

Equality Analyses – SmartHR

Family of Policies/Procedures	Name of Policy/Procedure	Brief Description of Policy/Procedure	Responsibility	Relevance to PSED		Protected Groups Impacted							Proportionality / LOW / MEDIUM / HIGH (Only Medium and High Impact and High Impact policies/procedures have been fully assessed)	Information Considered	Findings	Positive Measures/ Mitigation/ Action/ Objective Justification	Date Assessed	Date to be reviewed by				
				Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited under the Equality Act 2010	Advance equality of opportunity between people from different groups	Foster good relations between people from different groups	Age	Disability	Gender Re-assignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race							Religion or Belief	Sex	Sexual Orientation	
Recruitment and Selection	Recruitment Procedures Manual	POLICY UNDER REVIEW	Smart HR Recruitment Team	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
	Code of conduct and declaration of interest	This policy sets out the conduct of employees employed by the council. It covers standards of service, disclosure of information, political neutrality, relationships with councillors and external partners, dual employment, intellectual property rights, declaration of interests, corruption, hospitality, sponsorship and procurement responsibilities.	Employee Relations	✓	✓														11/11/2011	11/11/2015		
	Right to Work in the UK	This policy sets out the process of ensuring all employees have the right to work in the UK	Smart HR Recruitment	✓																11/11/2011	11/11/2015	
	Council wide guidelines on additional employment	This policy outlines the council's policy on additional employment	Employee Relations	✓																11/11/2011	11/11/2015	
	Relocation procedure	The procedure outlines the process for new employees relocating.	Employee Relations	✓																11/11/2011	11/11/2015	
	Criminal Convictions and CRB checks	The purpose of this policy is to set out the Council's position on the recruitment and employment of ex-offenders and to provide the procedure to provide support for new employees and identify any training needs, development opportunities or other management action that is required to get the individual's employment with the Council off to a good start. It applies during the first six months' service.	Smart HR Pay and Conditions Team	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	11/11/2011	11/11/2015	
	Probationary Procedure	This procedure is to provide support for new employees and identify any training needs, development opportunities or other management action that is required to get the individual's employment with the Council off to a good start. It applies during the first six months' service.	Smart HR Business Centre	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	09/12/2011	09/12/2015	
	Guidelines on officer/member relationships	These are guidelines on officer/member relationships	Employee Relations	✓																	11/11/2011	11/11/2015
	Agency Workers	Procedure for engaging and managing agency workers	Recruitment Team	✓																		
	Employee and Council Handbook	Standard hours of Work/Flexible Working	This sets out the standard hours of work for employees. Linked to flexible working policy	Employee Relations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	13/12/2011	13/12/2015
Job Share Procedure		Outlines the procedure for recruiting on a job share basis	Employee Relations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	13/12/2011	13/12/2015	
Annual Leave Entitlement and Carry over		This policy sets out the annual leave entitlement for all employees and procedures on taking leave	Employee Relations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	13/12/2011	13/12/2015	
Flexi-time Scheme		This sets out the policy and procedure for flexi working for council employees	Employee Relations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	09/12/2011	09/12/2015	
Adoption, Leave and Pay		This procedure outlines pay and entitlements for an employee who adopts a child	Employee Relations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	09/12/2011	09/12/2015	
Attending Court		This procedure sets out the process for dealing with court attendance	Employee Relations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	13/12/2011	13/12/2015	
Absence and Leave Entitlements	Bereavement leave	This outlines the policy on bereavement leave	Employee Relations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	13/12/2011	13/12/2015	
	Carers Leave	This sets out the eligibility criteria for taking carer leave	Employee Relations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	13/12/2011	13/12/2015	
	Maternity Leave and Pay	This procedure sets out entitlements to maternity leave and pay	Employee Relations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	13/12/2011	13/12/2015	
	Parental Leave	This sets out the eligibility criteria for taking parental leave	Employee Relations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	13/12/2011	13/12/2015	
	Paternity Leave	This outlines the entitlement for paternity leave	Employee Relations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	13/12/2011	13/12/2015	
	Public Service Leave	This sets out the leave entitlements for employees undertaking additional public sector duties	Employee Relations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	13/12/2011	13/12/2015	
Travel Difficulties	Special Leave	This sets out the council's policy on special leave	Employee Relations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14/12/2011	14/12/2015	
	Unpaid Leave	This outlines the policy and procedure for unpaid leave to employees	Employee Relations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14/12/2011	14/12/2015	
	Travel Difficulties	This procedure sets out the process for dealing with travel to work difficulties	Employee Relations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14/12/2011	14/12/2015	

