

Equality Impact Assessment

Title of the policy/report /strategy/service	Parental Leave Policy
Date	14 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

<p>A. Outline: What is the purpose of this policy? (specify aims and objectives)</p> <p>The parental leave policy is intended to comply with National Conditions of Service and employment legislation in the fair and consistent provision of the opportunity for eligible employees to take parental leave.</p>
<p>B. What specific groups are the policy designed to affect/impact?</p> <p>The policy is an internal policy for use by employees with at least a year of service who are parents or have formal parental responsibility for children under the age of 5 or are parents or adoptive parents of a child entitled to disability living allowance who is under the age of 18.</p>
<p>C. Which groups have been consulted as part of the creation or review of the policy?</p> <p>Human Resources Corporate Equality Group</p>

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

<p>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> <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.</p>
<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> <p>The employment of this policy is connected to the eligibility of the employee in respect of parental responsibility, service and personal choice. Equality information may have limited meaningfulness. However, there may be benefit in monitoring equality information regarding postponements of parental leave to ensure that this is applied consistently. This and the means by which to gather equality information are to be discussed with the Equality Officer.</p>

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

<p>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.</p> <p>It is essential that HDC continues to keep its staff up to date with changes in legislation and benefits</p>

and continues to ensure that staff are able to understand the information that is published for this purpose.

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 is likely to be used by parents / those with parental responsibility for under 5s (or under 18s in the case of disability) who are likely to be from within certain age groups, this is not as a consequence of the policy itself.
B. Disability (physical, visual, hearing, learning disabilities, mental health)	No positive or negative impacts. Clarification within the policy is required to invite individuals to make an appointment to discuss the policy with the HR Department. 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	The policy has a positive impact. Statistics show that women most frequently fulfill the role of primary carer. However, the policy is available to both men and women.
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 has a positive impact as parental leave is available to employees regardless of sexual orientation.
G. Transgender	No related negative or positive impacts identified although if followed correctly this policy should not treat any employee less favourably than another.
H. Other protected groups (pregnancy & maternity, marriage & civil partnership)	Associated disability – In accordance with the relevant legislation the policy has a positive impact on those parents / staff with parental responsibility through the provision of enhanced rights where the child is eligible for disability living allowance. No other related negative or positive impacts identified.
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 policy is designed to be fair to all employees. However the policy is not written in a user friendly manner and should be reviewed incorporating changes in legislation.

Step 5 – Action Plan

Please include any identified concerns/actions/issues in this action plan:

The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan

Question Number (Ref)	Action	Responsible Officer	Target Date
1c	Unison to be consulted	EYG	31/03/14
2b	Discuss with Equality Officer means and appropriateness of monitoring equality data	EYG	31/03/14
4b	Incorporate invitation to appointment with HR	EYG	31/03/14
4b	Liaise with ICT, Equality Officer and	EYG	31/03/14

	Communications regarding online accessibility		
4j	Amend policy to make more user friendly and incorporate legislative changes (e.g. no. weeks)	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.