

Title of the policy	Family Leave and Pay Policy - Shared Parental Leave
Date	09/09/14
Lead Officer	Sally Dobrowolska
Who else is involved in undertaking this assessment?	N/A

Step 1 – Overview of policy/function being assessed

<p>A. Outline: What is the purpose of this policy? (specify aims and objectives)</p> <p>Following the Shared Parental Leave Regulations 2014, this policy outlines the statutory right to take shared parental leave (SPL) to care for a child due to be born or placed for adoption on or after 5 April 2015. It also outlines the arrangements and notification requirements before a period of SPL and the entitlement to pay during SPL.</p> <p>The section on Shared Parental Leave is part of the Family Leave and Pay Policy. The policy has been developed to incorporate existing policies including Maternity Leave and Pay, Adoption Leave and Pay, Maternity/Adoption Support Leave and Other Parental Leave Arrangements.</p> <p>The focus of the EIA is to assess the new aspect of the policy – Shared Parental Leave.</p>
<p>B. What specific groups is the policy designed to affect/impact?</p> <p>The policy will impact on all employees across Charnwood Borough Council who meet the eligibility criteria for Shared Parental Leave.</p> <p>Those who can apply for shared parental leave include the mother, father, or main adopter of the child, or the partner of the mother or main adopter or an employee who has (or shares with the other parent) the main responsibility for the care of the child.</p>
<p>C. Which groups have been consulted as part of the creation or review of the policy?</p> <p>Consultation is with the management team (SMT) and trade unions (Unison, GMB, UCATT) as part of the creation/review of the policy as the change is legislative. Legal Services have also reviewed the policy.</p>

Step 2 – What we already know and where there are gaps

<p>A. List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to ethnicity, religion, sexual orientation, disability, age, gender, transgender etc.</p> <p>Data/information such as:</p> <ul style="list-style-type: none"> ▪ Consultation ▪ Previous Equality Impact Assessments ▪ Demographic information ▪ Anecdotal and other evidence <p>Charnwood Borough Council produces a quarterly report on the Council Workforce and Equality targets. The figures within that, demonstrate that for the latest quarter of analysis:</p> <ul style="list-style-type: none"> • Number of staff employed 543 • Number of male employees 240 • Number of female employees 303 • Number of employees aged under 25 is 26 • Number of the workforce BME 60 • Number of employees declaring sexual orientation 234 • Number of employees declaring as LGB is 5

B. What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (please list)

The data tells us that there is a greater percentage of female employees who could potentially take maternity leave. However, the introduction of shared parental leave will change the perception of this type of leave, by making it possible for all employees with caring responsibilities (as outlined in section b) for babies or newly adopted children the opportunity to share up to 52 weeks' leave.

Step 3 – Do we need to seek the views of others? If so, who?

A. In light of the answers you have given in step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.

There is no further need to consult with specific groups to identify needs/issues. The change is necessary to comply with legislation and broadens the scope regarding who can take family related leave and pay in order to care for a baby or newly adopted child within the first 52 weeks'.

Step 4 – Assessing the impacts

	In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative on the groups specified and provide an explanation for your decision. (please refer to the general duties on the front page)
Age	This policy applies to all ages. The policy requires employees to have gained 26 weeks service to be entitled to shared parental leave. There is a potential negative impact upon younger employees, who have started straight out of education, and will not have been able to build up the 26 weeks service requirement. However, this is not disproportionate to new employees of other ages..
Disability (physical, visual, hearing, learning disabilities, mental health)	Disabled employees may potentially benefit from requesting this family related leave in order to care for the child. Employees with learning difficulties may be disadvantaged in respect of engaging easily with the procedure and being able to fully explain their circumstances or request relevant support.
Gender	The policy may have been perceived to be more favourable to female employees previously, as they would previously have been the person requesting maternity leave, although the scope for adoption leave would have extended to the person who was the primary adopter and could have included male employees. The scope of the new legislation reduces this perception and opens the right to request shared parental leave to all employees who meet the qualifying criteria.
Religious Belief	N/A
Racial Group	N/A
Sexual Orientation	The policy will be inclusive of all staff entitled to request shared parental leave, and lesbian, gay and bi-sexual (LGB) staff will equally benefit from the revised arrangements.
Transgender	N/A

Other protected groups (pregnancy & maternity, marriage & civil partnership)	<p>Pregnant employees may wish to work share the leave for looking after a child with their partner by applying for Shared Parental Leave.</p> <p>Monitoring may be required to evaluate any unplanned negative impacts created by staff returning to work from maternity leave earlier than the average length of time in the previous policy. Further support may be required to staff in these circumstances.</p>
Other socially excluded groups (low literacy, priority neighbourhoods, socio-economic, etc)	N/A
All	N/A

Step 5 – Action Plan

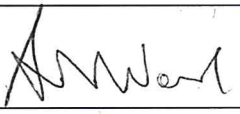
Please include any identified concerns/actions/issues in this action plan: <i>The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan</i>			
Question Number (Ref)	Action	Responsible Officer	Target Date
	Age – a younger person for example, straight out of education may not have had the opportunity to accumulate at least 26 weeks' service. This however complies with legislation as part of The Shared Parental Leave Regulations 2014.	SD	Completed within policy.
	Disabled employees may benefit from requesting a more a period of shared parental leave in order to care for a child.	SD	Completed within policy.
	The former policy may have been perceived to be more favourable to female employees previously, as they would have been the ones requesting maternity leave. In the case of adoptions the primary adopter would have requested adoption leave. Shared parental leave increases the scope of who can apply for leave for babies or newly adopted children the opportunity to share up to 52 weeks' leave.	SD	Completed within policy.
	Pregnant employees may wish to share the leave for looking after the child with their partner. Unplanned negative impacts will need to be monitored to offer additional support to staff upon the return to work.	SD	Completed within policy.

Step 6 – Who needs to know about the outcomes of this assessment and how will they be informed

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	√	This assessment will be sent to the Service Head for agreement and published on the intranet. It will form the basis for producing a policy that is designed to remove barriers and have a positive effect as it enables all

		employees (and those without the relevant service to be considered) to apply for flexible working. They will be informed and information will be available via the intranet.
Service users		
Partners and stakeholders		
Others		
To ensure ease of access, what other communication needs/concerns are there?	√	The policy would be available to all staff and published on the intranet.

Step 7 – Conclusion (to be completed and signed by the Service Head)

Please delete as appropriate	
I agree / disagree with this assessment / action plan	
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales:	
Signed (Service Head):	
Date:	

Please send completed & signed assessment to: Rachel Beaumont