

Scottish Borders Council

Equality Impact Assessment

	Title of Proposal:	Family Friendly at SBC incorporating Maternity/Adoption Leave/Pay (Non Teaching & Teaching), Paternity Support Leave/Pay, Shared Parental Leave/Pay, Parental Leave.
--	---------------------------	--

	What is it?	A new Policy/Strategy/Practice <input type="checkbox"/> A revised Policy/Strategy/Practice <input checked="" type="checkbox"/>
--	--------------------	---

3.2	Service Area: Department:	Human Resources
-----	--------------------------------------	-----------------

3.3	Description:	<p>Scottish Borders Council is committed to providing a range of family friendly policies in accordance with national and statutory terms and conditions of service.</p> <p>This policy informs of the working arrangements for staff with family, or staff starting a family. In addition and in response to feedback the policy will be supplemented by published short guidance notes that provide the steps that should be taken whilst progressing through the procedure for both the employee and their manager.</p> <p>The policy has been reviewed to ensure that it remains fit for purpose and compliant with national terms</p>
-----	---------------------	--

	<p>and conditions and statutory legislation.</p> <p>Preliminary Note – Equality Evidence. Whilst undertaking this impact assessment no negative impacts have become apparent. What has become evident is that this policy has many positive impacts for all of the Equality characteristic/groups. Therefore to avoid repetition this impact assessment has been completed to indicate a collective of the Equality Groups. Where positive aspects are applicable to any particular group additional information has been included.</p>
--	---

Impact Assessment					
Equality Characteristic	Impact			Description	Mitigation & Recommendations
	No Impact	Positive Impact	Negative Impact		
Employees (those employed by the Council including full time, part time and temporary) including the protected characteristics defined by the Equality Act 2010.		X		<p>All of the policies are readily accessible. In addition the Maternity/Adoption policy makes reference to surrogacy arrangements and children adopted from abroad.</p> <p>SBC offers Occupational Maternity/Adoption Pay for those with qualifying service. This is in addition to Statutory Maternity/ Adoption Pay. It should be noted that individuals may not qualify for Statutory Pay but would qualify for Occupational Payments as there are no earnings eligibility criteria for Occupational Pay.</p> <p>Keeping in Touch (KIT) Days are available with</p>	

					<p>payments made in addition to Statutory Pay.</p> <p>Risks assessment for Pregnant employees are conducted and where applicable night working employees have the right to be transferred to day working on medical grounds.</p>	
	<p>Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring</p>		X		<p>The parental leave policy acknowledges and allows for extra flexibility whereby parents/guardians/carers of a disabled child can take individual days of parental leave as opposed to a minimum of a week for all other parental leave.</p>	
	<p>Gender: Effects on Male, Female, Transgender and Transsexual people</p>		X		<p>With the exception of the Maternity Leave & Pay Policy for both teaching and non teaching staff all of the policies apply with no distinction on the grounds of gender..</p> <p>The terminology used within the policies, other than relating to Maternity Leave & Pay, is non gender specific and refers often to Partners or carers.</p>	
	<p>Effects on Race Groups: including colour, nationality, ethnic origins,</p>		X		<p>The policy is equally applicable to those with the right to work in the UK.</p>	

	including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)					
--	---	--	--	--	--	--

	Relevance to the Equality Duty in Summary:				
	What impact will your proposal have on the following :				
	Equality Duty	Reasoning:			
	Elimination of discrimination (both direct & indirect), victimisation and harassment?	All three aspects of the Equality duty apply:			
	Promotion of equality of opportunity?				
	Foster good relations?				

	Recommendations & Mitigation		
	Please summaries all recommendations and mitigations for approval by the decision makers who will approve your proposal		
	Characteristic	Mitigation/Recommendation	Approved Yes/No
		SBC should consider monitoring the take up of KIT days to ensure that the facility is utilised as much as possible.	Yes
		That the policy be reviewed in accordance with the Council's HR Policy Review Programme or as required by legislative requirements in order that the Policy remains	Yes

	relevant and fit for purpose. As a minimum an equalities impact assessment will be carried out every two years.	
--	---	--

EIA Completed By			
Name/Post	Iain Davidson Employee Relations Manager	Service /Directorate.	Human Resources
Name/Post	Simone Doyle Equality & Diversity Officer (HR)		
Name/Post	Jackie Kinmond Human Resources Shared Services Specialist		
Name/Post	Eileen Ramage Human Resources Shared Services Specialist		
		Dates: 1 st Nov 2017, 10 th Jan 2018, 21 st Feb 2018, 6 th March 2018.	

Signed Off (Sign off <u>must</u> be completed by Service Manager or Director)			
Name:	Clair Hepburn	Directorate:	Chief Executive
Post:	Service Director Human Resources	Date:	10 th July 2018