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	Deduction from Pay	The policy sets out the conditions for deducting employee pay	Employee Relations	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited under the Equality Act 2010	Advance equality of opportunity between people from different groups															
	Arrears owed by employees to the council	This sets out the process of dealing with arrears to the council	Employee Relations																	
	Salary Scales and Rates of Pay	This sets the salary scales and rates of pay	Employee Relations																	
	Increments	This sets out the council policy of annual pay increments	Employee Relations																	
	Acting Up allowances	This sets out the conditions for paying acting up allowances	Employee Relations																	
	Career grade and pay progression	This procedure sets out the process of receiving pay progression	Employee Relations																	
	Job Evaluation	This sets out the policy and procedure for evaluating jobs	Pay and Workforce Strategy	✓	✓	✓				✓				MEDIUM	Job Evaluation	P N	The council uses the Greater London Provincial Council Job Evaluation Scheme to all posts within the London borough of Havering. The scheme is used under the scope of the National Joint Council for Local Government Services. The scheme has been commended by the Equal Opportunities Commission. The scheme procedure allows for legitimate appeals. Some roles (mainly senior roles) are not evaluated using the above scheme.	14/12/2011	14/12/2015	
	Honorarium Scheme	The honorarium scheme exists to reward staff who carry out additional duties outside the scope of their own post	Employee Relations			✓						✓		MEDIUM	Childcare Voucher Scheme	P	The scheme will have a positive impact on employees by reducing the amount of tax deducted from their gross pay.	14/12/2011	14/12/2015	
	Childcare vouchers - salary sacrifice scheme	The scheme sets out the guidelines for claiming childcare vouchers	Payroll Team																	
	Loans for season tickets	This sets out the guidelines for obtaining a season ticket loan	Payroll Team																	
	Authorised overtime payments	This policy outlines the guidelines for over time payments	Payroll Team																	
	Car allowances	This procedure covers the granting of an allowance of officers for both Essential/Casual user	Payroll Team																	
	Bicycle Allowance	This procedure sets out the process for claiming Bicycle Allowance	Payroll Team																	
	Reimbursements for business expenses	Guidelines for claiming business expenses	Payroll Team																	
	Local Government Pension Scheme	This scheme describes the contributory financial provisions for employees when they retire.	Payroll Team	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	HIGH	LGPS	P N	SCHEME CURRENTLY BEING REVIEWED	14/12/2011	14/12/2015	
Benefits	Sick Pay Allowances OSP and SSP	Scheme outlining entitlements for sick pay	Employee Relations	✓	✓	✓								MEDIUM	Sick Pay Allowance	P	The scheme gives additional sickness benefit on top of the statutory sickness allowance which is based on length of service. This is justified on the basis that the maximum number of years is 5 which is allowed under Equality Law.	14/12/2011	14/12/2015	
	Payment to Employees working reduced Hours	Guidelines on payments to employees working reduced hours	Smart HR Business Centre			✓								HIGH	Payments to Employees working reduced hours	P	This facility has the potential to have a positive impact on disabilities and age as employees will benefit from 6 months full pay whilst working reduced hours.	14/12/2011		
	Extension of sick pay	Guidelines for extending sick pay	Smart HR Business Centre	✓	✓	✓								MEDIUM	Extension of sick pay	P N	The facility to extend sick pay for employees where Occupational Sick Pay has reduced or stopped is a positive measure for employees particularly those with disabilities. It also has the potential to have a negative impact in the way it is applied but this is justified on the basis that it is not frequently used.	14/12/2011	14/12/2015	
	Personal Conduct	This sets out the personal conduct expected of employees	Employee Relations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	HIGH	Personal Conduct	P	The policy promotes dignity and respect between employees and service users and behaviours that improve relationships between employees	14/12/2011	14/12/2015	
	Use of electronic and other equipment	This sets out the expected standards of electronic communication	Employee Relations																	
	Working Honestly	This sets out what is expected of employees when working for the council	Employee Relations																	
	Working to your manager	This sets out the standards expected of employees when working with their managers	Employee Relations																	
Standards of Behaviour	Dress code	This sets out the appropriate dress code for all council staff	Employee Relations	✓	✓						✓			LOW	Dress Code Policy	P	N/A	14/12/2011	14/12/2015	
	Alcohol and Drugs	Guidelines for managers and staff on employees who require alcohol and drug treatment	Employee Relations																	
	Gifts and Hospitality	Guidelines on gifts and hospitality for council staff	Employee Relations																	
	Zero Tolerance Policy	This policy sets out the expected standard of behaviour towards colleagues and service users	Employee Relations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	High	Zero Tolerance Policy	P	The policy benefits all employees as it sets out the standards of behaviour expected of employees and service users during working hours and the penalties for non-compliance.	14/12/2011	14/12/2015	

