

Equality Impact Assessment Form



Directorate: Transformation	Service: Human Resources
Completed by: S Lewis	Date: 27 April January 2015
Subject Title: Paternity and Maternity Policy	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	Yes <i>*delete as appropriate</i>
Is a service being designed, redesigned or cutback:	No
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned:	No
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes
Details of the matter under consideration:	The purpose of the Paternity and Maternity Policy revisions are to ensure that it is Legislatively compliant with the 5 April 2015.
<i>If you answered Yes to any of the above go straight to Section 3</i>	
<i>If you answered No to all the above please complete Section 2</i>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes/No* <i>*delete as appropriate</i>
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	
3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	The Policy has an impact on the entire Council workforce and as such has an impact on all protected characteristics, as the Council's workforce comprises of all the protected characteristics.

	However, it will impact more significantly on certain protected characteristics and these are explored below.
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	See Above.
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	<i>*delete as appropriate</i> No Yes No No Yes No No No Yes
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Please not it is considered to potentially have an impact on all protected characteristics, but those identified as Yes above have the most significant interest in this policy.
What will the impact of the work being carried out be on usage/the stakeholders?	The policy is to ensure that the Councils' Paternity and maternity policy is legally compliant. The changes made to the policy are summarised below: <ul style="list-style-type: none"> • Changes to SMP Rate • Changes to Adoption provisions • Changes to ordinary Paternity Leave provisions. Consequently, any altered impacts in these areas are envisaged to be positive for the stakeholders and the Council.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	The Council engages with the local Trade Unions on all aspects of amendments or changes to HR policy or practice. The Paternity and Maternity Policy has also been subject to these Trade Union considerations and any comments or considerations raised by the Trades Unions have been incorporated into the document. In addition, HR professional journals and professional advisory bodies are accessed

	to ensure that best practice examples and models are used.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	Census Data Profile information available on the Council's website Workforce Profile Equality Policies within the Council Equal Pay Audit Trade union consultation ACAS code of Practice
If any further data/consultation is needed and is to be gathered, please specify:	N/A
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	The decision to agree the policy will influence positively on the stakeholders and not have any adverse impact on any particular Protected Characteristic.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	See above in 5.
What actions do you plan to take to address any other issues above?	No further actions on equality impact need to be taken.
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	The Policy will be reviewed annually. At that stage, the EIA will also be reviewed to ensure there has been no change to the assessed impact on any protected characteristic group.