

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 | | |
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| | | | | 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 |
| 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 | ✓ | ✓ | | | | | ✓ | | | | | | N/A | 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 | ✓ | | | | | | ✓ | | | | | | | | | 11/11/2011 | 11/11/2015 |
| | 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 | ✓ | ✓ | ✓ | | | | ✓ | | | | | | | | 09/12/2011 | 09/12/2015 | |
| 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 | |
| | | | | ✓ | ✓ | ✓ | | | | ✓ | | | | | | | | 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 | Foster good relations 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 | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | | Disciplinary Policy Workforce Monitoring Report | P | N | 14/12/2011 | 14/12/2015 |
| | 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 | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | | Process for managing employee performance | P | | 14/12/2011 | 14/12/2015 |
| 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 | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | Appraisal Guidance, Workforce Monitoring Report | P | N | 14/12/2011 | 14/12/2015 | |
| | 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 | HR Business Centre | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | Probationary Procedure | P | | 14/12/2011 | 14/12/2015 | |
| 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 | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | Whistle Blowing Policy | P | | 14/12/2011 | 14/12/2015 | |
| | Verbal and Physical Abuse | Procedures for dealing with verbal and physical assaults | Employee Relations | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | Verbal and Physical Abuse Procedures | P | | 14/12/2011 | 14/12/2015 | |
| Health and Safety | Grievance Procedures | This policy and procedure provides a clear and effective process for raising workplace grievances | Employee Relations | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | Grievance Procedures, Workforce Monitoring Report | P | N | 14/12/2011 | 14/12/2015 | |
| | 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 | The policy sets out the council's policy on working in the white at work | Employee Relations | | | | | | | | | | | | | | | |
| | 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 | | | | | | | | | | | | | | | |
| Managing Sickness Absence | 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 | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | Stress in the Workplace Policy | P | | 14/12/2011 | 14/12/2015 | |
| | 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 | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | Managing Sickness Absence Procedure | P | N | 14/12/2011 | 14/12/2015 | |
| | Medical and Dental Appointments | Procedures for taking time off for medical appointments | Employee Relations | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | Medical Appointments | P | N | 14/12/2011 | 14/12/2015 | |
| | Medical Examination | Medical Examinations by the Occupational Health Unit | OHU Unit | | | | | | | | | | | | | | | |

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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 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 14/12/2011 | 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 |
| | 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 |