

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:

Maternity Leave & Pay Policy

New Existing

Step 2 - Aims & purpose

Lead Officer: Ceri Liddell – HR Consultant

Members of EINA group (name & title):

- ① Ceri Liddell – HR Consultant
- ② Deana Van Der Welde – SIAG Representative
- ③ Helena Hammock - Assistant Performance Management and Policy Officer
- ④ Sandie Dickson – HR Manager
- ⑤ Ashleigh Peel – Equality & Diversity Officer
- ⑥ Steve Foster – HR Consultant
7. Nik Kapetanidis – HR Consultant

Dates of assessment

Start date: 12 April 2011

End date: 12 April 2011

(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 purpose of this document is to set out the statutory rights and responsibilities of employees who are pregnant or have recently given birth and gives details of the arrangements for antenatal care, pregnancy related illness and maternity leave and pay.</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 pregnancy in the workplace and any resulting maternity leave. To promote a culture where women 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 are likely to have an interest in this policy.</p> <p>Consultation will include the following stakeholders; Finance & Resourcing Committee, Management Team, Recognised Trade Unions, Human Resources Team, Diversity Manager. HR Project Group.</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 policy or function present us with an opportunity to promote equality of opportunity and good community relations? Please explain.</p>	<p>This policy will promote fairness and consistency of application to all individuals affected by pregnancy or 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 Adoption Leave & Pay Policy 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?

SAP Reports.

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 needed to be specifically reflected in the policy.

Maternity statistics will be monitored regarding how many individuals choose to transfer their leave to 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
Age	Impact +/-	Details of impact identified	Evidence
Disability	Impact +/-	Details of impact identified	Evidence
Gender	Impact +/-	Details of impact identified	Evidence
Race	Impact +/-	Details of impact identified	Evidence

Religion, Faith or Belief	Impact +/-	Details of impact identified	Evidence
Sexual Orientation	Impact +/-	Details of impact identified	Evidence
Pregnancy & Maternity	Impact +/-	Details of impact identified	Evidence
This policy does obviously differentiate on the grounds of pregnancy or maternity but serves to support and provide a process on these grounds	+		
YHN offer an enhanced payment from 6 weeks of maternity leave.	Negative	If we only pay this to the mother and the maternity rights are transferred to the father and we do not pay the enhanced payment to the father, this could have a negative impact.	n/a
Gender Reassignment	Impact +/-	Details of impact identified	Evidence
Marriage & Civil Partnership	Impact +/-	Details of impact identified	Evidence
Other	Impact +/-	Details of impact identified	Evidence

If negative impacts have been identified, follow step 5 from the toolkit (this step does not need to be documented) and then go to Step 6. If no impacts have been identified, please go to Part 3.

Step 6 – Improvement Plan

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

Recommendations & actions for 'Maternity Leave & Pay Policy'			
All Equality Strands	Action	Responsible Officer	Completion Date
Pregnancy & Maternity	Amend the Policy to take account of Breastfeeding needs and employer responsibilities in respect of this.	Ceri Liddell	20 April 2011
General	Amend scope of policy to clarify regarding non permanent members of staff.	Ceri Liddell	20 April 2011
Pregnancy & Maternity	Investigate how enhanced payment from YHN will be allocated and explain in policy.	Ceri Liddell	31 July 2011
	Develop a monitoring process for the transfer of maternity leave, which will then be reported to Finance and Resources committee.	Ceri Liddell	31 March 2011

If you have identified actions to eliminate all of the negative impacts please go to Part 3.

PART 3 – Publishing

Name of policy, strategy or service:

Maternity Leave & Pay Policy
Human Resources

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.

Complete:

Initial Assessment

Full Assessment

Lead Officers signature:

Diversity Officer agreed & signed:

Director of Service agreed & signed: