



EQUALITY IMPACT ASSESSMENT

Assessment Form

HR partial assessment of the Family Policy.

Equality Impact Assessment (EIA) Assessment Form

Please use this form to record your findings in relation to the assessment of an existing policy, function, service and practice.

A. POLICY, PRACTICE, FUNCTION OR PROJECT TO BE ASSESSED

A1. Please describe what are the main aims, objectives, purpose and intended outcomes of the policy or function?

The key aim is to enable parents/carers to balance their work and family responsibilities more easily whilst taking account of the needs of the Council and Service provision. The Policy is in place to address the needs of all staff.

A2. Is this policy or function associated with any other Council policy or priority?

The Policy is associated with the following:

- Maternity/Adoption Leave Policy including Maternity/Adoption support leave
- Home working policy
- Job Share Scheme
- Flexible working hours

A3. Who are the intended beneficiaries/stakeholders of the policy or function? How many people are affected and from what sections of the community?

The intended beneficiaries are staff members of SCDC.

A4. Is the policy/function corporate and far-reaching?

The policy is a corporate policy that is inclusive that all staff can apply for.

A5. Are you expecting to make any significant change to the policy or service in the near future? If so, please give details.

In the near future flexible working will be reviewed. It was recently agreed at EMT that the Family Policy would be amended to ensure it is more inclusive and applies not just to those with children but all staff across SCDC.

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| Is this a new or existing policy or function? | It is an existing policy. |
| Lead Officer | Susan Gardner Craig |
| Service | Human Resources |
| Date of Assessment | 24 June 2008 |
| Equality Impact Assessment Team | Margaret Bird – Human Resources Co-ordinator |
| | Patricia Crampton – Interim Equality & Diversity Officer |

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| B. | EVIDENCE/ DATA It is important to consider all information that is available in determining whether the policy or function could have a differential impact. Please attach examples of monitoring information, research or consultation reports. |
| B1. What monitoring or other information do you have about relevant target groups, which will show the impact of the policy or function? Key workforce statistics covering all six strands of equalities; Evidence on Gender, Ethnicity and Age around parental leave, dependent leave, special dependent leave, compassionate leave, and flexible working; Staff Survey feedback | |
| B2. Have you compared the data you have with the equality profile of the local population? What does it show? Within the workforce statistics there are 3% of ethnic minorities working at SCDC, which is comparable to the current ethnic makeup of the locality. However, the majority of the data is applicable to internal staff and as it is an inward facing policy. | |
| B2. If monitoring has not been undertaken, will it be done in the future or do you have access to relevant monitoring data for this area? If not please specify what arrangements you have in place to undertake this? There is monitoring available, however gaps have been identified in data collection. The data codes on the recruitment monitoring form are on the HR-Payroll Resource Link system. Due to low take-up in numbers from the recruitment monitoring forms it has been difficult to get an accurate ethnic breakdown. A field has been added on the New Employee Form 'ethnic origin'. The ethnic data codes will need to be added on the back of the form to ensure that the codes align with those on the system and maintain consistency. | |
| B3. Please list any consultations that you may have undertaken or supporting consultation, research or other information that will assist you in carrying out this impact assessment. Staff Surveys have been undertaken on a bi-annual basis but will now be run every year. As a general rule, HR consults with the unions when policies/strategies are being developed to ensure fairness and equity on staff related matters. Family Issues policy due for review. Last reviewed 2003 when Right to request flexible working was added because of new legislation. When assessing our policies we take guidance from Local Gov. employers (LGE) and other local authority policies. | |
| B4. Have you undertaken any consultation with staff to assess their perception of any impacts on the policy or function? Staff survey feedback provides staff perception of the policy and any impact. Q- SCDC has flexible working policies that meet my needs – 69% agreed/strongly agreed | |

| C1. | IMPACT OF THE POLICY OR FUNCTION Assess the potential impact on each of the equality strands/groups. The impact could be negative, positive or neutral. If you assess a negative impact for any of the groups then you will need to assess whether that impact is low, medium or high. Refer to the evidence you use. | | |
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| | DESCRIPTION OF IMPACT | Nature of Impact (Positive/ Neutral/ Adverse) | Extent of Impact (Low, Medium, High) |
| GENDER | Generally, the figures are low and it is women who tend to request for parental leave or flexible working as opposed to men. | Positive | Low |
| RACE | Policy is very inclusive and applies to all employees regardless of race. | Positive | Low |
| DISABILITY | Policy is very inclusive and applies to all employees regardless of whether they have a disability or not. | Positive | Low |
| AGE | Generally the age bands reflect the fact that younger employees apply for childcare reasons and older employees apply for dependent care reasons. | Positive | Low |
| SEXUAL ORIENTATION | Policy is very inclusive and applies to same sex couples as well. | Positive | Low |
| RELIGION/FAITH | Inclusive policy that is open to all equality strands. It is dependant on the specific request regardless of religion/faith. | Positive | Low |
| OTHER | Management attitude There is no evidence that this has had an impact on requests | Positive | Low |

Generally, proceed to a full assessment if the Nature of the Impact is Adverse on equalities.

C2. Could you minimise or remove any negative or potential impact that is high, medium or low significance? Explain how.

Not applicable.

C3. Does the policy actively promote equal opportunities and good community relations?

The policy actively promotes equal opportunities across the Council for SCDC staff.

C4. Please provide any further information, qualitative or quantitative that does not fit into the questions but you feel has a likely impact on this assessment.

If a request is turned down there is a grievance process in place to address any issues raised to determine if the decision was fair and equitable.
Managers may express concerns about employees working flexibly/ taking parental leave – we have no evidence that this is the case.

D COMMUNITY/VOLUNTARY SECTOR INVOLVEMENT

D1. Please give details of any community engagement in connection with this impact assessment. Do you feel that external involvement in this assessment is adequate?

Not applicable as the policy is an internal policy for SCDC staff.

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| E | ACTION PLANNING AND MONITORING |
| E1. Have you drawn up an action Plan to implement changes? | |
| Any action identified as a result of this assessment will be incorporated into the action planning process to ensure changes are implemented. The action identified is concerned with better monitoring procedures rather than actions in revising the policy because of negative impact | |
| E2. How will you monitor the achievement of your action plan and its impact? | |
| The action will be fed into HR's overall action plan for equalities and will be monitored on a regular basis. | |

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| F | CONCLUSION | | |
| F1. Did you conclude that the policy or function would have an adverse impact (medium or high impact) on equalities? (Partial Assessment) | Yes? | <input type="checkbox"/> | GO TO F2 |
| | No? | <input checked="" type="checkbox"/> | GO TO F4 |
| | Insufficient Evidence? | <input type="checkbox"/> | GO TO F5 |
| F2. Did you complete a full assessment and Action Plan? | Yes | <input type="checkbox"/> | |
| | No | <input type="checkbox"/> | GO TO F3 |
| F3 What are your plans (if any) for completing the full assessment? | | | |
| F4. Do you plan to review the service/policy in future to assess whether there has been any change? If so, when? | There is a review timetable of all HR Policies and this policy is due to be reviewed. Any issues raised from this assessment will be fed into the review. | | |
| F5 Please give your plans for evidence gathering and continuing with the assessment | It is not necessary to proceed to undertake a full assessment, however evidence gathering will continue to be a priority and any gaps on data collection will be addressed. | | |

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| Signature of Lead Officer | Susan Gardner Craig |
| Signature of Corporate Manager: | Greg Harlock |
| Date completed: | 07 July 08 |
| Please retain the original completed form on your service area and send a copy to the Equality and Diversity Officer. | |

ACTION PLAN

| Recommendation | Key Activity | Progress/Milestone | Officer Responsible | Progress |
|--|-------------------------|--|----------------------------|-----------------|
| To revise the Employee Details form to list Ethnic categories. Revise all unpaid leave form to give better monitoring information | Revise the forms | Implementation of new form when reviewing policy EMT September 08 | Margaret Bird | |