

Appendix 3

EQUALITY IMPACT ASSESSMENT (EIA)

Directorate: **Chief Executive's**

Lead officer responsible for EIA: **HR Manager**

Name of the policy or function to be assessed: **Leave Scheme**

Names of the officers undertaking the assessment: **HR Manager**

Is this a new or an existing policy or function? **Existing policy**

1. What are the aims and objectives of the policy or function?

To outline the Council's policy of Leave and the taking of leave.

2. What outcomes do you want to achieve from the policy or function? To ensure that all employees are entitled to take annual leave and appropriate rest from work in accordance with the policy.

3. Who is intended to benefit from the policy or function?

All employees

4. Who are the main stakeholders in relation to the policy or function?

All employees

Public

5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?

N/A

6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?

N/A

7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?

To be discussed at LJCC

8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways?

In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:

Does the policy or function target or exclude a specific equality group or community?

The strategy covers all employees.

Does it affect some equality groups or communities differently? If yes, can this be justified?

Yes – some employees from equality groups may require additional leave for religious reasons or reasons related to their health/disability or age

Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?

Yes – it is designed to benefit all employees, however some equality groups may benefit

Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?

There are no barriers envisaged or intended from this policy. It is intended to cover all employees and should be accessible to all.

Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?

Yes – by ensuring that all employees are able to take annual leave and appropriate rest from work.

What further evidence is needed to understand the impact on equality?

None.

9. On the basis of the analysis above, what actions, if any, will you need to take in respect of each of the equality strands?

Age: Positive outcome – additional leave and support available e.g. menopause

Disability: Positive outcome – additional leave and support available

Gender: Neutral

Gender Reassignment: Positive – additional leave available for non-elective surgery

Marriage and Civil Partnership: Neutral

Pregnancy and Maternity: Positive – additional leave available for pregnancy/maternity

Race: Neutral impact

Religion and Belief: Positive – additional leave can be requested to observe religious practices

Sexual Orientation: Neutral

10. Head of Service:

I am satisfied with the results of this EIA. I undertake to review and monitor progress against the actions proposed in response to this impact assessment:

Signature of Head of Service:

