

# Full Equality Impact Assessment Form

Equality Relevance High  Medium  Low

**1. Name of the policy, function, practice or proposal**

Lifestyle Leave Policy

**2. What is the aim, objective or purpose of the policy practice?**

The Lifestyle Leave Policy has been developed to enable staff to take extended periods of unpaid time away from work to strike a healthy balance between paid work and personal life

**3. Who is responsible for developing the policy/practice?**

Human Resources

**4. Who is responsible for implementing the policy/practice?**

Human Resources

**5. Who is the policy intended to benefit?**

All permanent and fixed term employees

**6. What is intended to be achieved by the policy/practice?**

Enable employees to strike a healthy balance between paid work and personal life.

**7. How will you know if this policy/practice has been successful?**

By monitoring number of applications and feedback from employees & managers

**8. Do the following equality groups have different needs, experiences, issues and priorities in relation to the intended outcomes of this policy? Please give information/ evidence to support your answer.**

	Yes	No	Not known – Do you need to generate sources of information?
<b>Women, men, transgendered people</b>	Trans staff may want to use the leave for surgery or some other reason connected with their transition.		
<b>Black and minority ethnic groups</b>	Some BME staff may be more likely to take extended leave to visit family abroad.		
<b>Disabled people</b>		There is no reason why there would be a negative impact on a disabled member of staff	
<b>Younger or</b>			

<b>older people</b>	<p>Employees of a certain age group may be more likely to use the option of lifestyle leave.</p> <p>Employees also need to be aware that taking Lifestyle Leave also effects their Pension – difference between those on LGPS &amp; Teachers but don't think that it's an equality issue.</p>		
<b>People of different religion and beliefs</b>	Employees may want to use lifestyle leave to undertake religious observance or pilgrimage		
<b>Lesbian, gay and bisexual people</b>		There is no reason why there would be a negative impact on a LGB group	

**9. Is there potentially adverse impact on the following equality groups as a result of this policy/practice? Please give information/ evidence to support your answer.**

	<b>Yes</b>	<b>No</b>	<b>Not known - Do you need to generate sources of information?</b>
<b>Women, men, transgendered people</b>		The impact should be positive allowing all groups the opportunity to achieve a better work/life balance	
<b>Black and minority ethnic groups</b>		The impact should be positive allowing all groups the opportunity to achieve a better work/life balance.	
<b>Disabled people</b>		The impact should be positive allowing all groups the opportunity to achieve a better work/life balance	
<b>Younger or older people</b>	Potential adverse		

	<p>impact - Employees of a certain age group may be more likely to use the option of a career break.</p> <p>Employees also need to be aware that taking Lifestyle Leave also effects their Pension – difference between those on LGPS &amp; Teachers but don't think that it's an equality issue.</p>		
<b>People of different religion and beliefs</b>		The impact should be positive allowing all groups the opportunity to achieve a better work/life balance	
<b>Lesbian, gay, bisexual people</b>		The impact should be positive allowing all groups the opportunity to achieve a better work/life balance	

**10. Is the policy/practice designed or does it have the potential to promote equality for particular groups or good relations between groups? If so, how?**

The option to apply for lifestyle leave is available to all permanent & fixed term employees and should benefit all equally but don't think it promotes equality for a particular group.

**11. Do you need to carry out a formal/informal consultation internally or externally at this stage? Who do you need to consult?**

The staff networks have already been aware of this policy and have been asked for feedback. In particular they have been asked to highlight any particular issues for any particular group but have not come back with anything.

**12. What method or mechanism would be best suited for this consultation?**

Email initially then maybe face to face focus groups if consultation is necessary.

**13. What action could be taken to mitigate any negative impacts identified or is there an opportunity to take steps to address different needs or promote equality of opportunity more effectively? If yes, please comment and complete action plan.**

The impact of this policy is mostly positive – there maybe a possible negative impact in respect of

age and pensions but the pro's and con's are outlined in the policy and is more a decision around whether an individual can afford a lifestyle leave break rather than an equality issue.

**14. Who will be responsible for monitoring the implementation of the action plan?**

Human Resouces

**15. Please outline how you have revised the policy/practice (if necessary) in the light of the Equality Impact Assessment. If no change is to take place please give reasons.**

It appears the the risk is low for this policy so wouldn't make any changes at this stage.

**16. Please indicate when you think this policy/practice should be reviewed next:**

October 2012

**Equality Impact assessment completed by:**

Name	Emily Wilford
Post title	HR Advisor
Faculty / service	HR
Date	11 <sup>th</sup> October 2010

Please return this form to the Equality and Diversity Unit. The equality and diversity unit will provide feedback and will publish the final document.

**Confirmed by the equality and diversity unit:**

Name	
Date	

**Please list all sources of internal/external data and research below:**

For example:

Name: Staff Compendium	Source: <a href="http://imp.uwe.ac.uk/imp_public/displayEntry.asp?pid=2&amp;URN=6180&amp;return=false">http://imp.uwe.ac.uk/imp_public/displayEntry.asp?pid=2&amp;URN=6180&amp;return=false</a>
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**ACTION PLAN – Name of Policy/.practice ..... Service/Faculty.....**

<b>Issues</b>	<b>Actions required</b>	<b>Responsible Person</b>	<b>Resources required</b>	<b>Target date</b>	<b>Success Indicators</b>	<b>What progress has been made?</b>
Information/data required						
Consultation	Online posting of EIA on E&D website	E&D unit				
Monitoring and review arrangements	Review policy	HR Adviser		June 2012	Take up of Lifestyle Leave. Feedback from employees.	
Publication	Publish EIA	E&D Unit			EIA published	
Other actions						

Please return form to the Equality and Diversity Manager