

**EQUALITY IMPACT ANALYSIS
OTHER LEAVE POLICY – HaRD 024**

1. Equality Impact Analysis											
Policy / Project / Function:	Other Leave Policy										
Date of Analysis:	23 July 2014										
This Equality Impact Analysis was completed by: (Name and Department)	CSU Workforce Department										
What are the aims and intended effects of this policy, project or function?	To provide guidance to managers in order to ensure a consistent approach to enquiries and applications in respect of leave as referred to within this policy.										
Please list any other policies that are related to or referred to as part of this analysis?	Absence Policy Annual Leave Policy Career Break Policy Further Education and CPD Policy Maternity Policy										
Who does the policy, project or function affect? Please Tick ✓	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Employees</td> <td align="right"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Service Users</td> <td align="right"><input type="checkbox"/></td> </tr> <tr> <td>Members of the Public</td> <td align="right"><input type="checkbox"/></td> </tr> <tr> <td>Other (List Below)</td> <td align="right"><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Volunteers / independent consultants and agency workers</td> </tr> </table>	Employees	<input checked="" type="checkbox"/>	Service Users	<input type="checkbox"/>	Members of the Public	<input type="checkbox"/>	Other (List Below)	<input type="checkbox"/>	Volunteers / independent consultants and agency workers	
Employees	<input checked="" type="checkbox"/>										
Service Users	<input type="checkbox"/>										
Members of the Public	<input type="checkbox"/>										
Other (List Below)	<input type="checkbox"/>										
Volunteers / independent consultants and agency workers											

2. Equality Impact Analysis: Screening

	Could this policy have a positive impact on...		Could this policy have a negative impact on...		Is there any evidence which already exists from previous (e.g. from previous engagement) to evidence this impact
	Yes	No	Yes	No	
Race		✓		✓	Considered – neutral impact.
Age		✓		✓	Considered – neutral impact
Sexual Orientation		✓		✓	Considered – neutral impact
Disabled People	✓			✓	An employment break may be offered to support an employee suffering a long term health condition classed as a disability or with adjusting to a new disability – positive impact Other leave arrangements considered – neutral impact.
Gender	✓			✓	Employment break – positive impact – see assessment test. Other leave arrangements considered – neutral impact. Specifically it should be noted that whilst proportionately more women many women are carers, the purpose of urgent leave is to deal with urgent issues and could impact equally on men or women.
Transgender People	✓			✓	An employment break may support an employee undergoing gender reassignment - positive impact. Other leave arrangements considered – neutral impact.

Pregnancy and Maternity	✓			✓	<p>Employees who wish to extend their leave beyond maternity leave could use the employment break policy – positive impact.</p> <p>Other leave arrangements considered – neutral impact.</p>
Marital Status		✓		✓	Considered – neutral impact
Religion and Belief	✓			✓	<ul style="list-style-type: none"> • A career break could be used to facilitate an employee undergoing a religious rite of passage or taking an extended faith related journey • PARA 14 Religious Observance: Flexibility in arrangement of hours should support staff to follow their religion/belief • Other leave arrangements considered – neutral impact.
Reasoning	This policy applies to all staff equally regardless of any protected characteristics. The application of the policy can be monitored through data collection and analysis if concerns are raised				
If there is no positive or negative impact on any of the Nine Protected Characteristics go to Section 7					

3. Equality Impact Analysis: Local Profile Data

Local Profile/Demography of the Groups affected (population figures)	
General	Total number of employees in the CCG is 22
Age	72.73% are aged 30-55 29.27% of staff are over 55 No employees are under 30
Race	90.9% staff employed in the CCG are White 4.55% staff are Black 4.55% of staff have are not stated/undefined their ethnicity
Sex	54.55% staff employed are male 45.45% staff employed are female
Gender reassignment	No information at this stage
Disability	86.36% of staff employed declared themselves as having no disability 13.64% did not declare /undefined No staff have declared a disability
Sexual Orientation	77.27% of staff described themselves as heterosexual 22.73% did not wish to respond /undefined
Religion, faith and belief	Christianity is the largest religious group declared by staff in the CCG (40.91%) 27.27% declared themselves Atheist 27.27% were undefined or did not wish to declare 4.55% of staff have other beliefs/religious beliefs
Marriage and civil partnership	81.81% of employees are married. No employees are in a civil partnership. The remainder (18.19%) are single/divorced/legally separated or widowed
Pregnancy and maternity	No information yet as the CCG has not been established long enough to build meaningful data

