

Full Equality Impact Assessment Form

Equality Relevance: High Medium Low

1. Name of the policy or practice?

Maternity, Paternity/Co-parent and Adoption leave

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

The health and wellbeing of staff is a core value of the University. This Guidance, developed in accordance with statutory and legal obligations, sets out the arrangements for staff taking leave through maternity, paternity/co-parent and adoption. The aim is to ensure consistent, legal process to complement UWE's flexible working and family friendly policies.

3. Who is responsible for developing the policy?

Human Resources

4. Who is responsible for implementing the policy?

Human Resources

5. Who is the policy intended to benefit?

All new and prospective parents

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

To ensure that new and prospective parents are provided with legal information and are informed and aware of what is available to them within the policy, enabling them to make decisions relevant to their personal circumstances.

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

There is improved awareness of the policy, that queries are reduced, an accurate and consistent approach to queries in line with legal requirements. Streamlined administration processes that meet our family friendly policies through a positive staff response.

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?
Women, men, transgendered people	x		New & Expectant mothers/fathers and co-parents - specific objective to consider the new guidelines being more interlinked
Black and minority ethnic groups		x	
Disabled people	x		Specific objective to consider different impairments
Younger or older people		x	
People of different religion and beliefs	x		Specific objective to consider different cultural needs
Lesbian, gay and bisexual people	x		Policies apply to different groups in specific ways

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

	Yes	No	Not known - Do you need to generate sources of information?
Women, men, transgendered people		x	
Black and minority ethnic groups		x	
Disabled people	x		Aware that there might be concern with regards increased likelihood of increased sickness absences and specialised care - specific objective to consider different impairments.
Younger or older people		x	
People of different religion and beliefs		x	
Lesbian, gay, bisexual people	x		Policy addresses making the needs of this group clear

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

The nature of the policy ensures an inclusive entitlement and access to benefits and rights to new and expectant mothers, fathers and co-parents, so that they will not be adversely affected. Along with the promotion of equality for some disabled & vulnerable staff.

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

Consultation on with disabled and religious networks would be beneficial to understanding needs and has been included in the action plan, including feedback from different equality groups.

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

Online, or networking events

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.

None identified or required currently, but review once feedback received.

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

Tim Copley and Catherine Parker

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

No change seen as necessary (policy will be split into 3 parts for ease of access)

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

Yearly

Equality Impact assessment completed by:

Name	Tim Copley, Catherine Parker, Gerry Scott and Emma Lutkin
Post title	HR Operations
Faculty / service	HR
Date	February 2011

ACTION PLAN – Name of Policy – Maternity, Paternity and Adoption leave Service/Faculty – HR

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required	Reflect new statutory maternity and paternity provision	Emma Lutkin		05/01/11	Compliance with legal obligation	Final draft completed
Consultation	Gather feedback from staff – online or via networks	E&D		End April 2011	Feedback collected	
Monitoring and review arrangements	review EIA in 12 months time	Admin Team		April 2012	Review Completed	
Publication	Publish EIA and on HR pages	E&D Unit and Admin Team		31/03/11	EIA published	Draft policy is already published
Other actions	Put snippet on front pages	Admin Team		End April 2011	Published	

Please return form to the Equality and Diversity Manager