

Initial Equalities Screening Record Form

Date of Screening: May 2013	Directorate: Corporate Services	Section: HR			
1. Activity to be assessed	Family friendly policies				
2. What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change				
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing				
4. Officer responsible for the screening	Pat Butler				
5. Who are the members of the screening team?	Pat Butler, Anna Whitworth				
6. What is the purpose of the activity?	To provide guidance to employees wishing to take maternity leave, adoption leave, paternity/maternity support leave, parental leave, or needing to take urgent leave to deal with an emergency involving dependents. To comply with the law. To promote a family friendly workplace.				
7. Who is the activity designed to benefit/target?	Parents, adoptive parents, carers, parents-to-be.				
Protected Characteristics	Please tick yes or no	Is there an impact?	What evidence do you have to support this?		
8. Disability Equality	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Y ✓</td> <td style="width: 50%; border: none;">N</td> </tr> </table>	Y ✓	N	Parents of disabled children can take parental leave until the child is 18.	There is no quantitative data around disability in these areas but should the parent have a disabled child, these time off policies could be used to deal with associated responsibilities and emergencies
Y ✓	N				
9. Racial equality	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Y</td> <td style="width: 50%; border: none;">N</td> </tr> </table>	Y	N	Neutral impact – no known differences	
Y	N				

10. Gender equality	Y ✓	N	Most of the suite of policies apply to parents of either gender or where appropriate to carers of either gender, so men are not excluded. Women are traditionally more likely to take on the caring role however, so the impact is greater on women.	The majority of leave requests in this category come from women. The existence of the policies gives a level of protection to those who may need to take time off for caring responsibilities, as it establishes a level of entitlement so that the employee feels more confident in asking for the necessary time off.
11. Sexual orientation equality	Y ✓	N	References to partners apply equally to partners in same sex relationships.	No specific data on take up.
12. Gender re-assignment	Y	N	Neutral - No known differences	No specific data on take up
13. Age equality	Y	N	Application of the policies is age-neutral, although take up on child related leave is likely to be lower amongst older employees, and leave to care for dependents is more likely to be higher amongst older employees (e.g. caring for elderly parents)	No specific data on take up
14. Religion and belief equality	Y	N	Neutral - No known differences	No specific data on take up
15. Pregnancy and maternity equality	Y ✓	N	The policies are in place to assist those who are pregnant, or are parents by clearly outlining their rights.	Promotes a family friendly workplace.
16. Marriage and civil partnership equality	Y ✓	N	Policies are constructed to ensure that the marital or partnership of the employee is immaterial to their ability to use these policies, e.g. the parental leave policy does not specify "husband" or "father" in defining the partner of the child's mother.	Promotes inclusiveness in that married partners and unmarried partners are equally able to take advantage of the policies.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.			<p>Promoting equality of rights for families of different types – including married, unmarried, single parent, same sex partners, adoptive parents etc.</p> <p>Our paternity leave/maternity support leave provisions are open to any figure providing the main support to the new mother – for single parents this might for example be the child's grandparent – so this should assist non-traditional families.</p>	

18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	na		
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	na		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N✓	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?			
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N✓	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Continual review to ensure compliance with legal changes	ongoing	P Butler/C Cann	Policies updated in timely manner
24. Which service, business or work plan will these actions be included in?	None		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?			
26. Chief Officers signature.	Signature: T Madden		Date: May 2013