



Your Homes
Newcastle

Equality Impact and Needs Assessment Form 2010

PART 1 – Initial Assessment

Step 1 – Preparation

Directorate:

Chief Executives

Business Development

Tenancy Services

Finance & Resources

Service:

Human Resources

Name of policy, strategy or service:

Adoption Leave & Pay Policy

New Existing

Lead Officer: Ceri Liddell – HR Consultant

Members of EINA group (name & title):

- ➊ Ceri Liddell – HR Consultant
- ➋ Deana Van Der Welde – SIAG Representative
- ➌ Helena Hammock - Assistant Performance Management and Policy Officer
- ➍ Sandie Dickson – HR Manager
- ➎ Ashleigh Peel – Equality & Diversity Officer
- ➏ Steve Foster – HR Consultant

Dates of assessment:

Start date: 12 April 2011

End date: 12 April 2011

Step 2 - Aims & purpose

(Please see page 10 of the toolkit for further information)

<p>What is the main aim of the policy, procedure or function?</p> <p>How does this contribute to E&D in YHN?</p>	<p>The aim of the policy is to facilitate a seamless process, where employees and managers are left no doubt regarding how to manage adoption leave in the workplace. To promote a culture where employees feel supported during this time.</p> <p>Your Homes Newcastle recognises that at all stages of our lives we work most effectively when we are able to successfully combine and achieve the right balance between work and caring or family responsibilities, which is why YHN is committed to introducing policies, such as this, that will enable employees to achieve this balance.</p>
<p>What are the outcomes and associated aims you are trying to achieve?</p>	<p>To facilitate a seamless process, where employees and managers are left no doubt regarding how to manage adoption leave in the workplace. To promote a culture where employees feel supported during this time.</p>
<p>Which individuals, organisations or stakeholders are likely to have an interest in or likely to be affected by the policy or function? Who has been consulted?</p>	<p>All employees, temporary or permanent are likely to have an interest in this policy, as well as, recognized trade unions. Managers in the business will have an interest in this policy also.</p> <p>Consultation will include the following stakeholders; Finance & Resourcing Committee, Management Team, Recognised Trade Unions, Human Resources Team, Diversity Manager.</p>
<p>Who has overall responsibility for this policy, strategy or service? And is there a shared responsibility? (e.g. another department, authority or organisation.)</p>	<p>Human Resources</p>
<p>Does the development/review of the</p>	<p>This policy will promote fairness and consistency of application to all</p>

<p>policy or function present us with an opportunity to promote equality of opportunity and good community relations? Please explain.</p>	<p>individuals who adopt and who have childcare responsibilities.</p>
<p>What are the main policies, legislation or other documentation that relates to this policy or function?</p>	<p>Equality Act 2010 Additional Paternity Leave Regulations 2010. Maternity Support Leave Policy Childcare Voucher Scheme Policy Flexible Working for Parents & Carers Policy People Strategy Paternity Leave & Pay Policy Parental Leave Policy</p>

Step 3 – Information and data

(Please see page 11 of the toolkit for further information)

What qualitative data has been considered in the development/review of the document/service?

Best practice policy examples, the organizations existing terms and conditions and processes. Relevant employment legislation.

What quantitative data has been considered in the development/review of the document/service?

Reports from SAP.

Are there any gaps in the data? What actions are required to address this?

It has been indentified that some new legislation specifically the introduction the Additional Paternity leave Regulations and consequences for adoption needed to be specifically reflected in the policy.

Adoption statistics will reported in respect of the numbers of people choosing to share their leave with a partner.

Step 4 – Assessing the impact

(Please see page 12 of the toolkit for further information on positive & negative impacts)

All Strands	Impact +/-	Details of impact identified	Evidence
This is a supportive document showing that Your Homes Newcastle’s aim to support employee’s who adopt children and endeavors to put in place supportive measures which encourage caring responsibilities.			
Age	Impact +/-	Details of impact identified	Evidence
This policy does not positively or negatively			

impact upon an individual on the grounds of age.			
Disability	Impact +/-	Details of impact identified	Evidence
This policy does not positively or negatively impact upon an individual on the grounds of disability.			
Gender	Impact +/-	Details of impact identified	Evidence
This policy does not differentiate on gender grounds there is no negative impact to either group.			
Race	Impact +/-	Details of impact identified	Evidence
This policy does not positively or negatively impact upon an individual on the grounds of race.			
Religion, Faith or Belief	Impact +/-	Details of impact identified	Evidence
This policy does not positively or negatively impact upon an individual on the grounds of religion, faith or belief.			
Sexual Orientation	Impact +/-	Details of impact identified	Evidence
This policy does not positively or negatively			

impact upon an individual on the grounds of sexual orientation.			
Pregnancy & Maternity	Impact +/-	Details of impact identified	Evidence
This policy serves to support and provide a process on these grounds.	+		
Gender Reassignment	Impact +/-	Details of impact identified	Evidence
This policy does not positively or negatively impact upon an individual on the grounds of gender reassignment.			
Marriage & Civil Partnership	Impact +/-	Details of impact identified	Evidence
This policy does not positively or negatively impact upon an individual on the grounds of marriage or civil partnership.			
Other	Impact +/-	Details of impact identified	Evidence

Step 6 – Improvement Plan

(Please see page 13 of the toolkit for more information)

Recommendations & actions for 'Adoption Leave & Pay Policy'			
All Equality Strands	Action	Responsible Officer	Completion Date
Age	Does the age of the adopted child affect entitlement to Adoption Leave/Maternity Leave. Research legislation, best practice, contact relevant agencies, social work to discuss.	Ceri Liddell	20 April 2011
General	Link with other internal policies, carer policies, flexible working policy.	Ceri Liddell	20 April 2011
General	To ensure policy is adequately monitored and reported to Finance & Resourcing Committee	Ceri Liddell	30 December 2011

[Empty box]

PART 3 – Publishing

[Empty box]

Name of policy, strategy or service:
Adoption Leave & Pay Policy
Human Resources

Complete:

Initial Assessment



Full Assessment



Summary:
This can be used to make any comments that you think may be relevant. This includes justifying any positive or negative impacts where no actions have been taken, why an EINA has been signed off or why an EINA was not necessary.

Lead Officers signature:

[Empty box]

Diversity Officer agreed & signed:

[Empty box]

Director of Service agreed & signed:

[Empty box]