

Equality Impact Assessment Template – Policy, function or strategy

This document should be completed when a new policy, function or strategy is introduced or when a substantive change to an existing policy, function or strategy is recommended.

1. Policy, function or strategy		
a.	Name/description of the policy, function or strategy ¹	Disciplinary and Supporting Performance Policy and Procedures
b.	Responsible organisation(s)/Lead Service	Organisational Development, Policy and Communications Service
c.	Lead Officer	Barbara McQuarrie, Service Manager - Human Resources (HR) Operations and Health and Safety
d.	Date of Impact Assessment	4/9/2025
e.	Partners/other Services involved in the development of the policy, function or strategy	Trade Unions; Human Resources, Inverclyde Council
f.	Is the policy, function or strategy?	<input type="checkbox"/> New
		<input checked="" type="checkbox"/> Reviewed/Revised
g.	What is the purpose of the policy, function or strategy (include details of any new legislation which prompted the introduction of the policy, function or strategy or the substantive change to the policy, function or strategy)?	<p>The Council seeks to ensure that the Disciplinary Policy for all Council employees is adhered to and provides a fair method of dealing with alleged failures to observe the Disciplinary Policy, Code of Conduct and other specific instances of breaches related to regulatory bodies.</p> <p>The Disciplinary Policy and Procedures will ensure that fairness and transparency are maintained if an alleged breach of conduct needs to be investigated and, if necessary, actioned. By having a robust Policy and Procedures, we will ensure that we minimise risk to the Council. Inverclyde strives to be one of the best Councils in Scotland and this cannot be achieved if there is inconsistency in how disciplinary matters have been actioned. Application of the Policy and associated Procedures ensures a fair, consistent and compassionate approach to dealing with alleged discipline issues, whilst ensuring compliance with all associated legislation.</p>

¹ Please attach details of the policy, function or strategy to this Template

h.	What are the intended outcomes of the policy, function or strategy?	<ul style="list-style-type: none">• To ensure that all employees are treated fairly and consistently when allegations of misconduct arise, in line with the principles of natural justice and the Advisory, Conciliation and Advisory Service (ACAS) best practice.• To ensure that disciplinary matters are handled in a way that is lawful, objective, and non-discriminatory, taking into account the Council’s obligations under The Equality Act 2010.• To ensure that managers are equipped with clear guidelines on how to apply the Disciplinary Policy and associated Procedures consistently and effectively.• To provide employees with a clear understanding of their rights and responsibilities under the Policy.• To maintain high standards of conduct across Inverclyde Council by setting out clear expectations and consequences for breaches of conduct.• To ensure that Disciplinary Proceedings are conducted with due regard for confidentiality, dignity, and respect.• To ensure that any potential breaches of professional standards or regulatory requirements are appropriately managed.• To ensure that disciplinary action is proportionate and focused on corrective measures where appropriate, rather than punitive action, in line with best practice.	
i.	Geographical area (Inverclyde-wide or a specific location)	Inverclyde-wide	
j.	Which parts of the Equality Duty will the policy, function or strategy impact on?	<input checked="" type="checkbox"/>	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
		<input type="checkbox"/>	Advance equality of opportunity between people of different groups
		<input type="checkbox"/>	Foster good relations between people from different groups
k.	Will those who may be directly or indirectly affected by the policy, function or strategy be involved in its development?	Yes, stakeholders including HR professionals, management and Trade Union representatives have been consulted during the development of the Policy.	

2. Does the policy, function or strategy impact on:		
	Yes	No

a. Protected Characteristics under The Equality Act 2010: Age; Care experienced; Disability; Gender Reassignment; Marriage and Civil Partnership; Pregnancy and Maternity; Race; Religion and Belief; Sex; Sexual Orientation (see Section 3)	X	
b. Reducing inequalities of outcome caused by socio-economic disadvantage – Fairer Scotland Duty ² (see Section 6)		X
c. Inverclyde Alliance Partnership Plan 2023/33 ³ (see Section 7)	X	
d. Council Plan 2023/28 ⁴ (see Section 8)	X	
3. If 'Yes' is selected for any part of Section 2, please populate the other relevant Sections of this Template.		
4. If 'No' is selected for <u>every part</u> of Section 2, please state the reasons for this.		
<p>Please sign below and email a copy of this Template to Karen Barclay, Corporate Policy and Performance Officer:</p> <p><u>karen.barclay@inverclyde.gov.uk</u></p>		
Signature:		Date:

² [Fairer Scotland Duty: guidance for public bodies](#)

³ [Inverclyde Alliance Partnership Plan 2023/33](#)

