

EQUALITY AND WORLOAD IMPACT ASESSMENT

Procedure	Disciplinary & Dismissal Procedure
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1. What are the broad aim(s) or objective(s) of the policy, procedure or practice?

A procedure for managing misconduct and dismissal cases, which complies with employment and education law and best practice.

2. What outcomes do you want to achieve?

To provide a framework to deal appropriately and fairly with employees whose standard of conduct falls short of that required.

- Managers set and maintain high standards of conduct.
- Employees understand what is expected of them and what standards of conduct they must comply with. It promotes fairness and equity in the conduct of relations between the employer and employee
- Sets out the employee's rights under the formal procedure including an explanation of any action, the right of representation, and the employee's right of appeal

3. If possible, how do you monitor the policy, procedure or practice for its impact on different stakeholder groups? If it is not possible please briefly explain why below:

Monitoring is done in the following ways:

- Through consultation on the procedure prior to adoption and feedback on its operation from staff, managers and Trade Unions.
- Through monitoring cases to assess whether they are applied in a disproportionate number to particular groups.
- Through reflection on the effectiveness of the procedure following individual cases.

The Policy is based on a model provided by the Essex school's HR provider and they review its application across a large number of schools and academies.

No evidence to date suggests a negative impact of these procedures on any particular group,

4. List all of the data/information you have used to inform your impact assessment, including source & reference

The procedure has been developed in line with:

- ACAS Code of Practice
- Trade Union Consultation
- Legal Advice on Procedure
- Relevant case law and legislation
- Code of Conduct
- Employment of Ex-offenders policy

5. Equality Impact Assessment		
There is nothing inherent in the procedure which gives rise to concerns about differential impact on particular groups. Any potential differential impact will be arise from the way in which procedure is implemented and the school monitors, and will act upon, any such impact.		
Indicate any groups who may be adversely affected, the potential impact and measures to mitigate the potential impact		
Group	Impact	Measure
Older / Younger workers	Possible discrimination in perceptions/culture of acceptable behaviours amongst employee of different ages.	<ul style="list-style-type: none"> • Induction/support for all new workers • Clear guidance on expected conduct – reference code of conduct, training in safeguarding, access to relevant policies
Race/Culture	Possible discrimination in assessment of conduct where cultural, language etc differences have not been supported. Different cultural expectation of acceptable behaviours	<ul style="list-style-type: none"> • Induction/support for all new workers • Clear guidance on expected conduct – reference code of conduct, training in safeguarding, access to relevant policies • Provision of alternate language documents
6. Workload Impact Assessment		
There is nothing in the procedure which gives rise to particular concerns about workload for individuals or groups of staff		
<ul style="list-style-type: none"> • Managing incidents of misconduct/dismissal can impact on manager’s time but is part of their ordinary job responsibilities. • Managers can call upon HR resources and support. • Where possible meetings will be arranged during normal working hours 		
7. Monitor and review arrangements		
This Procedure will be reviewed periodically in the light of feedback, practice and legislation.		