



Derby City Council

# **Equality impact assessment form**

**Directorate:** Resources

**Service area:** Human Resources

**Name of policy, strategy, review or function  
being assessed:** Maternity, Adoption, Paternity  
and Parental leave

**Date of assessment** 16 September 2013

**Date published on website**

**Derby...** *Achieving*

## The form

We use the term ‘policy’ as shorthand on this form for the full range of policies, practices, plans, reviews, activities and procedures.

Policies will usually fall into three main categories...

- Organisational policies and functions, such as recruitment, complaints procedures, re-structures
- Key decisions such as allocating funding to voluntary organisations, budget setting
- Policies that set criteria or guidelines for others to use, such as criteria about school admissions

### 1 What’s the name of the policy you are assessing?

Maternity, Adoption, Paternity and Parental Leave Policy

### 2 The assessment team

Team leader’s name and job title – Tina Holmes, HR Advisor

Other team members

Name	Job title	Organisation	Area of expertise
Sue Farmery	HR Advisor	Derby City Council	HR
Tania Hay	HR Advisor	Derby City Council	HR
Jocelyn Franklin	HR Advisor	Derby City Council	HR
Liz Moore	Strategic HR Business Partner	Derby City Council	HR
Colyn Kemp	Head of Business Intelligence	Derby City Council	Management
Ben Ward	HR Team Leader	Derby City Council	HR

### 3 What are the main aims, objectives and purpose of the policy? How does it fit in with the wider aims of the Council? Include here any links to the Council Plan or your Directorate Service Plan.

To detail employees’ entitlement to statutory and occupational maternity, adoption, paternity and parental leave. To meet legislative requirements to protect employees who are on ‘family’ leave and inform employees on how the process will work.

### 4 Who delivers the policy, including any outside organisations who deliver under procurement arrangements?

Line managers who apply the policy day to day and Human Resources.

**5 Who are the main customers, users, partners, employees or groups affected by this proposal?**

All employees who are about to become, or have recently become, parents whether by birth or adoption. For parental leave this includes parents of children under 8, or 18 if the child is disabled.

**6 Who have you consulted and engaged with so far about this policy and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups**

The working group discussed likely impacts on employees who might need the information in the policy. Following this impact assessment being carried out we will engage with Trade Unions about the policy at CoSWP, prior to ratification of the policy at CJC. The equality groups were also asked to contribute to the assessment.

**7 Using the skills and knowledge in your assessment team, what do you already know about the equality impact of the policy on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each equality group whether this is a negative impact, a positive one or if you are not sure**

<b>Equality groups</b>	<b>What do you know?</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Not sure</b>
<b>Age</b>	Allows employees of all ages to be aware of the benefits and leave they can receive prior to and after becoming parents – whether by birth or adoption. Younger employees may not be aware of what is available. Older employees may not be aware of changes in entitlements.	<b>X</b>		
<b>Disability</b>	The simplification of the policy, use of plain English makes the joint policy easier to read for people with Dyslexia.	<b>X</b>		
<b>Gender</b>	The policy makes clear that any gender (with the exception of maternity leave and pay) is entitled to the benefits. Putting maternity, adoption, paternity and parental leave into one policy allow employees to see all of the entitlements that they and their partner may be entitled to	<b>X</b>		

	regardless of gender.			
<b>Marriage and civil partnership</b>	As above.	<b>X</b>		
<b>Pregnancy and maternity</b>	The policy is easier to read and understand making it more user friendly. Putting maternity, paternity and parental leave into one policy allow employees to see all of the entitlements that they and their partner may be entitled to	<b>X</b>		
<b>Race</b>	The policy is applied regardless of race. Making the policy easier to read is of benefit to those employees where English is not their first language.	<b>X</b>		
<b>Religion or belief or none</b>	No specific impact identified.			
<b>Sexuality</b>	Putting maternity, adoption, paternity and parental leave into one policy allows employees to see all of the entitlements they and their partner may be entitled and that these are applied regardless of the sexuality of the parent or couple.	<b>X</b>		
<b>Trans gender</b>	The policy makes clear that any gender (with the exception of maternity leave and pay) is entitled to the benefits. Putting maternity, adoption, paternity and parental leave into one policy allow employees to see all of the entitlements that they and their partner may be entitled to regardless of gender.	<b>X</b>		
<b>People on low income</b>	Putting maternity, adoption, paternity and parental leave into one policy allows employees to see all of the entitlements that they and their partner may be entitled to. This could make it easier for those on low income to see what they and their partner are entitled to, allowing them to make more informed financial decisions	<b>X</b>		

**Important** - For any of the equality groups you don't have any information about, then make it an equality action at the end of this assessment to find out. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later.

**8 From the information you have collected, how are you going to lessen any negative impact on any of the equality groups? How are you going to fill any gaps in information you have discovered?**

No negative impact identified

**9 What outcome does this assessment suggest you take? – you might find more than one applies. Please also tell us why you have come to this decision?**

<b>Outcome 1</b>		<b>No major change needed</b> – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to promote equality have been taken
<b>Outcome 2</b>		<b>Adjust the policy</b> to remove barriers identified by the EIA or better promote equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
<b>Outcome 3</b>		<b>Continue the policy</b> despite potential for negative impact or missed opportunities to promote equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are sufficient plans to reduce the negative impact and plans to monitor the actual impact
<b>Outcome 4</b>		<b>Stop and rethink</b> the policy when the EIA shows actual or potential unlawful discrimination

Our Assessment team has agreed Outcome number(s)

Outcome 1

Why did you come to this decision?

All of the impacts identified are positive.

If you have decided on **Outcome 3**, then please tell us here the justification for continuing with the policy. You also need to make sure that there are actions in the Equality action plan to lessen the effect of the negative impact. This is really important and may face a legal challenge in the future.

**10 How do you plan to monitor the equality impact of the proposals, once they have been implemented?**

We will monitor the take up of paternity and parental leave against previous years.

### Equality action plan – setting targets and monitoring

What are we going to do to improve equality?	How are we going to do it?	When will we do it?	What difference will this make?	Lead officer	Monitoring arrangements
Monitor take up of paternity and parental leave by equality groups	Record data by equality groups	Annual	It will allow us to identify if parental and paternity leave requests have increased.		Annual

**Make sure you include these actions in your service business plans**