

Equality Impact Assessment Summary

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Policy/service: Disciplinary Policy

Background

- Description of the aims of the policy
- Context in which the policy operates
- Who was involved in the process

- The aim of this policy is to help and encourage employees to achieve and maintain the high standards expected by the Trust and to encourage improvement amongst employees whose conduct is unsatisfactory.
- NHS environment, legislation, Agenda For Change Terms and Conditions, Government agenda
- HR department, BME Network, Trust Policy Group, Disability Action Group

Methodology

- A brief account of how the likely effects of the policy was assessed (to include race and ethnic origin, disability, gender, culture, religion or belief, sexual orientation, age)
- The data sources and any other information used

- Analysis of Disciplinary procedures/outcomes
- Staff data

Key Findings

- Describe the results of the assessment
- Identify if there is adverse or a potentially adverse impacts for any equalities groups
- 39% of staff in the Trust are of BME background. However 50% of staff from this group were subject to the disciplinary procedure in 2007/08. This is proportionately less than the SHA total (15% BME staff in the SHA and 25% BME staff going through disciplinary procedures).
- At present , we do not have sufficient data to draw any conclusions whether other equality groups are adversely affected by the disciplinary processes.

Conclusion

- Provide a summary of the overall conclusions
- Whilst there is a disproportionate number of BME staff undergoing disciplinary processes, the Trust compares favourably with the overall SEC figures.

Recommendations • State recommended changes to the proposed policy as a result of the impact assessment • Where it has not been possible to amend the policy, provide the detail of any actions that have been identified • Describe the plans for reviewing the assessment
• Work closely with the BME Network to gain an understanding the cause of the disproportion and put any necessary measures in place. • Ensuring that interpreting and translation services are available to all who require them. • Offering British sign language and induction loops. • On request, the Policy can be made available in Braille. • Continue to monitor the data and undertake a more detailed analysis when the 2008-2009 data is available.

Guidance on Equalities Groups

Race and Ethnic origin (includes gypsies and travellers) (consider communication, access to information on services and employment, and ease of access to services and employment)	Religion or belief (include dress, individual care needs, family relationships, dietary requirements and spiritual needs for consideration)
Disability (consider communication issues, access to employment and services, whether individual care needs are being met and whether the policy promotes the involvement of disabled people)	Sexual orientation including lesbian, gay and bisexual people (consider whether the policy/service promotes a culture of openness and takes account of individual needs)
Gender (consider care needs and employment issues, identify and remove or justify terms which are gender specific)	Age (consider any barriers to accessing services or employment, identify and remove or justify terms which could be ageist, for example, using titles of senior or junior)
Culture (consider dietary requirements, family relationships and individual care needs)	Social class (consider ability to access services and information, for example, is information provided in plain English?)