

**Human Resources**  
**Equality Impact Assessment and Analysis (EqIAA) Form**

**Introductory Information**

|   |   |
|---|---|
| <b>Name of Function under consideration:</b>                    | Maternity Leave and Pay Handbook                    |
| <b>Date(s) of completing the EqIAA:</b>                         | 14 December - 4 January 2013                        |
| <b>Name and job title(s) of person(s) completing the EqIAA:</b> | Emma Ford – HR Advisor<br>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.**

This handbook sets out entitlements to Maternity Leave and Pay. The amount of Maternity Pay depends upon conditions of service and length of employment.

The handbook does not cover school-based employees, for whom separate policies apply.

This function promotes gender equality in the workplace. A number of changes have been made to the handbook to clarify procedures and make it easier to understand. Maternity leave entitlement has been improved e.g. 'keeping in touch days' do not affect maternity leave.

The handbook has a direct positive impact on pregnant women but it positively impacts all groups as it links to other council family friendly policies e.g. annual leave, right to request flexible working, car loan scheme, maternity support leave, paternity leave, parental leave, dependants care leave, unpaid leave, child care voucher scheme.

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 adopted to produce the policy, procedure and guide 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 is available in different formats by contacting the HR Employee Relations Team.

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

The council records data about grievances raised by employees and we would be able to identify from this information if maternity leave and pay entitlements were producing a negative equalities impact. There is no evidence to suggest this is the case.

The bi-annual staff survey captures opinions from employees about working for the council and there is no evidence about equalities impact from the 2012 staff survey about maternity leave and pay.

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

A summary of changes and the revised handbook was sent to all Trade Unions. We did not receive any feedback that provided evidence about equalities impact.

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

We ensured that this handbook meets legislative and good practice requirements by researching government guidance at [www.gov.uk](http://www.gov.uk) and ACAS ([www.acas.org.uk](http://www.acas.org.uk)) which is an organisation that promotes employment relations and HR excellence. We also considered the Equality Act 2010. This research did not identify any 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  |
|--|-------------------------------------|--|
| <b>Outcome 1:</b> No major change required.  | <input checked="" type="checkbox"/> | This handbook provides a positive impact for pregnant women specifically but it links to a range of family friendly policies which positively impact all groups. |
| <b>Outcome 2:</b> Adjustments to remove barriers or to better promote equality have been identified.                           | <input type="checkbox"/>            |  |
| <b>Outcome 3:</b> Continue despite having identified potential for adverse impact or missed opportunities to promote equality. | <input type="checkbox"/>            |  |
| <b>Outcome 4:</b> Stop and rethink.  | <input type="checkbox"/>            |  |

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

The maternity handbook 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.

Maternity leave equality impact assessment 13 January 2010.

[www.acas.org.uk](http://www.acas.org.uk)

[www.gov.uk](http://www.gov.uk)

Policy summary changes sheet (available on request).

**Planned date for next EqIAA exercise:**

January 2014