

Appendix 4 - EIA Record

Date of EIA 24 January 2005
 Directorate Corporate Services & Resources
 Function or policy to be assessed **LEAVE PROVISIONS**

Is it a policy or function	Policy
Is it a new or existing policy or function?	Existing
Aim / objective / purpose of the policy or function	This EIA covers a number of the Council policies in relation to leave ie Time Off for Dependants Adoption leave, Paternity Leave, Maternity Leave and Parental Leave
Who is responsible for the policy or function?	Borough Human Resources Manager for the policies, line managers for their implementation.
With regard to the equalities themes, which groups might be impacted by the policy or function?	<input type="checkbox"/> Race <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Age <input type="checkbox"/> Religion or Belief <input type="checkbox"/> Sexual Orientation <p style="text-align: right;">All of these groups.</p>
Which groups might be affected adversely ?	<input type="checkbox"/> Race <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Age <input type="checkbox"/> Religion or Belief <input type="checkbox"/> Sexual Orientation <p style="text-align: right;">All of these groups.</p>
What evidence has been found to indicate this? (include any consultation undertaken)	Whilst there is no precise information to support the fact that particular groups are adversely affected, the potential exists for minority groups to be discriminated against by employers in all spheres of employment activity.
On what grounds can adverse or differential impact be justified?	We cannot determine any grounds as to why adverse or differential impact could be justified under this policy.
What changes are proposed to the policy or function to reduce or remove adverse or differential impact?	<p><u>Maternity Leave</u> – None as the policy is driven by statute.</p> <p><u>Time off for Dependants</u> – The definition throughout the document of dependant needs to be widened to include “partner”.</p> <p><u>Adoption Leave</u> – As the policy is not gender specific and as it takes into account the needs of secondary carers, partners etc it is considered that no amendments are necessary.</p> <p><u>Paternity Leave</u> – The qualification criteria needs to be clarified to reflect the dual requirement of relationships and responsibility levels.</p> <p><u>Parental Leave</u> – No changes necessary.</p> <p>For all the above policies there needs to be a “catch-all” provision which recognises that there are social and cultural constructs which may impact on family relationships and which may mean that discretion will need to be exercised in the interpretation of some of the clauses of these policies in order to properly take into account the needs of specific groups/individuals.</p>
In to which plan or strategy has the necessary action been incorporated?	All those policies related to leave provision.

<p>What monitoring arrangements have been put in place?</p>	<p>Monitoring is carried out by line managers in accordance with their normal range of responsibilities and by exception reporting if interpretation is required or if potential breaches of the policies take place.</p>
<p>What conclusions have been drawn or recommendations have been made?</p>	<p>We propose to implement the proposed changes as outlined above through changes to the policy and informing managers/staff as per previous EIA's.</p>
<p>Has the information in this EIA been made publicly available?</p>	<p>Yes as part of the Council's general approach to EIA's.</p>