

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	Policies on Maternity, Paternity and Adoption Leave for employees
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	29.05.2012
Is the function/policy/plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly)	Revision of existing policies

2. INITIAL SCREENING	
What are the intended outcomes of the function/policy/plan?	The aim of this revised policy is to formally confirm the Council's policies on these matters conform with the statutory legislative changes introduced in October 2011.
State who is, or may be affected by this function/policy/plan, and how	Any employees who become parents as it lays out their entitlements from the Council as their employer.
How have stakeholders been involved in the development of this function/policy/plan?	The Policy has been revised by HR and has been considered by Corporate Management Team. 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	The revisions are as a result of statutory legislation with which we must comply.

<p>summarise.</p> <p>e.g. consultations, national surveys, performance data, complaints, service user feedback, academic/consultants' reports, benchmarking (see equalities resources on OIC information portal)</p>	
<p>Could the function/policy have a differential impact on any of the following equality strands?</p>	<p>(Please provide any evidence – positive impacts/benefits, negative impacts and reasons)</p>
<p>1. Race: this includes ethnic or national groups, colour and nationality</p>	<p>The revisions are as a result of statutory legislation with which we must comply.</p>
<p>2. Sex: a man or a woman</p>	<p>The revised policy ensures we conform with the statutory legislation in regards to maternity, paternity and adoption. The new legislation allows much greater scope for a father to take up to 26 weeks paternity leave provided the mother has returned to work.</p>
<p>3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes</p>	<p>No impact foreseen</p>
<p>4. Gender Reassignment: the process of transitioning from one gender to another</p>	<p>No impact foreseen</p>
<p>5. Pregnancy and maternity</p>	<p>The revised policy ensures we conform with the statutory legislation in regards to maternity, paternity and adoption. The legislative changes allow scope for a father to take up to 26 weeks paternity leave provided the mother has returned to work.</p>
<p>6. Age: people of different ages</p>	<p>No impact foreseen</p>
<p>7. Religion or beliefs or none (atheists)</p>	<p>No impact foreseen</p>
<p>8. Caring responsibilities</p>	<p>The revised policy ensures we conform with the statutory legislation in regards to maternity, paternity and adoption.</p>
<p>9. Marriage and Civil Partnership</p>	<p>No impact foreseen</p>
<p>10. Disability: people with disabilities (whether registered or not)</p>	<p>No impact foreseen</p>

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

29 May 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.