

## EQUALITY IMPACT ASSESSMENT

**POLICY NAME:** Maternity, Paternity and Adoption Leave **POLICY NO:** 14 **DATE AND VERSION:** Version3, August 2007

**Date of assessment:** 8<sup>th</sup> Aug 2007 **Date policy agreed by policy group:** TBA  
**Lead person responsible for policy:** V Evans

**Person responsible for assessment:** V Evans

**Date for review:** 2010

### IMPLEMENTATION PLAN:

Give details or attach the plan for :

**Briefing for managers on new entitlements, and staff advised of entitlements through maternity workshops run by the Childcare Co-ordinator.**

Communications of the policy:

**Global e-mail, ORH news, Now @ ORH, Team brief, HR teams.**

### MONITORING

How will this policy/the impact of this policy be monitored?

**Through the monitoring requirements established in RES, DES and in April 07 GES.**

### NEXT REVIEW

When is it planned to review this policy next? *Policy reviews normally take place every 3 years. If you consider that an earlier review is needed, please give the reasons*

**2010**

**STAGE 1**

**Ensure that: discrimination is eliminated; equality of opportunity is promoted and good race relations are promoted.**

	Comment	Any adverse impact or potential to discriminate on grounds of:					
		Race	Disability	Age	Religion	Gender	Sexuality
<p><b>1. Identify the main aims of the policy</b></p> <p><b>Who are the beneficiaries of the policy?</b></p>	<p><b>To ensure the legal entitlements for maternity, paternity and adoption leave and pay are implemented and administered consistently.</b></p> <p><b>All eligible staff groups – eligibility laid down by legislation</b></p>						
<b>Prompts:</b>							
<b>1.1</b> What is the purpose of the policy?							
<b>1.2</b> What are you trying to achieve through the policy?							
<b>1.3</b> Is responsibility shared with another department? Explain.							
<b>1.4</b> Have you involved partners and stakeholders in the policy development and assessment?							

2. Collect information	Comment	Potential for discrimination?					
		Race	Disability	Age	Religion	Gender	Sexuality
<p><b>Prompts:</b>                      2.1 Have you current reliable information about the different groups the proposed policy is likely to affect?</p> <p>Speak to stakeholders. Who have you consulted with?</p> <p><b>Prompts:</b></p>	<p>Have information on 75% of staff in relation to their ethnic origin. Have information on age and gender. Limited and no Information on disability/religion</p> <p>Have consulted following the HR Policy consultation process.</p>						
<p>2.2. Is more information required? If so how are you going to gather it?                      If there is insufficient information – you may have to make a judgement this time and ensure more information / indicators are collected for the next review.</p>							
<p>2.3 Consider – when relevant:                      PALS                      Analysis of Complaints                      Risk management                      Demographic data                      Recent research findings                      Studies of deprivation                      Recent surveys                      Equality monitoring data                      Qualitative information from all stakeholders including the public.                      Any comparisons with similar policies?                      Recommendations of inspection or audit reports.</p>							

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	Comment	Discrimination? unequal access?					
		Race	Disability	Age	Religion	Gender	Sexuality
<b>3. Decide if the policy is relevant to the duty to promote good relations between racial groups; to eliminate discrimination on grounds of race, disability, age, religion, sexuality or gender; to promote equality of opportunity; to promote equality of access.</b>	<b>The policy should not differ according to certain groups as eligibility is laid down in legislation and is not subjective.</b>		✓			✓	
Prompts:							
3.1 Could the consequences differ according to a racial group or disability because a group or persons have a particular need or belief?							
3.2 Is there any reason to believe that people could be affected differently by the policy – according to racial group/ disability / age/gender/religion/ sexuality? (eg access to services or the ability to take advantage of proposed opportunities)							
3.3 Could the policy discriminate unlawfully, directly or indirectly against people from some racial groups /people with a disability/ on account of age, gender, religion or sexuality?							
3.4 Is there any evidence that some people may have different expectations of the policy? Eg different racial groups/ people with a disability/ people with different religious beliefs or on grounds of age, gender or sexuality.							
3.5 Is the policy likely to affect relations between certain groups? (eg favouring one racial group)							
3.6 Is the policy likely to damage relations between any particular group?							

**IF YOU HAVE ANSWERED YES TO ANY QUESTION, PROGRESS TO STAGE 2.**