

**Equality Impact Assessment
Level One Assessment Form**

Service Area.....Human Resources.

1. What is the name of the proposed policy, procedure, project etc to be assessed.	
Working Parents Policy	
2. What are the aims or intended outcomes of the policy to be assessed.	
To explain the available statutory and occupational benefits available to working parents who take time off for childcare purposes. This includes maternity provisions, paternity, adoption and Parental leave.	
3. Is there any potential public or staff concern that this function, policy or proposal may have a discriminatory impact	
PUBLIC No	STAFF No
4. Is there any other evidence (results of consultations, monitoring data etc) to suggest that the proposals could have an adverse/differential impact on the grounds of	
a. Race	No
b. Religion	No
c. Gender	No
d. Disability	No

e. Sexual Orientation

No

f. Age

No

5. If there is no evidence are there any experts/ relevant groups who you can approach to explore their views on the issues

N/A

6. How will the views of these groups be obtained

N/A

7. Please detail the outcomes of these consultations

N/A

8. What are the risks (if any) associated with the policy in relation to the adverse/differential impact on the ETG's

No risks have been highlighted. The scheme is open to all employees and is based on legislative therefore statutory entitlements in addition to NJC Terms and Conditions for Local Government.

9. Considering the evidence above what priority would you give this policy in relation to the Equality Target Groups. Please provide a rationale for your conclusions			
	High	Medium	Low
Disability			X
Race			X
Gender			X
Sexual Orientation			X
Age			X
Religion or Belief			X
10. If in your judgment the proposed service/policy etc does have an adverse impact? Can that impact be justified?			
No impact identified			
11. What steps will you take to address any unjustified impact			
The provisions detailed in the scheme are open to all based on legislative and NJC Terms and Conditions therefore no unjustified impact identified.			
12. Are there any additional resource implications for the steps that need to be taken, both in terms of time and finances			
No			
13. How will you monitor the effect of this function, policy etc on the equality target groups			
Staff taking such leave in line with the policy will be monitored as part of the			

monitoring of the workforce statistics.

14. (HR Policies Only) Is the Policy consistent with employment Codes of Practice on Race, Gender and Disability? If not what else needs to be included

Yes

15. Does this Policy need to be fully impact assessed? Please give reasons

No – The provisions stated within the policy are standard and open to all employees.

Name
Signed

Service
Dated

Service Manager Signature

Approved by Corporate Equalities Planning and Scrutiny Group

Signed

Date