

Equality Impact Analysis

This equality impact analysis establishes the likely effects both positive and negative and potential unintended consequences that decisions, policies, projects and practices can have on people at risk of discrimination, harassment and victimisation. The analysis considers documentary evidence, data and information from stakeholder engagement/consultation to manage risk and to understand the actual or potential effect of activity, including both positive and adverse impacts, on those affected by the activity being considered.

To support completion of this analysis tool, please refer to the equality impact analysis guidance.

Section 1 – Analysis Details (Page 5 of the guidance document)

Name of Policy/Project/Decision	Family Leave
Lead Officer (SRO or Assistant Director/Director)	Sam McVaigh
Department/Team	HR
Proposed Implementation Date	June 2024 following employment panel.
Author of the EqIA	Andrew Smith
Date of the EqIA	21/05/2024

1.1 What is the main purpose of the proposed policy/project/decision and intended outcomes?

Following new employment legislation related to Paternity Leave (Paternity Leave (Amendment) Regulations 2024), we have deemed it a good opportunity to modernize our relevant policies related to family leave.

We propose to combine all the family leave related policies into one policy, namely 'Family Leave Policy'.

This policy is reflective of Bury Council's supportive organisational stance towards existing and prospective working parents. This policy is created to empower colleagues as individuals using this Family Leave policy together with the Council's flexible working policy.

The main aim of combining these policies into one is to provide greater accessibility to manager and staff to understand their options and entitlements for family associated leave all in one place.

Section 2 – Impact Assessment (Pages 6 to 10 of the guidance document)

<p>2.1 Who could the proposed policy/project/decision likely have an impact on?</p>
<p>Employees: Yes Community/Residents: No – internal policy Third parties such as suppliers, providers and voluntary organisations: No – Internal policy If the answer to all three questions is ‘no’ there is no need to continue with this analysis.</p>
<p>2.2 Evidence to support the analysis. Include documentary evidence, data and stakeholder information/consultation</p>
<p>Documentary Evidence: Our Employment Equality Report illustrates the demographics of the staff this policy relates to.</p>
<p>Data:</p>
<p>Stakeholder information/consultation:</p>
<p>2.3 Consider the following questions in terms of who the policy/project/decision could potentially have an impact on. Detail these in the impact assessment table (2.4) and the potential impact this could have.</p>
<ul style="list-style-type: none"> • Could the proposal prevent the promotion of equality of opportunity or good relations between different equality groups? No • Could the proposal create barriers to accessing a service or obtaining employment because of a protected characteristic? No • Could the proposal affect the usage or experience of a service because of a protected characteristic? No • Could a protected characteristic be disproportionately advantaged or disadvantaged by the proposal? Yes – the policy is designed to support employees who are parents or prospective parents – it should not disadvantage others • Could the proposal make it more or less likely that a protected characteristic will be at risk of harassment or victimisation? Less • Could the proposal affect public attitudes towards a protected characteristic (e.g. by increasing or reducing their presence in the community)? No • Could the proposal prevent or limit a protected characteristic contributing to the democratic running of the council? No

2.4 Characteristic	Potential Impacts	Evidence (from 2.2) to demonstrate this impact	Mitigations to reduce negative impact	Impact level with mitigations Positive, Neutral, Negative
Age				
Disability	<p>Unable to navigate iTrent self service</p> <p>Surrogacy, fostering and adoption are included as options</p>	Employment Equality Report 2023	Manual form available and support from HR colleagues to complete	<p>Neutral</p> <p>Positive</p>
Gender Reassignment	<p>Gender based terminology could discriminate or exclude transgender and non binary people.</p> <p>Surrogacy, fostering and adoption are</p>		Gendered language only is used where referring to titles of legislation or processes not set by the council. Gender neutral language only has been used where this is possible and where this is not possible, gender neutral language has been used alongside gendered language	<p>Positive</p> <p>Positive</p>

	included as options			
Marriage and Civil Partnership				
Pregnancy and Maternity	Policy sets out clearly how colleague's pregnancy and maternity will be supported at work			Positive
Race	If English is not first language and difficulty using a PC	Employment Equality Report 2023	Manual form available and support from HR colleagues to complete	Neutral
Religion and Belief				
Sex				
Sexual Orientation	Surrogacy, fostering and adoption are included as options			Positive
Carers				
Looked After Children and Care Leavers				
Socio-economically vulnerable				
Veterans				

Actions required to mitigate/reduce/eliminate negative impacts or to complete the analysis

2.5 Characteristics	Action	Action Owner	Completion Date
All	Ensure communication is accessible and specific concerns in relation to Protected Characteristics are referenced.	CK	

Section 3 - Impact Risk

Establish the level of risk to people and organisations arising from identified impacts, with additional actions completed to mitigate/reduce/eliminate negative impacts.

3.1 Identifying risk level (Pages 10 - 12 of the guidance document)

Impact x Likelihood = Score			Likelihood			
			1	2	3	4
			Unlikely	Possible	Likely	Very likely
Impact	4	Very High	4	8	12	16
	3	High	3	6	9	12
	2	Medium	2	4	6	8
	1	Low	1	2	3	4
	0	Positive / No impact	0	0	0	0

Risk Level	No Risk = 0	Low Risk = 1 - 4	Medium Risk = 5 – 7	High Risk = 8 - 16
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3.2 Level of risk identified	0
3.3 Reasons for risk level calculation	Positive impact, greater accessibility for staff to navigate the full remit of family associate leave on one document.

Section 4 - Analysis Decision (Page 11 of the guidance document)

4.1 Analysis Decision	X	Reasons for This Decision
There is no negative impact therefore the activity will proceed	X	
There are low impacts or risks identified which can be mitigated or managed to reduce the risks and activity will proceed		
There are medium to high risks identified which cannot be mitigated following careful and thorough consideration. The activity will proceed with caution and this risk recorded on the risk register, ensuring continual review		

Section 5 – Sign Off and Revisions (Page 11 of the guidance document)

5.1 Sign Off	Name	Date	Comments
Lead Officer/SRO/Project Manager	Andrew Smith	19/05/2024	
Responsible Asst. Director/Director			
EDI			

EqIA Revision Log

5.2 Revision Date	Revision By	Revision Details