

Human Resources
Equality Impact Assessment and Analysis (EqIAA)

Introductory information

Name of Function under consideration:	Time off work and leave
Date(s) of completing the EqIAA:	14 December 2012 – 4 January 2013
Name and job title(s) of person(s) completing the EqIAA:	Emma Ford – HR Advisor Sam Stillman – HR Advisor

Section 1 – Impact and analysis

1. Considering all aspects of this Function, state what issues have an impact on equalities and why.

All employees are entitled to time off work for a number of reasons, for example, holiday, illness, maternity. Some of these situations carry statutory rights, some are paid and some unpaid.

Allowing time off work has a number of benefits; it supports employee wellbeing, maintains/improves staff morale and provides a balance between work and personal commitments.

This policy sets out obligations when taking leave, the associated entitlements and how it is calculated.

This policy does not cover school-based employees, for whom separate policies apply.

Considering all aspects of this Function, the accessibility of the document is critical to ensuring that there is no equalities impact. The principles of the RNIB's Clear Print guidelines have been used to produce the policy in an accessible format, i.e. font type and size, contrasting colours, a clear layout, numbered sections. The document is available on the MyHR intranet site and a printable version is also available.

The policy can be provided in different formats by the HR Employee Relations Team.

There is a positive impact on all groups as the policy promotes work life balance and enables staff to manage personal and work commitments together.

More specifically, there is a positive impact on disabled people or people with long term health conditions who have to attend medical screening or treatment. The policy includes various different types of leave but those that impact particularly on people with a protected characteristic include compassionate leave, foster carer leave, maternity leave, adoption leave, paternity leave, parental leave, dependants care leave, and special leave.

The wording of the policy has been improved to make it easier to understand.

We have clarified the use of dependants care leave and our offer is more generous than many other Local Authorities. Funeral and bereavement leave were combined and extended to cover close relatives following a request from the Trade Unions to ensure the policy reflected a more understanding approach. The entitlements under funeral and bereavement leave may not be sufficient for some individuals, for example because of religious or cultural reasons. However, there is flexibility in the policy for managers to allow reasonable time off as 'special leave'.

Also following consultation with Trade Unions and council HR professionals, reasonable amount of time off is now allowed for IVF treatment and cosmetic surgery.

2. What data does the council have internally that links to this Function and what does it tell us about equalities impact?

The council does capture the number of days leave that is taken by employees but HR does not monitor information about the different leave types that are taken by employees.

We rely on feedback and consultation with Trade Unions to identify if the policy is creating any barriers or equalities impact. The review of this policy has not shown there to be any negative equalities impact.

3. Where appropriate, what consultation has been conducted in relation to this Function and what evidence has this provided about equalities impact?

All Trade Unions were consulted with 12 October 2012 (minutes are available) and their feedback helped to improve the policy e.g. ensuring the council is a compassionate employer, expanding medical reasons for time off to include IVF treatment and cosmetic surgery. Trade Unions have been kept informed of changes to the policy since this meeting.

4. What relevant external research (data, reports, expert opinion, legislation etc.) has been considered and what evidence has this provided about equalities impact?

A South West Councils survey was conducted to research Local Authorities' (LAs) dependants care leave entitlements. We found that 14 out of 19 LAs only offered unpaid dependants care leave. As South Gloucestershire Council offers up to 5 paid days per year we were satisfied that this entitlement does not adversely impact on any equality groups.

Expert opinion was sought from HR professionals as well as internet research undertaken from www.gov.uk (government information and guidance), www.acas.org.uk (employee relations specialists), www.cipd.org.uk (HR specialists) and the Equality Act 2010.

No evidence has been identified about adverse equalities impact.

5. Any other relevant notes?

None.

Section 2 – Outcomes

6. The evidence that has been collected under Section 1 of this form will need to feed into the decision making process regarding any changes to be implemented **before** any final decisions are taken. There are four possible outcomes of this EqIAA – indicate which outcome below with the reasons and justification for this.

Outcome	Response	Reason(s) and Justification
Outcome 1: No major change required.	<input checked="" type="checkbox"/>	This Function applies to all employees. It does not adversely impact on any particular protected characteristic group. The Function will be reviewed annually and changes will be made should an equalities impact be identified.
Outcome 2: Adjustments to remove barriers or to better promote equality have been identified.	<input type="checkbox"/>	
Outcome 3: Continue despite having identified potential for adverse impact or missed opportunities to promote equality.	<input type="checkbox"/>	
Outcome 4: Stop and rethink.	<input type="checkbox"/>	

7. List the actions you will take as a result of this EqIAA.

The policy will be reviewed annually.

Section 3 – EqIAA evidence

8. List and attach the evidence you have which shows how you have **systematically considered equality impact**.

(insert links to copies of reports, plans, legislation, research reports, consultation documents etc.)

<https://www.gov.uk/browse/employing-people/time-off>

<http://www.acas.org.uk/index.aspx?articleid=1374>

<http://www.cipd.co.uk/>

HR & Trade Union meeting minutes 12 October 2012.

The Equality Act 2010.

Leave equality impact assessment review 8 December 2009.

Planned date for next EqIAA exercise:

January 2014