

Human Resources Equality Impact Assessment and Analysis (EqIAA)

Introductory Information

Name of Function under consideration:	Paternity Leave
Date(s) of completing the EqIAA:	8 -13 March 2013
Name and job title(s) of person(s) completing the EqIAA:	Emma Ford – HR Advisor, Engagement & Equalities 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 policy advises employees of their rights to paternity leave and pay. Paternity leave is for the purpose of caring for a child or supporting the mother or primary adopter. Employees who qualify can take one or two weeks Ordinary Paternity Leave (OPL) and between two and 26 weeks Additional Paternity Leave (APL).

The policy will be kept under review by the Head of HR.

The policy applies to all eligible employees regardless of any protected characteristics. It has a positive impact on gender as it provides choice and flexibility for parents on how they care for a child in its first year. It enables women and disabled parents to balance child care with work commitments.

The policy and guidance notes are available electronically from the council's HR intranet site (MyHR) and in printed format. The Employee Relations team have produced the policy in an accessible format in accordance to the RNIB's Clearprint Guidelines and different formats will be provided on request e.g. Braille, audio tape, large print, easy read, languages other than English etc.

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

3.

Data sources that link to this policy include:

- number of employees who take paternity leave
- number of hits on the HR intranet site about paternity leave
- queries to HR – indicate how easily the policy is understood and highlight gaps
- feedback in staff survey and leaver questionnaires

We have no evidence to suggest that the paternity leave policy has an adverse impact on equality.

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

HR Business Partners and Trade Union representatives were to comment on the revised policy. The only suggestion received was to create a flow chart which is being looked at.

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

Internet research was undertaken as part of this policy review. The website considered were:

- <https://www.gov.uk/paternityleave>
- [HR-Inform](#)
- <http://www.acas.org.uk/index.aspx?articleid=1806>
- <http://www.acas.org.uk/index.aspx?articleid=3000>

This research did not provide any evidence about equalities impact other than the positive impacts on gender.

6. Any other relevant notes?

None.

Section 2 – Outcomes

7. 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 EqlAA – 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 policy offers choice and flexibility to parents to help them achieve a balance between child care and work commitments. Improvements have been made to the language and formatting to make the policy document more accessible.
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"/>	

8. List the actions you will take as a result of this EqlAA.

The policy will be reviewed on an annual basis.

This is an area of employment law that is undergoing significant change so we will ensure that the council is up to date with any legislation changes. Consultation will be undertaken when and if appropriate.

Section 3 – EqlAA Evidence

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

- <https://www.gov.uk/paternityleave>
- [HR-Inform](#)
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Planned date for next EqlAA exercise:

March 2014