4. Equality Impact Analysis: Equality Data Available

<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1. Application success rates <i>Equality Groups</i> 2. Complaints by <i>Equality Groups</i> 3. Service usage and withdrawal of services by <i>Equality Groups</i> 4. Grievances or decisions upheld and dismissed by <i>Equality Groups</i> 5. <i>Previous EIAs</i> 	<p>Yes <input type="checkbox"/> ✓ employee data and national statistics</p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document).</p>
<p>List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</p>	<p>Consultation has taken place both nationally and locally with Trade Unions and staff</p>
<p>Promoting Inclusivity How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation</p>	<p>This Policy does promote equality and diversity since it sets out leave arrangements that will benefit all staff and additionally some groups with protected characteristics</p>

5. Equality Impact Analysis : Assessment Test

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by The Equality Act 2010 ?

Protected Characteristic	No impact	Positive Impact	Negative Impact	Evidence of impact and, if applicable, justification where a <i>Genuine Determining Reason</i> exists.
Gender (men and women)		✓		<p>It is generally the case that proportionately women are more likely to access the employment break for childcare purposes; it is, however, open to all. In addition, other long term caring responsibilities are often more likely to lie with females. Evidence includes :</p> <ul style="list-style-type: none"> • Just over half (58%) of the 5.41 million people providing some level of unpaid care in England are female and 42% are male. Female carers are representative of 11.9% of the total female population of England and Wales, and male carers are representative of 9% of the male population. Source ONS 2011 Census. • ‘Throughout their lives, women are much more likely than men to take on unpaid care responsibilities both for children and for older people’. Source Equality and Human Rights Commission – How fair is Britain ? <p>Almost 55% of the staff employed in the CCG are female. There is a likely positive impact on women.</p> <p>Other leave arrangements considered – neutral impact. It should be specifically noted that whilst proportionately more women are carers, the purpose of urgent leave is to deal with urgent issues and could impact equally on men or women.</p>
Race (all racial groups)	✓			Considered – neutral impact.
Disability (mental and physical)		✓		<p>An employment break may be offered to support an employee suffering a long term health condition classed as a disability or with adjusting to a new disability.</p> <p>Other leave arrangements considered – neutral impact.</p>
Religion or belief		✓		<p>A career break could be used to facilitate an employee undergoing a religious rite of passage or taking an extended faith related journey – positive impact.</p> <p>PARA 144 Religious Observance : flexibility in arrangement of hours should support staff to follow their religion / belief – positive impact.</p> <p>Other leave arrangements considered – neutral impact.</p>

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by The Equality Act 2010 ?				
Protected Characteristic	No impact	Positive Impact	Negative Impact	Evidence of impact and, if applicable, justification where a <i>Genuine Determining Reason exists.</i>
Sexual orientation (heterosexual, homosexual and bisexual)	✓			Considered – neutral impact.
Pregnancy and maternity		✓		Employees who wish to extend their leave beyond maternity leave could use the employment break policy – positive impact. Other leave arrangements considered – neutral impact.
Transgender		✓		An employment break may support an employee undergoing gender reassignment – positive impact. Other leave arrangements considered – neutral impact.
Marital status	✓			Considered – neutral impact.
Age	✓			Considered – neutral impact.

6. Action Planning

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:

7. Equality Impact Analysis Findings

Analysis rating :	Red	Red / Amber	Amber	Green ✓
-------------------	-----	-------------	-------	---------

Brief Summary/Further comments	
---------------------------------------	--

Approved By		
Job Title:	Name:	Date: