



**EQUALITY IMPACT ASSESSMENT
PRELIMINARY SCREENING**

School/ Department	Human Resources
Date	19/04/2013

Name of Policy*
Disciplinary and Dismissal Policy

What are the aims, objectives & projected outcomes?	
<p>It is important that all Conservatoire staff are aware of the requirement to abide by all the Conservatoire's policies and this policy links in to other Conservatoire policies, including the Performance Improvement Policy and also outlines the process if it is necessary to discipline and ultimately to dismiss staff.</p> <p>This policy is designed to help and encourage staff to achieve and maintain standards of conduct, attendance and job performance. This policy outlines the process that will be used if staff fail to achieve and maintain the required standards.</p>	
This is a new policy	No
This is a change to an existing policy <i>(Check whether original policy was equality impact assessed. If so, review and update Action Plan).</i>	No
This is an existing policy	Yes

Will the policy have an impact on students, staff or members of the public?	Yes
Are particular communities or groups likely to have different needs, experiences and/or attitudes in relation to the policy?	Yes
Are there any aspects of the policy that could contribute to equality or inequality?	Yes
Could the aims of the policy be in conflict with equal opportunity, elimination of discrimination, promotion of good relations?	No

* The term 'policy' incorporates all Conservatoire procedures, processes and guidance documents

If you answer **YES** to any of these questions, go on to the full EIA.
If you answer **NO** to all of these questions, please provide appropriate evidence and sign off.

This policy was screened for impact on equalities. The following evidence has been considered. No full equality impact assessment is required.

Senior Manager sign-off	N/A
Date	

**Please return the completed form to Roz Caplan,
Conservatoire Equality and Diversity Officer either by internal
mail or by email to: r.caplan@rcs.ac.uk**

FULL EQUALITY IMPACT ASSESSMENT

School/ Department	Human Resources
Date	19/04/2013

Name of Policy

Disciplinary and Dismissal Policy

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This policy is designed to help and encourage staff to achieve and maintain standards of conduct, attendance and job performance. This policy outlines the process that will be used if staff fail to achieve and maintain the required standards.

1 SCOPING THE EIA

1.1 Scope of the EIA work

The policy covers all staff working within the Conservatoire and has links to other policies, including the Grievance Resolution Policy and the Dignity at Work and Study.

The policy will be used by line managers at both informal and formal stages of any disciplinary issues.

Fair application of this policy will be supported through specific guidance from the HR Department. No sanctions would be applied without consultation with HR staff. A member of the HR department is present for advice provision during any formal disciplinary process.

Data Collection includes monitoring the use of this policy and adherence to it. The HR department monitors the use of the policy by recording issues raised, both informally and formally and noting any sanctions given. This data is then used by the Equality and Diversity Officer to undertake a review based on any protected characteristics.

The Policy is drafted in line with CIPD Policies and Procedures guidance and

ACAS Guidance on policies.

The Policy was last circulated to the Consultative Forum for approval in August 2011 and is regularly reviewed in line with any legislative changes.

The EIA is completed by the HR department.

2 COLLECTING DATA

2.1 What relevant quantitative and qualitative data do you have?

This may include national research, surveys or reports, or research done by colleagues in similar areas of work.

Please list any evidence in the boxes below (complaints, satisfaction surveys, focus groups, questionnaires, meetings, email, research interviews etc) of communities or groups having different needs, experiences or attitudes in relation to this policy/guidance/operational activity.

Race	Applied consistently across all staff irrespective of race. Related solely to conduct and performance in the role.
Religion or belief & non-belief	Applied consistently across all staff irrespective of religion. Related solely to conduct and performance in the role.
Disability	Disability related capability or performance issues related distinctly to disability are not considered as part of this policy. Conduct issues not related to Disability would be considered consistent with all staff members irrespective of disability.
Gender	Applied consistently across all staff irrespective of religion. Related solely to conduct and performance in the role.
Gender Identity	Applied consistently across all staff irrespective of religion. Related solely to conduct and performance in the role.
Sexual Orientation	Applied consistently across all staff irrespective of religion. Related solely to conduct and performance in the role.
Age	Applied consistently across all staff irrespective of religion. Related solely to conduct and performance in the role.

2.2 What are the overall trends/patterns in this data?

The policy can be used to positively impact on the equality of opportunity and can promote equality through the tackling of inappropriate behaviours. It is consistently applied across all staff as a method for dealing with poor conduct, behaviour and performance. Measures and examples of the conduct are made clear during each process.

An employee with a disability may not be able to recognise the acceptable standards of behaviour expected by the Conservatoire. In these cases reasonable adjustments will need to be made to ensure that the policy is clearly understood.

2.3 Please list the specific equality issues and data gaps that may need to be addressed through consultation and/or further research?

In relation to data monitoring it is suggested that data relating to staff members involved in informal or formal processes is monitored annually to determine if there are any significant differences in level of sanction or frequency of concerns raised based on protected characteristics.

For inclusion in action plan.

3 INVOLVING AND CONSULTING STAKEHOLDERS

In this section, describe the data you have gathered through stakeholder involvement and engagement.

3.1 Internal consultation and involvement:

(e.g. with other Departments, Staff (including support groups), Students etc)

The policy has been approved by the Staff Consultative Forum.

3.2 External consultation and involvement:

(Strand-specific organisations e.g. charities, local community groups, third sector)

The policy was reviewed by the Conservatoire legal team at the time of creation. It is also in line with CIPD and ACAS guidelines.

4 ASSESSING IMPACT

In this section please record your assessment and analysis of the evidence. This is a key element of the EIA process as it explains how you reached your conclusions, decided on priorities, identified actions and any necessary mitigation.

4.1 Assessment of the impact

The outcomes of the policy are to ensure consistent treatment for everyone and, rather than a means of imposing sanctions, to encourage improvement when standards are not met. In addition, having a disciplinary policy in place which complies with the statutory minimum procedure.

The policy should benefit both staff and the Conservatoire as having a formal process for managing disciplinary will ensure consistent treatment for everyone and, rather than a means of imposing sanctions, to encourage improvement when standards are not met.

The impact of the policy should therefore be positive however detailed data monitoring will identify if any groups may become adversely affected in the future.

Now complete the EIA Action Plan.

5 ACTION PLANNING AND SIGN OFF

5.1 Sign-off

Now submit your EIA and related evidence for clearance.

Date of completion of EIA	19/04/2013
Compiled by	Kate Donnachie
Senior Manager sign-off	Jackie Russell, Director of HR
Date to Equality + Diversity Officer	19/04/2013
Date of publication of EIA Report	April 2013
Review date	April 2014

5.3 Publication and Review

Ensure that the EIA including the Action Plan are published alongside your policy/guidance/operational activity.

IMPORTANT - Review, revise and update annually!

ANNEX B - Action Plan for use with Equality Impact Assessments

TITLE

ACTION / ACTIVITY	OWNER AND INTERESTED STAKEHOLDERS	DEPENDENCIES / RISKS / CONSTRAINTS	COMPLETION DATE	PROGRESS UPDATE
Ensure that the Disciplinary and Dismissal Policy does not have a different effect or adverse impact on any group.	Human Resources Line managers		Annually	Next Review – July 2013 (for cases which took place during academic session 2012/13)