



**1. What is the policy? (Name/description of the policy)**

Discipline Policy

**2. What is the aim, objective or purpose of the policy?**

- To enable SMT, Curriculum and Service Managers to undertake investigations and disciplinary procedures/action for minor and serious misconduct (up to gross misconduct / dismissal stage for SMT).
- To make staff aware of the standards of behaviour expected of them and of the potential penalties should they breach these standards.
- To ensure the College complies with the appropriate legislation and that all staff are afforded natural justice in any discipline situation.

**3. Who defines or defined the policy and who implements it?**

- Policy defined by SMT
- Policy written and updated by HR
- Policy implemented by Senior / Section managers

**4. Is the policy applied uniformly throughout the College?**

Yes	Yes
No	

N/A

**5. Who are the stakeholders in relation to this policy (for example the Funding Councils, UCAS)?**

Senior Management  
HR Team  
Section Managers  
Staff

**6. What data are available to facilitate the screening of this policy?**

None

**7. Is there any evidence of higher or lower participation or uptake by the following characteristics?**

	Yes	No	Not known
Age		<b>No</b>	
Disability		<b>No</b>	
Gender		<b>No</b>	
Racial group		<b>No</b>	
Religious belief		<b>No</b>	
Sexual orientation		<b>No</b>	

Note: A broad interpretation should be taken of the word 'evidence'. It should include anecdotal evidence and evidence derived from qualitative or quantitative analysis where available.

Please comment:

N/A

**8. Is there any evidence that different groups have different needs, experiences, issues and priorities in relation to this policy?**

	Yes	No	Not known
Age		<b>No</b>	
Disability		<b>No</b>	
Gender		<b>No</b>	
Racial group		<b>No</b>	
Religious belief		<b>No</b>	
Sexual orientation		<b>No</b>	

Note: A broad interpretation should be taken of the word 'evidence'. It should include anecdotal evidence and evidence derived from qualitative or quantitative analysis where available.

Please comment:

N/A

**9. Have previous consultations with relevant groups, Organisations or individuals indicated that policies of this type create problems specific to them?**

Please comment:

- TU's have been consulted prior to the implementation of the policy
- No evidence that any particular group will be disadvantaged by the policy

**10. Is there an opportunity to promote equality of opportunity or community relations more effectively by altering the policy, or by working with others?**

Yes	
No	No

Please elaborate:

N/A

**11. In the context of question 9 are there any relevant groups which you believe should be consulted?**

Please specify:

No specific groups require to be consulted – Policy applies to all staff and TU has been undertaken.

**12. What data are required in the future to ensure effective monitoring?**

- HR Team will be recording all decisions to check that the policy is being applied effectively and consistently.
- Grievances against decisions will also be monitored to inform a review of the policy
- Policy will be reviewed in June 2011 to evaluate effectiveness.

**13. Please indicate whether a full impact assessment is recommended.**

Yes	
No	No

Please elaborate:

Policy applies to all staff and no evidence of risk that any of the protected groups will be disadvantaged is available.

**14. Any other comments on the policy and/or screening exercise?**

None

## Impact Assessment Summary

<b>Policy Name</b>	<b>Discipline</b>
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1. On a scale of high, medium or low assess the policy in terms of priorities for impact assessment.

High		Medium		Low	Low
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Please indicate when you think this policy should be reviewed next:

Year	June 2011
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2. Is the Policy affected by a strategic planning document, for example Agenda for Action, Institutional Plan, Strategic Development Plan?

3.

Yes	Yes
No	

Please elaborate:

<ul style="list-style-type: none"><li>HR Operational Plan and Policy Review Plan</li></ul>
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4. Is the policy affected by the timetable established by other relevant public authorities or organisations in relation to common functions?

5.

Yes	
No	No

Please elaborate:

n/a
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4. Are there any particular resource implications incurred by the policy?

Costs of monitoring and review (direct HR Salary Costs).

**Preliminary screening by:** Joe Wright (HR Manager) 11<sup>th</sup> June 2010