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Disciplinary Procedure	Disciplinary Procedure	This procedure sets out the written rules to maintain high standards of behaviour expected of council employees and the consequences of failing to comply with them	Employee Relations	✓	✓	✓		✓	✓	✓							14/12/2011	14/12/2015
															P	N		
Capability and Performance	Process for managing employee performance	This process is designed to guide employees and their managers in the approach the Council adopts to achieving and maintaining good performance at work	Employee Relations	✓	✓	✓		✓	✓	✓							14/12/2011	14/12/2015
															P			
Capability and Performance	Appraisal Scheme	The scheme sets out how council employees will be evaluated on their performance at the end of the year.	ODT	✓	✓	✓		✓	✓	✓							14/12/2011	14/12/2015
															P	N		
Raising Workplace Concerns	Probationary Procedure	This procedure is to provide support for new employees and identify any training needs, development opportunities, or other management action that is required to get the individual's employment with the Council off to a good start. It applies during the first six months' service	HR Business Centre	✓	✓	✓		✓	✓	✓							14/12/2011	14/12/2015
															P			
Raising Workplace Concerns	Whistle Blowing	The policy aims to encourage employees to report any 'impropriety or breach of procedure that they encounter in working for the Council'	Employee Relations	✓	✓	✓		✓	✓	✓							14/12/2011	14/12/2015
															P			
Raising Workplace Concerns	Verbal and Physical Abuse	Procedures for dealing with verbal and physical assaults	Employee Relations	✓	✓	✓		✓	✓	✓							14/12/2011	14/12/2015
															P			
Raising Workplace Concerns	Grievance Procedures	This policy and procedure provides a clear and effective process for raising workplace grievances	Employee Relations	✓	✓	✓		✓	✓	✓							14/12/2011	14/12/2015
															P	N		
Health, Safety and Security	Trade Unions Recognised by the council and Facilities	This sets out the agreed trade union facilities and provision for trade union activities	Employee Relations															
Health, Safety and Security	No Smoking at Work	This policy sets out the council's policy on working in the white at work	Employee Relations															
Health, Safety and Security	Eye Care Voucher and Eye Test procedure	This guidance outlines the Council's policy on the provision of eye tests for staff classified as designated users under Regulation 5 of the 1992 Display Screen Equipment regulations.	OHU Unit															
Health, Safety and Security	Stress in the Workplace	This policy aims to create a working environment wherein all employees feel they can express their concerns regarding their own or colleagues stress without fear of reprisal or censure and that they will be fully supported in dealing with the effects of stress by their line manager.	Employee Relations	✓	✓	✓		✓	✓	✓							14/12/2011	14/12/2015
															P			
Managing Sickness Absence	Employee injury allowance Scheme	This scheme describes the financial provisions made by the Council, and how an employee may claim for financial compensation if they are injured in the course of their duties.	OHU Unit															
Managing Sickness Absence	Managing Sickness absence Procedure	This procedure outlines the processes to be followed by management in considering cases of sickness absence	Employee Relations	✓	✓	✓		✓	✓	✓							14/12/2011	14/12/2015
															P	N		
Managing Sickness Absence	Medical and Dental Appointments	Procedures for taking time off for medical appointments	Employee Relations	✓	✓	✓		✓	✓	✓							14/12/2011	14/12/2015
															P	N		
Managing Sickness Absence	Medical Examination	Medical Examinations by the Occupational Health Unit	OHU Unit	✓	✓	✓		✓	✓	✓							14/12/2011	14/12/2015
															P	N		

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Occupational Health Unit	Counselling	The counselling services supports employee either personal or work related issues for all employees Outlets where the council offers vaccines the council This procedure outlines the rights of employees for obtaining information and the process which should be followed	OHU Unit OHU Unit OHU Unit	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14/12/2015	14/12/2015
	Ill Health Redeployment and Retirement	This procedure provides a framework within which ill health redeployment will take place	Employee Relations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14/12/2011	14/12/2015
	Managing organisational change including redeployment	This are guidelines for managing changes within the organisation	SmartHR HR Business Centre	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14/12/2011	14/12/2015
Equal Opportunities	Equal Opportunities Policy	The policy sets out the council's commitment to ensuring all employees and service users are treated with dignity and respect recognising differences	Employee Relations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14/12/2011	14/12/2015
	Flexible Retirement policy	This policy provides clear guidelines for staff age 55-59 and above (in exceptional circumstances) or age 60 and above who wish to apply for early retirement or a lower grade as defined within the limits of Regulation 18 of the local pension Scheme.	Pay and Pensions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14/12/2011	14/12/2015
Occupational Health Unit	Harassment and Bullying	This policy sets out the expected standards to ensure a violence, intimidation and harassment free environment for council employees	Employee Relations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14/12/2011	14/12/2015