

Equality Impact Assessment

Title of the policy/report /strategy/service	Maternity and Adoption Policy
Date	13 th March 2013
Lead Officer	Elaine Griffin
Who else is involved in undertaking this assessment?	Chris Morris Rebecca Jenner

Step 1 – Overview of policy/function being assessed

A. Outline: What is the purpose of this policy? (specify aims and objectives)
<p>The maternity and adoption policy is intended to clearly set out the rights, benefits and options available to expectant and new mothers / those adopting children and to:</p> <ul style="list-style-type: none"> To comply with National Conditions of Service and employment legislation To provide transparent information regarding benefits, rights and procedures To ensure consistency across the Authority To ensure compliance with Health & Safety requirements
B. What specific groups are the policy designed to affect/impact?
<p>The policy is an internal policy for use by expectant and new mothers / those adopting children.</p>
C. Which groups have been consulted as part of the creation or review of the policy?
<p>Human Resources Corporate Equality Group</p>

Step 2 – What we already know and where there are gaps

A. List any existing information/data you have/monitor about different diverse groups in relation to this policy? Such as in relation to ethnicity, religion, sexual orientation, disability, age, gender, transgender etc.
<p>Data/information such as:</p> <ul style="list-style-type: none"> Consultation Previous Equality Impact Assessments Demographic information Anecdotal and other evidence
<p>No data is currently gathered regarding the equality characteristics of those using the policy. From an adoption perspective the policy should not be gender / sexual orientation specific. From a maternity perspective the policy is inherently used exclusively by women. All new and expectant mothers use the policy under the guidance of the HR Department. The policy has not been used in the case of adoption to date however, statistics show that the number of adoptions in the UK is rising so demand for the policy is likely to increase in the future.</p>
B. What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (please list)
<p>The employment of this policy is connected to the eligibility of the employee in respect of maternity / adoption, notification and service. Equality information would not be meaningful in ensuring the</p>

policy is employed consistently and fairly.

Step 3 – Do we need to seek the views of others? If so, who?

A. In light of the answers you have given in step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.

It is essential that HDC continues to keep its staff up to date with changes in legislation and benefits and continues to ensure that staff are able to understand the information that is published for this purpose. Informal feedback should continue to be gathered at one to one meetings with those staff intending to utilise this policy and this should continue to inform changes to the policy where clarification is needed.

Step 4 – Assessing the impacts

	In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the groups specified and provide an explanation for your decision. (please refer to the general duties on the front page)
A. Age	No positive or negative impacts. Although the policy will inherently be used by women of childbearing age more than any other group this is not as a consequence of the policy itself.
B. Disability (physical, visual, hearing, learning disabilities, mental health)	No positive or negative impacts. However, due to the complex nature of the policy, as part of the policy individuals are asked to make an appointment with the HR Department to discuss their options and intentions. The HR Department will work with the ICT and Communications Departments and Equality Officer in order to improve the online accessibility of the policy and procedure. Hard copies are available via the HR department.
C. Gender / Sex	Although the policy will inherently be used by women more than men this is as a consequence of legislation rather than the policy itself. Paternity leave and parental leave are covered in separate policies. The policy should incorporate adoption leave on a gender neutral basis. There is a positive impact as maternity leave can also now be transferred to a partner, regardless of gender, which should be clearly explained in the policy.
D. Religious Belief	No related negative or positive impacts identified although if followed correctly this policy should not treat any employee less favourably than another.
E. Racial Group	No related negative or positive impacts identified although if followed correctly this policy should not treat any employee less favourably than another.
F. Sexual Orientation	The policy should incorporate adoption leave on a gender / sexual orientation neutral basis. There is a positive impact as maternity leave can also now be transferred to a partner, regardless of sexual orientation, which should be clearly explained in the policy.
G. Transgender	No related negative or positive impacts identified although if followed correctly this policy should not treat any employee less favourably than another. The policy should incorporate adoption leave on a gender neutral basis.
H. Other protected groups (pregnancy & maternity, marriage & civil partnership)	Positive impact as the policy applies regardless of marital or civil partnership status.
I. Other socially excluded groups (low literacy, priority neighbourhoods, socio-economic, etc)	No employee data is kept regarding socio-economic status of employees but as HDCs commitment to equality will be observed during the implementation of the policy all employees should be treated fairly and reasonable additional support offered if required.
J. All	The Maternity & Adoption policy is designed to be fair to the employee. The policy can be difficult for many employees to understand but this is due to the

	complexity of the subject rather than the policy itself. This is overcome through the use of one to one meetings. Followed correctly, the policy should not treat any employee less favourably than another.
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Step 5 – Action Plan

Please include any identified concerns/actions/issues in this action plan: <i>The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan</i>			
Question Number (Ref)	Action	Responsible Officer	Target Date
1c	Unison to be consulted	EYG	31/03/14
4c&f&g	Amend policy to incorporate adoption	EYG	31/03/14
4c&f	Amend policy to incorporate transfer of maternity leave	EYG	31/03/14
4b	Liaise with ICT, Equality Officer and Communications regarding online accessibility	EYG	31/03/14

Step 6 – Who needs to know about the outcomes of this assessment and how will they be informed

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	✓	The EIA and the policy will be published on the intranet. Managers of staff without access to the intranet will be asked to issue the revised policy.
Service users	✓	The EIA will be published on the internet.
Partners and stakeholders	✓	The EIA will be published on the internet.
Others	✓	The EIA will be published on the internet.
To ensure ease of access, what other communication needs/concerns are there?	✓	Hard copies of the EIA and policy will be available from the Human Resources Department.

Step 7 – Conclusion (to be completed and signed by the Service head)

Please delete as appropriate
I agree with this assessment / action plan
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales: N/A
Signed (Service Head): Kate Frow – Human Resources Manager
Date: 30 th April 2013

Please send completed & signed assessment to the Equality and Diversity officer.