

Equality Impact Assessment Template

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

1. IDENTIFICATION OF FUNCTION, POLICY OR PLAN	
Name of function/policy/plan to be assessed	Leave of Absence Corporate Policy & Procedure
Service/service area responsible	HR & Performance
Name of person carrying out the assessment and contact details	Andrew Groundwater, Head of HR & Performance Ext 2253 Email andrew.groundwater@orkney.gov.uk
Date of assessment	24 May 2012
Is the function/policy/plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly)	New policy incorporating areas of other existing policies and general practices
2. INITIAL SCREENING	
What are the intended outcomes of the function/policy/plan?	Primarily to ensure consistency of treatment of employees as far as is reasonably practicable when they make requests for leave of Absence. The policy does not seek to alter current practices in respect of granting paid or unpaid leave of absence but seeks to collate relevant current policy and practice into one policy in order to clarify entitlements for the benefit of employees - and managers who deal with such requests from their staff.
State who is, or may be affected by this function/policy/plan, and how	All existing and potential employees other than Teaching staff and other posts employed under national SNCT conditions of service. The policy provides advice and guidance in a fair, consistent and supportive manner.
How have stakeholders been involved in the development of	The Policy has been revised by HR and has been considered by Corporate Management Team.

this function/policy/plan?	Trade Unions have been made aware of the document on a consultative basis and have not raised any issue with the revisions.
Is there any existing data and/or research relating to equalities issues in this policy area? Please summarise. e.g. consultations, national surveys, performance data, complaints, service user feedback, academic/consultants' reports, benchmarking (see equalities resources on OIC information portal)	HR have received feedback from staff and managers that existing policies and common practice should be collated into one policy and the entitlements clarified in writing as far as they reasonably can be given the wide range of individual scenarios or circumstances that may be presented. The finalised policy has been informed by research into procedures within other Local Authorities and HR best practice and is legislatively compliant.
Could the function/policy have a differential impact on any of the following equality strands?	(Please provide any evidence – positive impacts/benefits, negative impacts and reasons)
1. Race: this includes ethnic or national groups, colour and nationality	No impact foreseen
2. Sex: a man or a woman	No. Statistically women are more likely to be the principal carer but as current Council policy or common practice is not being changed there is no differential impact.
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	No impact foreseen
4. Gender Reassignment: the process of transitioning from one gender to another	No impact foreseen
5. Pregnancy and maternity	No impact foreseen
6. Age: people of different ages	No impact foreseen
7. Religion or beliefs or none (atheists)	No impact foreseen
8. Caring responsibilities	No. Time off is granted for care in an emergency and to allow alternative care arrangements to be put in place, but as current Council policy or common practice is not being changed there is no differential impact.
9. Marriage and Civil Partnership	No impact foreseen
10. Disability: people with disabilities (whether registered or not)	No. Statistically people with certain disabilities are more likely to require time off for medical appointments. The policy allows time off in certain circumstances but as current Council policy or

	common practice is not being changed there is no differential impact.
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3. IMPACT ASSESSMENT	
Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	N/A
Do you have enough information to make a judgement? If no, what information do you require?	Yes

4. CONCLUSIONS AND PLANNED ACTION	
Is further work required?	No
What action is to be taken?	N/A
Who will undertake it?	N/A
When will it be done?	N/A
How will it be monitored? (e.g. through service plans)	All procedures are monitored and reviewed by HR as part of a rolling programme. Any relevant legislative changes would be responded to.

Signature

Date

24.05.2012

Name ANDREW GROUNDWATER
(BLOCK CAPITALS)

Please sign and date this form, keep one copy and send a copy to Corporate and Community Strategy. It should also be emailed to Corporate and Community Strategy.