

# Human Resources

## Equality Impact Assessment and Analysis (EqIAA)

### Introductory Information

<b>Name of Function under consideration:</b>	Protocol on time off for Trade Union representatives
<b>Date(s) of completing the EqIAA:</b>	8 -13 March 2013
<b>Name and job title(s) of person(s) completing the EqIAA:</b>	Emma Ford – HR Advisor, Engagement & Equalities Sam Stillman – HR Advisor

### Section 1 – Impact and Analysis

**1. Considering all aspects of this Function, state what issues have an impact on equalities and why.**

The protocol covers South Gloucestershire Council and non-teaching Unions. The council has a statutory obligation to provide reasonable time off to representatives or Branch Officers of Trade Unions to carry out union duties and attend training. This will assist the conduct of employee relations within the council. The council supports the role of Trade Unions in representing its employees.

Trade Unions represent employees who may need support with equalities related issues within grievance, managing employee performance, bullying/harassment, whistle-blowing, and managing employee health procedures. A branch officer is available who has a specific role to represent equalities.

In this review the protocol itself has not changed but we have improved the format and language to make it easier to read. The RNIB clearprint guidelines have been adopted to improve accessibility of the document which is available on the HR intranet site or as a printed copy. The HR Employee Relations team can provide the protocol in different formats on request.

**2. What data does the council have internally that links to this Function and what does it tell us about equalities impact?**

Union members often pay fees privately rather than through the council payroll system. Therefore, there is limited data about how well the council's workforce is represented through Trade Union activity.

In November 2011 membership of Unions where membership fees were paid via payroll are set out below:

GMB	36
Unison	1590
Unite	112
Total	1738

Strike action on 30 November 2011 resulted in approximately 998 employees taking part in strike action which is approximately 25.77% of the workforce (excluding Schools).

We do not have any detailed breakdown of these employees so we are unable to comment on the equalities impact.

There is no feedback in the staff survey or leaver questionnaires to suggest that this protocol has any equalities impact.

**3. Where appropriate, what consultation has been conducted in relation to this Function and what evidence has this provided about equalities impact?**

The revised protocol was sent to HR Business Partners and Trade Unions who approved the updated version. No amendments or corrections were suggested which indicates there is no equalities impact.

**4. What relevant external research (data, reports, expert opinion, legislation etc.) has been considered and what evidence has this provided about equalities impact?**

We conducted research and collected evidence from the following sources:

- [http://www.acas.org.uk/media/pdf/n/k/Acas\\_Code\\_of\\_Practice\\_Part-3-accessible-version-July-2011.pdf](http://www.acas.org.uk/media/pdf/n/k/Acas_Code_of_Practice_Part-3-accessible-version-July-2011.pdf)
- <http://www.acas.org.uk/media/pdf/s/r/Trade-Union-Representation-in-the-Workplace-accessible-version.pdf>
- <https://www.gov.uk/rights-of-trade-union-reps>

This research did not provide any evidence of adverse equalities impact.

**5. Any other relevant notes?**

None.

## Section 2 – Outcomes

6. The evidence that has been collected under Section 1 of this form will need to feed into the decision making process regarding any changes to be implemented **before** any final decisions are taken. There are four possible outcomes of this EqlAA – indicate which outcome below with the reasons and justification for this.

Outcome	Response	Reason(s) and Justification
<b>Outcome 1:</b> No major change required.	<input checked="" type="checkbox"/>	This EqlAA has not identified any equalities impact. The document has been updated to make it more accessible.
<b>Outcome 2:</b> Adjustments to remove barriers or to better promote equality have been identified.	<input type="checkbox"/>	
<b>Outcome 3:</b> Continue despite having identified potential for adverse impact or missed opportunities to promote equality.	<input type="checkbox"/>	
<b>Outcome 4:</b> Stop and rethink.	<input type="checkbox"/>	

7. List the actions you will take as a result of this EqlAA.

Review the protocol on an annual basis.

## Section 3 – EqlAA Evidence

8. List and attach the evidence you have which shows how you have **systematically considered** equality impact.

- [http://www.acas.org.uk/media/pdf/n/k/Acas\\_Code\\_of\\_Practice\\_Part-3-accessible-version-July-2011.pdf](http://www.acas.org.uk/media/pdf/n/k/Acas_Code_of_Practice_Part-3-accessible-version-July-2011.pdf)
- <http://www.acas.org.uk/media/pdf/s/r/Trade-Union-Representation-in-the-Workplace-accessible-version.pdf>
- <https://www.gov.uk/rights-of-trade-union-reps>

**Planned date for next EqlAA exercise:**

March 2014