard process when a committee can be convened.</p>
Which employees may be affected?	Employees who have been dismissed and appealed against this prior to

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Who is responsible developing this policy, strategy or service reform?	restrictions being introduced		
	Head of Human Resources		
<b>2. Does this proposed change have a potential impact on employees?</b>			
	<b>No</b>	<b>Yes</b>	<b>If yes provide summary explanation</b>
a) Introduce a new policy or amends an existing policy affecting employees?	X		
b) Involve a change of departmental or service structure?	X		
c) Involve a reduction or increase in workforce?	X		
d) Change employees' terms and conditions	X		
e) Change employees' working hours?	X		
f) Change employees' work location?	X		
g) Change aspect of employees' physical work environment?	X		
h) Introduces new or amends existing working practices for employees?		x	Temporary change to the process for employees who have appealed against their dismissal prior to current restrictions being introduced.

<b>3. Equality Act 2010 Screening Questions</b>				
<b>Question</b>	<b>Protected Characteristic</b>	<b>Potential Impact</b>		
		<b>Positive</b>	<b>Negative</b>	<b>Neutral/Unknown</b>
a) Will this policy, strategy or service reform impact on any employee groups shown opposite in different or particular ways?  Please provide summary explanation(s) in the appropriate column(s).	Employees of different ages			Neutral - This revised process affects all employees who have appealed against their dismissal regardless of their age.
	Employees with a disability		Potentially negative impact if individual is disabled and requires reasonable adjustment, where appropriate action will be taken in agreement with the appellant to reduce impact. Consideration will be given by the trade unions in relation to disability when	

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			considering which cases to utilise the modified procedures with in particular in relation to mental health and wellbeing of appellants.	
	Employees who intend, plan to undergo are under going or have undergone gender reassignment			Neutral - This revised process affects all employees who have appealed against their dismissal regardless of if they intend, plan to undergo are undergoing or have undergone gender reassignment.
	Employees who are pregnant or subject to maternity arrangements			Neutral - This revised process affects all employees who have appealed against their dismissal.
	Employees belonging to race, cultural and ethnic groups			Neutral - This revised process affects all employees who have appealed against their dismissal regardless of if they belong to race, cultural and ethnic group.
	Employees who have a religion or belief, or who do not			Neutral - This revised process affects all employees who have appealed against their



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				dismissal regardless of their religion or belief or not.
	Female and Male employees			Neutral - This revised process affects all employees who have appealed against their dismissal regardless of their gender.
	Employees who are gay, lesbian, bisexual, heterosexual			Neutral - This revised process affects all employees who have appealed against their dismissal regardless of if they are gay, lesbian, bisexual or heterosexual.
	Employees with caring responsibilities			Neutral - This revised process affects all employees who have appealed against their dismissal regardless of their caring responsibilities.
	Full Time Employees			Neutral - This revised process affects all employees who have appealed against their dismissal regardless of if they are a full time employee or not.



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	Part Time Employees			Neutral - This revised process affects all employees who have appealed against their dismissal regardless of if they are a part time employee or not.
Question	Protected Characteristic	Potential Impact	Activity to stop or minimise impact	
<p>b) Is there a risk that any part of this policy, strategy or service reform could cause discrimination (either directly or indirectly), harassment or victimisation to any of the groups opposite?</p> <p>If so please provide a summary explanation of the impact along with any activity you will take to stop or minimise impact.</p>	Employees of different ages	No impact		
	Employees with a disability	Individual may require reasonable adjustment	Assessment of adjustments required. If adjustments can be accommodated in the modified process. If unable to have adjustments in place then appeal on hold until restrictions are lifted and standard appeal process can be held.	
	Employees who intend, plan to undergo are under going or have undergone gender reassignment	No impact		
	Employees who are pregnant or subject to maternity arrangements	No impact		
	Employees belonging to race, cultural and ethnic groups	No impact		
	Employees who have a religion or belief, or who do not	No impact		
	Female and Male employees	No impact		
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	No impact		
	Employees with caring responsibilities	No impact		
	Full Time Employees	No Impact		
	Part Time Employees	No impact		

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Question	Three needs of Equality Act 2010	Summary explanation
c) Please review how this policy, strategy or service reform may help us to achieve the three needs of the Equality Act as shown opposite and provide a summary explanation in the end column.	Eliminate unlawful discrimination, harassment and victimisation.	Trade unions have agreed to use the modified process for 50% of outstanding appeal cases, Remaining appeal cases are on hold and will be reviewed on an ongoing basis to consider appropriateness or continuing to hold cases until restrictions are reviewed.
	Advance equality of opportunity between people who share a relevant protected characteristic and those who don't	N/A
	Foster good relations between people who share a protected characteristic and those who don't.	Trade unions have agreed to the modified process for specific appeals against dismissal. Where it's appropriate to hear appeal using modified process these are placed on hold until restrictions are reviewed. If outcome of modified process is to reject the appeal then appellant has the opportunity, if they wish to have further appeal hearing using the standard process when a committee can be convened.

4. Conclusion			
	Yes	No	Explanation
a) Should you proceed to a full EEqIA for this policy or decision?  Please provide a brief statement explaining why you have made this decision.		X	Minimum impact in 3b) ten neutral and only one negative. For this reasonable adjustments will be made. If unable to make appropriate adjustment then appeal won't be heard until COVID restrictions are lifted.
<ul style="list-style-type: none"> <li>If you are proceeding to a full EEqIA please refer to the template EEqIA.</li> <li>If you are not proceeding to a full EEqIA please answer the questions below:</li> </ul>			
b) Did you identify anything in parts 2 or 3 which you have incorporated into the policy development or policy, strategy or service reform implementation plan? If yes, please provide a brief statement about this opposite.		No.	
c) Have you identified anything which is likely to change during the implementation stages of the policy, strategy or service reform which would result in your reviewing this screening?		No	

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If yes, please provide a brief statement opposite.	
d) Have you added Equality into the implementation plan for this policy, strategy or service reform?	Yes any further changes to this process will be subject to Equality Impact Assessment
<b>5. Screening Sign off</b>	
I confirm I have reviewed the guidance and agree with the information detailed on this EEqIA screening document:  <b>Signature of HR Manager: Lynn Norwood, Senior Strategic Human Resources Manager</b>	

WHEN COMPLETE PLEASE EMAIL A COPY OF THIS FORM TO [CORPORATE HR EQUALITY & DIVERSITY](#)

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