

APPENDIX 1

EQUALITY, HEALTH & HUMAN RIGHTS IMPACT ASSESSMENT

This template is to be used in conjunction with the Equality, Health & Human Rights Impact Assessment Guidelines.

Section 1: Policy Details	
A policy is understood in the broad sense including the full range of functions, activities and decisions the council is responsible for, i.e. everything it does. This includes both current policies and new policies under development. This guidance is also relevant for assessing the impact of financial decisions.	
Name of Policy:	Scheme of Maternity Leave Employee Guidance – Paternity and Maternity Support Leave
Lead Department & other departments/ partners involved:	HR & OD
Responsible Officer	Melissa Connor - HR Adviser
Impact Assessment Team	Linda McAlister - Section Head Melissa Connor – HR Adviser
Is this a new or existing policy/function?	Existing
Start date: February 2011	
End date: February 2011	
What are the main aims of the policy?	Paternity and Maternity Support Leave is available to employees who meet certain qualifying criteria to enable them to provide support to an expectant mother or some-one adopting a child.
Who are the main target groups/ who will be affected by the policy?	Parents of children due, or matched for adoption, on or after 3 April 2011
What does the policy aim to achieve?	Paternity and Maternity Support Leave is available to employees who meet certain qualifying criteria to enable them to provide support to an expectant mother or some-one adopting a child.
Relevance (relevance of the policy, service, function to the general equality duties and equality groups, also record where there is no relevance giving reasons and evidence)	
Yes Reasons: This new provision will provide parents with more choice and flexibility in child care responsibilities and a more equitable sharing of leave entitlements by allowing fathers a greater opportunity to be involved in raising their child.	

	If yes, complete all sections, 2-9
	If no, complete only sections 8-9
	If don't know, complete sections 2& 3 to help assess relevance

Section 2: Evidence

Please list the available evidence used to assess the impact of this policy, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.

Available evidence:

Consultation/ Involvement with community, including individuals or groups or staff as relevant	
Research and relevant information	Guidance from Direct Gov, Department for Business, Innovation and Skills.
Officer knowledge	HR Professional knowledge and experience.
Equality Monitoring information – including service and employee monitoring	Workforce information
Feedback from service users, partner or other organisation as relevant	N/A
Other	N/A

Are there any gaps in evidence? Please indicate how these will be addressed

Gaps identified	N/A
Measure to address these	N/A

Note: Link to Section 6 below Action Plan to address any gaps in evidence

Section 3: Involvement and Consultation

Include involvement and consultation relevant to this policy, including what has already been done and what is required to be done, how this will be taken and results of the consultation.

Please outline details of any involvement or consultation, including dates carried out, protected characteristics. Also include involvement or consultation to be carried out as part of the developing and implementing the policy.

Details of consultations	Date	Findings	Characteristics
No direct consultation			Race
No direct consultation			Sex
No direct consultation			Gender Reassignment
No direct consultation			Disability
No direct consultation			Age

No direct consultation			Religion/ Belief
No direct consultation			Sexual Orientation
No direct consultation			Civil Partnership/ Marriage
No direct consultation			Pregnancy/ Maternity
No direct consultation			Health
No direct consultation			Other
<i>Note: Link to Section 6 below Action Plan</i>			

Section 4: Analysis of positive and Negative Impacts			
Protected Characteristic	Positive Impact	Negative Impact	No impact
Race			No Direct Impact
Sex	This new provision will provide parents with more choice and flexibility in child care responsibilities and a more equitable sharing of leave entitlements by allowing fathers a greater opportunity to be involved in raising their child.		
Gender Re-assignment			
Disability			
Age			
Religion/ Belief			
Sexual Orientation	This new provision will provide parents		

	with more choice and flexibility in child care responsibilities and a more equitable sharing of leave entitlements by allowing fathers a greater opportunity to be involved in raising their child.		
Civil Partnership/ Marriage	This new provision will provide parents with more choice and flexibility in child care responsibilities and a more equitable sharing of leave entitlements by allowing fathers a greater opportunity to be involved in raising their child.		
Pregnancy/ Maternity			
Socio- economic			
Human Rights			
Health			
Other			
<i>Note: Link to Section 6 below Action Plan in terms of addressing impacts</i>			

Section 5: Addressing impacts

Select which of the following apply (use can choose more than one) and give a brief explanation – to be expanded in Section 6: Action Plan

No major change	
Adjust the policy	The current scheme will be updated to reflect the changes to the regulations.
Continue the policy	

Stop and remove the policy	
<p>Give reasons:</p> <p>This new provision will provide parents with more choice and flexibility in child care responsibilities and a more equitable sharing of leave entitlements by allowing fathers a greater opportunity to be involved in raising their child. This adds to gender equality and links to sexual orientation equality and civil partnership/marriage equality.</p>	
<i>Note: Link to Section 6 below Action Plan</i>	

Section 6: Action Plan

Please describe the action which will be taken following on from the assessment of impact above in order to reduce or remove any negative impacts, promote any positive impacts, gather further information or evidence or further consultation required

Action	Responsible person (s)	Intended outcome	Date for completion	Protected Characteristic
				Race
Update the Maternity/Paternity/Maternity Support Scheme to reflect the changes to the legislation.	Melissa Connor		5 April	Gender
				Gender Reassignment
				Disability
				Age
				Religion/Belief
Update the Maternity/Paternity/Maternity Support Scheme to reflect the changes to the legislation.			5 April	Sexual Orientation
				Civil Partnership/Marriage
Update the Maternity			5 April	Pregnancy/

/Paternity/Maternity Support Scheme to reflect the changes to the legislation.				Maternity
				Socio-economic
				Human Rights
				Health
				Other
Are there any negative impacts which cannot be reduced or removed? If so, please outline the reasons for continuing with the policy				
None identified				
Section 7: Monitoring and review				
Please detail the arrangements for review and monitoring of the policy				
How will the policy be monitored? What equalities monitoring will be put in place?	Additional Paternity Leave will be monitored through the WMS.			
When will the policy be reviewed?	In line with any further changes to legislation.			
Section 8: Signatures				
The following signatures are required:				
Lead/ Responsible Officer:	Signature:		Date:	
Equality Impact Assessment Trained Officer:	Signature:		Date:	
Section 9: Follow up action				
Publishing: Forward to community Planning and Policy for inclusion on intranet/ internet pages	Signature:		Date:	
Service planning: Link to service planning/ covalent – update your service plan/ covalent actions accordingly	Signature:		Date:	
Give details:				

Committee Reporting: complete relevant paragraph on committee report and provide further information as necessary	Signature:	Date:
Completed form: Pass completed forms retained within department and copy passed to Policy Development Officer (Equality) within Community Planning and Policy	Signature:	Date: