

**Equality and Human Rights Impact Assessment (EqHRIA)**

# Summary of Results

## Policy/Practice Name:

Grievance and Resolving Workplace Issues (V5.00)

## Owning Department:

People and Development

## Date EqHRIA Completed:

18/07/2024

## Purpose of Policy/Practice:

The purpose of the Grievance and Resolving Workplace Issues procedure is to provide guidance for individuals on how to raise complaints either informally or formally. The intention of the procedure is to assist in resolving issues as soon as possible and before they develop further.

## Summary of Analysis / Decisions:

### What the assessment found, and actions already taken.

There is no evidence to suggest that the Grievance and Resolving Workplace Issues procedure will impact negatively on any of the protected characteristic groups.

Full consultation and engagement with Trade Unions and Staff Associations provided the opportunity to highlight any specific concerns. All feedback provided through consultation was considered prior to the procedure (V5.00) being approved and published.

## Summary of Mitigation Actions:

### What the assessment found, and actions already taken.

Records pertaining to grievances submitted will be maintained by People Management on an ongoing basis. Information from across entire organisation will be collated and a report produced on a regular basis. This will include the following information:

* Identification of individual raising the grievance
* Reason grievance was raised (Discussion around the grievance categorisation ongoing),
* Outcome of Grievance.
* Stage of the process at which the grievance was resolved/concluded.
* If mediation was used and at what stage of the process.
* Length of time taken to resolve/conclude the grievance.
* Reason grievance was not dealt with in a reasonable timeframe (if applicable).

Ongoing review and continued engagement on will be addressed. This will include:

* Unconscious bias training.
* Manager guidance for matters relating to disability in employment and reasonable adjustments.
* Assessment of mediation.