

Name of policy/procedure/strategy: Conduct & Capability Policy	
School/Directorate: Directorate of People	
Name of policy/procedure/strategy owner: Kathleen Cleary, Professional Services Manager	
Date of Assessment: 12 March 2013	
1. Briefly describe the aims, objectives and purpose of the policy/procedure/strategy.	To allow managers to address formally issues of misconduct by staff, and situations where a member of staff fails consistently to meet expected standards of performance due to lack of capability.
2. What are the intended outcomes?	To ensure fairness, openness and consistency in dealing with issues of misconduct or lack of capability.
3. Who are the main stakeholders? (e.g. staff, students, visitors).	Senior managers, line managers and staff.
4. How does the policy/procedure/strategy take into account different needs and circumstances (e.g. Ethnicity: cultural sensitivities, plain English; Disability: Alternate/ accessible formats; Gender: inclusive to women and men; Sexual Orientation; Faith or Belief, religious practices; Age: needs of younger and older people)?	The policy is designed to ensure issues are generally addressed in a fair and consistent manner, regardless of the beliefs, needs or other characteristics of the staff involved. Where an individual's specific circumstances are relevant to the matter being addressed, the requirement for discussion and communication between the member of staff and the manager will provide opportunity for those circumstances to be discussed and taken into account.
5. What is the likely impact on the general duty to have <i>due regard</i> to the need to eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act? <i>E.g. Is there evidence to indicate that the policy may result in less favourable treatment for particular groups?</i>	This policy is likely to have a positive impact on the general duty to eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act, as it is the policy which will be used to address formally any situations where a member of staff is alleged to have conducted themselves in a manner that is in breach of the Act.

<p>6. What is the likely impact on the general duty to have <i>due regard</i> to the need to advance equality of opportunity between people who share a protected characteristic and people who do not share it?</p> <p><i>E.g. Is there evidence to show that the policy helps to remove disadvantage or encourages the participation of particular groups?</i></p>	<p>The policy is likely to have a positive impact on advancing equality of opportunity as it provides the formal mechanism for providing support and adjustments when a member of staff is prevented from reaching required standards of performance or attendance due to a health or disability-related issue.</p>
<p>7. What is the likely impact on the general duty to have <i>due regard</i> to the need to foster good relations between people who share a protected characteristic, or not?</p> <p><i>E.g. Is there evidence to illustrate that the policy helps to tackle prejudice or promote understanding?</i></p>	<p>This policy is likely to have a positive impact on the general duty to foster good relations, as it is the policy which will be used to address formally any situations where a member of staff is alleged to have conducted themselves in a manner that undermines good relations.</p>
<p>8. How will any negative impact identified above be addressed?</p>	<p>The potential for negative impact is expected to arise from decisions made by managers during the operation of this policy. To reduce the potential risk, People Services will monitor the impact of the operation of this policy on an ongoing basis, will provide detailed guidance for managers and staff to support this policy, and will work with managers as necessary to ensure that, as far as possible, their decisions are fair and equitable.</p>
<p>9. What is the overall impact rating? (Choose one rating)</p>	<p>Unknown: No evidence or data has been collected therefore an assessment cannot be made.</p>
<p>10. How will the results of the equality impact assessment be published?</p>	<p>The results will be published on the GCU's Equality and Diversity website, and also communicated to relevant stakeholders.</p>
<p>11. How will the implementation of the policy, procedure, strategy and its impact on equality be monitored and reviewed?</p>	<p>The Policy will be reviewed as part of GCU's annual policy review process.</p>