

**Clatterbridge Centre  
for Oncology NHS  
Foundation Trust**

**Section A - General Information:**

Grievance Policy and Procedure

***NOTE - insert name of policy or procedure.***

**1 - What is the aim, objective or purpose of the policy?**

To ensure that everything possible is done by managers to encourage and maintain good employee relations in order to ensure a motivated workforce and efficient service.

***NOTE - Wherever possible quote directly from policy documentation.***

**2 - What outcomes do we want to achieve for this policy or function, & for whom?**

Where grievances arise for staff employed by Clatterbridge Centre for Oncology NHS Foundation Trust that they be dealt with fairly, speedily and as closely as possible to the point of origin. To ensure that every worker is aware of the procedure and will not suffer any detriment from exercising their rights to raise a grievance or dispute.

***NOTE - Wherever possible in responding to these questions, be specific, & name organisations, individuals &/or equality categories: Race, Gender, Age, Disability, Religious &/or Sexual Identity.***

**3 - Who are the main stakeholders in the policy?**

All staff employed by Clatterbridge Centre for Oncology NHS Foundation Trust.

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**4 - Who is intended to benefit from this policy, & in what way?**

All staff employed by Clatterbridge Centre for Oncology NHS Foundation Trust in relation to addressing grievances attributed to employment.

***NOTE - Wherever possible in responding to these questions, be specific & name organisations, individuals &/or equality categories: Race, Gender, Age, Disability, Religious &/or Sexual Identity.***

**5 - What factors contribute to the outcomes of the policy? What forces detract from the outcomes?**

The procedure has clear stages.

A response is expected from the manager within five working days of the first meeting following Stage 1.

The Trust provides an Employee Assistance Programme for all staff; a professional confidential assistance service for any type of personal problem.

The working and management arrangements that apply at the time this procedure commences will operate, pending a settlement or until the procedure has been exhausted.

**6 - How do the outcomes help or hinder other organisational objectives, policies or values?**

To ensure organisational objectives are met and that the Trust retains a motivated and satisfied workforce

**7 - If there are associated objectives of the policy, what are they?**

To raise awareness of related policies e.g. Whistle blowing Policy, Bullying and Harassment Policies.

**8 – Who defined or defines the policy?**

Human Resources

**9 - Who implements the policy & who is responsible for it, including the role the institution holds in relation to this policy, & the roles of other institutions/Public Bodies & Agencies?**

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Human Resources

Joint Consultation Negotiating Forum

Impact Assessment Team

**10 - How relevant is the policy to each Equality category? Based on your answers above, is the policy of High, Medium, or Low relevance:**

**(tick one box for each Equality category)**

<b>Category</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>
<b>Age</b>			*
<b>Disability</b>			*
<b>Ethnicity (Race)</b>			*
<b>Gender (Sex)</b>			*
<b>Religion or Belief</b>			*
<b>Sexual Orientation</b>			*

**11 - Are there any concerns the policy could have a differential impact on the grounds of racial or ethnic origin?**

No

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<b>12 - Are there any concerns the policy could have a differential impact on the grounds of religion or belief?</b>
No

<b>13 - Are there any concerns the policy could have a differential impact on the grounds of disability?</b>
No

<b>14 - Are there any concerns the policy could have a differential impact on the grounds of age?</b>
No

<b>15 - Are there any concerns the policy could have a differential impact on the grounds of sexual orientation?</b>
No

<b>16 - Are there any concerns the policy could have a differential impact on the grounds of gender?</b>
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No

**Section B - The General Duty:**

**1 - Which aspect of the General Duty does this policy or function relate to?**

- tackling unlawful discrimination;
- promoting equality of opportunity;
- promoting good relations between people from different racial groups;
- or None (not relevant to General Duty).

**If None, please provide reasons:**

**2 - Is there enough evidence to proceed directly to a Full Impact Assessment?  Y  N**

**3 - Is there enough evidence to proceed to a Secondary Impact Assessment?  Y  N**

**If Yes, please provide the date of the Secondary Impact Assessment:**

**4 - Could the differential impact identified (in Section A questions 11-16) indicate the potential for adverse impact?**

Y     N

**If Yes, please explain in relation to the 3 aspects of the General Duty:**

**5 - Can the adverse impact be justified on the grounds of promoting equality for one group, or for any other reasons?**

Y     N

**If Yes, please explain in relation to the 3 aspects of the General Duty:**