⁴ Council Plan 2023/28

3. Impact – Protected Characteristics						
Which of the Protected Characteristics will the policy, function or strategy have an impact upon?						
Protected Characteristic	Impact					Reasons/Comments
	Positive High	Low	Neutral	Negative High	Low	
Age			X			
Care experienced			X			
Disability			X			For disabled workers, Inverclyde Council will make reasonable adjustments to allow participation in disciplinary procedures, as far as is reasonable, to the same standard as a non-disabled worker.
Gender Reassignment			X			
Marriage and Civil Partnership			X			
Pregnancy and Maternity			X			
Race			X			
Religion and Belief			X			
Sex			X			
Sexual Orientation			X			
Other groups to consider <ul style="list-style-type: none">Carers			X			

Classification: Official

<ul style="list-style-type: none">The Armed Forces Covenant Duty			X			
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4. Which parts of the Equality Duty will the policy, function or strategy have an impact upon?	
<input checked="" type="checkbox"/>	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
<input type="checkbox"/>	Advance equality of opportunity between people from different groups
<input type="checkbox"/>	Foster good relations between people from different groups

5. Impact – Groups	
From the information you have highlighted above, describe the positive and negative impacts and the groups affected under The Equality Act 2010.	
<div>Positive impact</div> <div>+</div> <div>(Describe groups affected.)</div>	<div>Negative impact</div> <div>-</div> <div>(Describe groups affected.)</div>

6. Impact – Fairer Scotland Duty

What impact will the policy, function or strategy have on reducing inequalities of outcome caused by socio-economic disadvantage?

Positive impact +	Neutral impact =	Negative impact -
Briefly describe how the policy, function or strategy will impact on reducing inequalities of outcome.		

7. Impact – Inverclyde Alliance Partnership Plan 2023/33

Which Themes from the Inverclyde Alliance Partnership Plan 2023/33 will the policy, function or strategy impact on?

<input type="checkbox"/>	Theme 1: Empowered people <ul style="list-style-type: none">Communities can have their voices heard, and influence the places and services that affect themGaps in outcomes linked to poverty are reduced
<input checked="" type="checkbox"/>	Theme 2: Working people <ul style="list-style-type: none">More people will be in sustained employment, with fair pay and conditionsPoverty related gaps are addressed, so young people can have the skills for learning, life and workBusinesses are supported and encouraged to reduce their carbon footprint and develop green jobs
<input type="checkbox"/>	Theme 3: Healthy people and places <ul style="list-style-type: none">People live longer and healthier livesSupportive systems are in place to prevent alcohol and drug misuseOur natural capital is looked after, and we are effectively adapting and mitigating the effects of climate change
<input type="checkbox"/>	Theme 4: A supportive place <ul style="list-style-type: none">Vulnerable adults and children are protected and supported, ensuring they can live safely and independentlyWe recognise where people are affected by trauma, and respond in ways that prevent further harm and support recovery

	<ul style="list-style-type: none">Public protection and community safety are improved through targeting our resources to reduce the risk of offending and harm
<input type="checkbox"/>	<p>Theme 5: A thriving place</p> <ul style="list-style-type: none">Growth in our working age population by encouraging people to stay here, and attracting new people to settle hereDevelopment of strong community-based services that respond to local needHomes are energy efficient and fuel poverty is reducedIncreased use of active travel and sustainable transport optionsEasy access to attractive and safe public spaces, and high-quality arts and cultural opportunities
<p>Briefly describe how the policy, function or strategy will impact on the Inverclyde Alliance Partnership Plan 2023/33 Themes.</p> <p><u>Theme 2:</u> The Disciplinary Policy and Procedures positively impact this Theme by ensuring fair and transparent employment practices, contributing to sustained employment with fair pay and conditions. By setting clear expectations for conduct and providing a structured framework for addressing misconduct, the Policy supports a stable and professional working environment where employees understand their rights and responsibilities.</p> <p>By fostering a workplace culture based on accountability and improvement, the Policy encourages employers to uphold fair working conditions, align with ACAS best practice, and promote positive employment outcomes where possible, but still minimising potential risk.</p> <p>This approach aligns with the Council’s commitment to ensuring sustained employment, professional development, and workplace fairness, ultimately benefiting employees and service delivery across Inverclyde.</p>	

8. Impact – Council Plan 2023/28

Which Themes from the Council Plan 2023/28 will the policy, function or strategy impact on?

