

Appendix 2

Summary Report Proforma - Equality Impact Assessment

The summary report proforma should be used to summarise the issues and actions identified in the impact assessment. It should be included as a background paper for committee reports on policies or functions which have been impact assessed. It will be published on the WDC web site.

1	Title of Policy or function	Dignity at Work Policy
2	Lead Department	HR and OD
3	Responsible Officer	Linda McAlister
4	Staff involved in impact assessment screening	Ricardo Rea HR and OD Linda McAlister HR and OD Lewis Morrison Policy and Performance Suzanne Greer Policy and Performance Bobby Jones Policy and Performance
5	Other staff / services / community groups involved	Karen Bell Wellbeing and Attendance Team
6	Brief summary of any consultation carried out.	Meetings between officers identified above
7	Summary of (potential) impacts identified	<p>Employees need to be clear about their individual responsibilities. This should be being addressed through the PDP process across the whole Council, and through the employee induction process.</p> <p>There may be cases in which an employee may want to speak to a confidential contact of the same sex. A system of trained confidential will be created adequate numbers of male and female contacts should be provided.</p> <p>The DAW is a key part of any overall staff health and wellbeing strategy.</p>
8	Summary of actions identified	There is currently a low level of Equalities Monitoring of Grievance

		<p>and Discipline cases, compared to actual number of cases. Efforts should be made to improve recording, collection, storage and examination of data.</p> <p>The integrated HR is an ideal opportunity to do this. However practical implementation will take some time, and existing procedures and processes need to be used more effectively in the meantime. To assist this Corporate HR will meet with all departments and attend JCC's to encourage better equalities monitoring</p> <p>The DAW policy should make it clear that it is an option to approach a confidential contact of the same sex.</p>
9	What 'equalities' monitoring is required for this policy / service?	Grievance and discipline monitoring
10	Date of completion of assessment	18 th September 2008