

To complete – press F11 to jump from field to field

Equality Impact Assessment

Name of the business case,
SOP, SIP, project, service

Maternity, Pay, Compassionate, Adoption,
Time off and Parental leave

File ref:	EIA/Gen/022	Issue No:	1
Date of Issue:	15/06/09	Review date:	15/06/10
Risk assessment completed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Environmental assessment completed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Approved by:



Part 6 Equality impact assessment improvement plan

The table below should be completed using the information from the equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, ie increase the positive impact
4. If no actions [go to Part 7](#)

Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:

Area of concern	Action required	Person responsible	Timescale	Resource implications	Comments
Each strand	To develop a system by which the monitoring of applications for special leave should include information related to the six strands.	Amanda Blatch	ASAP	Extra monitoring system in place by HR Department.	
Some potential negative impact on rights for parents/carers etc.	To review regularly for updates, changes and improvements on additional entitlements and rights for carers/parents etc.	Amanda Blatch	ongoing		

Area of concern	Action required	Person responsible	Timescale	Resource implications	Comments
Improving positive impact	continual monitoring of processes, particularly around the take up of what groups use these policies	Amanda Blatch	Ongoing		

Part 7 Equality impact assessment summary report

The results of equality impact assessments must be published. Please complete this summary, which will be used to publish the results of your impact assessment on the Service’s website, and return it to Business Support.

Date of assessment: 20 January 2009

Manager(s) name: Amanda Blatch **Role:** HR Consultant

Business case, SOP, SIP, project or service, procedure, strategy or Service, that was impact assessed:

Maternity, Pay, Compassionate, Adoption, Time off and Parental leave

Summary of findings:

The SOP’s listed above comply with all employment and equality legislation and no adverse impacts were identified.

However, although transgender is not covered within legislation covering maternity leave, this has been considered when reviewing this SOP (ie. a transgender man who has kept the reproductive organs of a woman) and it has been worded accordingly.

Summary of recommendations and key points of action plan:

To continually monitor and review these SOP’s to ensure compliance with employment and equality legislation.

To monitor the take up of the policies to include a break down of staff against the 6 strands.

Groups that this business case, SOP, SIP, projector service will impact upon *															
Race		Gender		Sexual Orientation		Age		Disability		Religion/ Belief		Other		All	
+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-
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- This information should be transposed to the front page of the Business case, SOP, SIP, project or service/Procedural document

Date completed:	12/06/09	Signed by CFO	
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