

HDC Initial Equality Impact Assessment Form (EIA1)

Service Area/Section	Human Resources		Persons undertaking the assessment (please also state name of contact officer)	HR Team Lauri Butcher	
Name of policy or function to be assessed	Special Leave	Date of assessment	10.12.07	New or existing policy	Existing
1. Briefly describe the aims, objective or purpose of the policy, or service function.	<p>To comply with National Conditions and legislation.</p> <p>To allow staff additional leave with or without pay.</p>				
2. Are there any associated objectives of the policy/function?	<p>Maintenance of good employee relations, staff morale and valuing staff approach.</p> <p>Management of absence, including the cost of temporary cover.</p>				
3. Who is intended to benefit from this policy and in what way?	<p>Any employee who needs support in dealing with family crises, coping with difficult personal circumstances, bereavements etc. Managers demonstrate support for staff.</p>				
4. What outcomes are wanted from this policy/function and for whom?	<p>Provides coping mechanisms to help employees adapt to changed personal circumstances e.g. bereavement.</p> <p>Enables managers and staff to ensure that the return to work is effective and maintained.</p> <p>Ensures continuance of good morale.</p>				
5. How do these outcomes meet or hinder other policies, values, or objectives of HDC?	<p>Supports the Valuing Staff approach.</p> <p>Supports other leave related policies.</p> <p>Could hinder corporate objectives, meeting project deadlines etc.</p>				
6. What factors/forces could contribute/detract from the intended outcomes?	<p>Lack of consistent approach in application by line managers.</p> <p>Potential inequality.</p> <p>Unrealistic employee expectations.</p>				
7. Who are the main	Staff	8. Who implements the	Line managers implement.		

stakeholders in relation to this policy?	Line Managers HR Trade Unions Elected members Council Tax Payers	policy/function and is responsible for the policy?	HR reviews, develops and maintains.
9. Are there any concerns that the policy/function could have a differential impact on racial groups?	Y		Certain ethnic groups may require more time to travel to funerals or leave at shorter notice to attend funerals.
• What existing evidence (either presumed or otherwise) do you have for this?			Team knowledge of issues raised by some employees.
10. Are there any concerns that the policy/function could have a differential impact due to gender?	Y		Women are still more likely to be the prime carers for children and elderly relatives and therefore more likely to make leave requests.
• What existing evidence (either presumed or otherwise) do you have for this?			Statistical data on carers indicates that the majority of carers in Britain are women.
11. Are there any concerns that the policy/function could have a differential impact due to disability?	Y		Employees with disabilities, such as mobility and sight impairments are more likely to incur problems in inclement weather due to travelling difficulties. This could affect their ability to attend work in extreme weather conditions.
• What existing evidence (either presumed or otherwise) do you have for this?			
12. Are there any concerns that the policy/function could have a differential impact due to sexual orientation?	Y		General awareness of civil partnership issues may not be at a sufficiently high level.
• What existing evidence (either presumed or otherwise) do you have for this?			

have for this?		
13. Are there any concerns that the policy/function could have a differential impact due to age?	Y	Employees in older age ranges are more likely to be dealing with elderly relatives and suffering bereavements?
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 		

14. Are there any concerns that the policy/function could have a differential impact due to religious belief?	Y		Religious beliefs may affect the timing and venue of funerals – links with concerns for racial groups.
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			
15. Are there any concerns that the policy/function could have a differential impact due to people having dependants/caring responsibilities?	Y		A range of leave arrangements and flexible working systems is available to parents. Links to concerns about gender and age for carers of the elderly and infirm.
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			
16. Could any differential impact identified in 9-15 amount to there being the potential for adverse impact in this policy?	Y		Potential impact if applied inconsistently and/or awareness of issues in 9-15 insufficiently developed.
17. Can any adverse impact be justified on the grounds of promoting equality of opportunity for one or more groups or any other reason?	Y		Perception of users not affected by the issues above could result in a view that certain groups are favoured without justification and this could lead to poor morale.
18. Should the policy proceed to a full impact assessment?		N	Impact can be mitigated by amendment to wording of current policy document to raise awareness for all employees.
19. If no, are there any recommended changes required to the policy to improve it around the equality agenda?	Review of policy document wording to limit potential for discrimination and clarify the reasons why different decisions in different cases may be appropriate, while still retaining a consistent approach.		

Additional notes/guidance (Policy Officer)		

Signed (completing officer) Date / /

Signed (completing officer) Date / /

Signed (Head of Service) Date / /