<input checked="" type="checkbox"/>	<p>Theme 1: People</p> <ul style="list-style-type: none">Our young people have the best start in life through high quality support and educationGaps in outcomes linked to poverty are reducedPeople are supported to improve their health and wellbeingMore people will be in employment, with fair pay and conditionsOur most vulnerable families and residents are safeguarded and supported
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<input type="checkbox"/>	Theme 2: Place <ul style="list-style-type: none">• Communities are thriving, growing and sustainable• Our strategic housing function is robust• Our economy and skills base are developed• We have a sufficient supply of business premises• Our natural environment is protected
<input checked="" type="checkbox"/>	Theme 3: Performance <ul style="list-style-type: none">• High quality and innovative services are provided, giving value for money• Our employees are supported and developed
Briefly describe how the policy, function or strategy will impact on the Council Plan 2023/28 Themes. <p><u>Themes 1 and 3:</u> The Policy aligns with these Themes by ensuring that all Council services are delivered efficiently and effectively. As an employer, Inverclyde Council has a duty to respond to actual and potential problems arising from alleged misconduct.</p>	

9. Evidence

What evidence do you have to help identify any potential impacts of the policy, function or strategy?

Note: Evidence could include information from consultations, surveys, the Citizens’ Panel, focus groups, interviews, projects, user feedback, complaints, Officers’ knowledge and experience, equalities monitoring data, publications, research, reports, and local and national groups.

Evidence	Details
Consultation/engagement (including any carried out while developing the policy, function or strategy)	Feedback was obtained from Trade Unions and HR professionals during the Policy review process. No concerns raised.
Research	Comparative analysis was carried out with policies from other Councils, guidelines from ACAS, and research from the Chartered Institute of Personnel and Development. This analysis highlighted that we are in line with best practice.

Officers' knowledge and experience (including feedback from frontline staff)	<p>The Disciplinary Policy has been reviewed/revised by HR Advisors who have the relevant expertise and knowledge.</p> <p>It is noted that occupations which are governed by rules and professional standards of conduct set by external regulatory bodies must be adhered to, including relevant registrations. The Council has a statutory duty to notify some external registration bodies and professional organisations when misconduct has taken place or when disciplinary action has been taken.</p>
Equalities monitoring data	
User feedback (including complaints)	
Stakeholders	
Other	
Are there information gaps and, if so, what are these?	

10. Consequences of Analysis

What steps will you take in response to the findings of your analysis? Please select at least one of the following and provide a brief explanation.

a.	Continue development with no changes	<input checked="" type="checkbox"/>	Based on the findings of the Equality Impact Assessment process, the Policy will continue development with no changes. The analysis indicates that the Policy supports equality and inclusivity, aligns with legislative requirements, and promotes fair treatment across all Protected Characteristics.
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b.	Continue development with minor alterations	<input type="checkbox"/>	
c.	Continue development with major changes	<input type="checkbox"/>	
d.	Discontinue development and consider alternatives (where relevant)	<input type="checkbox"/>	

How will the effect of the policy, function or strategy be monitored following implementation?

The Policy will be monitored through regular reviews, and feedback from managers/stakeholders. Issues arising from employee relations are regularly discussed by the Trade Union Liaison Group and monitored through the Workforce Information and Activity Reports.

When is the policy, function or strategy due to be implemented?

Following approval by the Policy and Resources Committee.

When will the policy, function or strategy be reviewed?

Three years after approval i.e. 2028 unless legislative requirements bring this forward.

What resources are available for the implementation of the policy, function or strategy? Have these resources changed?

Resources include HR personnel, and training programmes. These resources have been allocated and remain consistent.

<p>11. Please use the space below to detail any other matters arising from the Equality Impact Assessment process, including what action could be taken to mitigate the impact of the policy, function or strategy.</p> <p>Where appropriate, the Policy should be read in conjunction with other relevant documentation such as:</p> <ul style="list-style-type: none">1. Conditions of Service2. Code of Conduct3. Stress Mental Health and Wellbeing Policy4. Family Friendly Policy5. Flexible Working Policy6. Redeployment Policy and Guidelines7. Disciplinary Policy and Procedures8. Pension and Retirement Policy9. Violence and Lone Working Policy10. Menopause Policy11. Whistleblowing (Confidential Reporting) Policy12. Anti-Fraud and Corruption Policy. <p>This Policy and Procedures apply to all employees of Inverclyde Council including Local Government Employees, Teachers and Chief Officers. The Policy and Procedures do not apply to agency and casual workers; however, the documents may be referred to, with advice from HR, to establish an appropriate approach. The Chief Executive is covered by a separate Policy.</p>

Details of the Person(s) who completed the Assessment:	
Name:	Barbara McQuarrie
Position:	Service Manager - HR Operations and Health and Safety

Classification: Official

Date:	5/9/2025
Authorised by:	
Name:	Ruth Binks
Position:	Corporate Director - Education, Communities and Organisational Development
Date:	6/9/2025

Please send a copy of the completed Template to Karen Barclay, Corporate Policy and Performance Officer at karen.barclay@inverclyde.gov.uk.