

Policy/Procedure/Strategy: Staff Grievance Policy
 Review Due: 01/02/2018
 Date of Assessment: 31/03/2017

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 Department/Section: Human Resources

Signature: John McLuckie
 Date: 31/03/2017

Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

The procedure applies to all members of staff employed by Argyll College. The aim of this procedure is, as far as possible, to achieve a fair and prompt resolution to individual grievances.

- New
 Revised
 Existing

Who will be affected?	Who will be consulted?	Evidence available:
College staff	College staff	Qualitative – Argyll College UHI Staff Grievance Policy. Anecdotal – Staff views on the policy.

Step 2

Potential Positive/Negative/Neutral Impact Identified. P, N, N/I	Age	Disability	Gender Reassignment	Marriage/Civil Partnership	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination	P	P	P	P	P	P	P	P	P
Advancing Equality of Opportunity	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Promoting Good Relations	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I

Step 3

Action to be taken

- Policy review should consider stating specifically that arrangements for grievance hearings and appeals will include provision for individuals with accessibility issues.
- Policy review should consider including the 9 protected characteristics under the provision of information regarding any relevant equality and diversity issues in section 2.9 of the staff grievance policy.
- Review of equality impact assessment whenever this policy, employment law or equality and diversity legislation is updated or revised.
- Ongoing monitoring of compliance to ensure no protected group is discriminated against when dealing with issues relating to staff grievance.

Summary of EIA Outcome – please tick

- No further action to be carried out
 Amendments or changes to be made
 Proceed with awareness of adverse impact
 Abandon process – Stop and Rethink

Please forward completed EIA forms to the Equality & Diversity Committee