



# Equality Impact Assessment Record Form

## Maternity Support Leave Scheme



## Equality Impact Assessments

Directorate	Service	Person responsible for the assessment	Date assessment completed
Resources	Human Resources/Organisational Development	Sally Morgan	25/09/2009
<b>Title of the policy being assessed</b>	Maternity Support Leave Scheme (2002)		
<b>The status of the policy</b>	This is an existing policy, but is due to be reviewed.		
<b>1. What are the aims, objectives and purposes of the policy?</b>	To recognise the commitments employees have outside of work and the impact that the arrival of a new baby can have on those people supporting mother and baby. This policy provides for up to 5 days paid leave to be paid to eligible employees. It sets out the principles under which applications are considered and the roles of employees, managers and human resources.		
<b>2. Does the policy support other objectives of the council?</b>	<p>Yes:</p> <ul style="list-style-type: none"> <li>• ‘Changing Gear’ – The Corporate Plan: Values (page 15) – ‘Valuing staff’ – by appreciating the needs that staff have outside of work and helping them to achieve good work life balance; ‘Equality &amp; Diversity’ - by recognising it is not just the mother of a new child who may need some support in the initial stages.</li> <li>• Legal compliance – this scheme runs in conjunction with the statutory paternity scheme. The Council does not have any influence over the statutory scheme however.</li> <li>• The ‘Green Book’ (the national terms and conditions) – part 2; section 7.6 – ‘Maternity Support Leave’ it also links to our Maternity Scheme (which has been equality impact assessed separately).</li> <li>• Equal Opportunities Policy – by recognising it is not just the mother of a new child who may need some support in the initial stages. (This policy has been equality impact assessed separately)</li> <li>• In general to look after the wellbeing of staff and to provide a good service to customers - 90% of employers believe that people work best when they have struck a good work life balance (EOC, 2004).</li> </ul> <p>The scheme is also linked to the grievance procedure as this is the mechanism for raising dissatisfaction if a request is refused. Patterns in grievances would help to identify any adverse impact, although there are currently none recorded in relation to this scheme. (The Grievance Procedure has been equality impact</p>		

	assessed separately).			
<b>3. Who is intended to benefit from the policy, and in what way?</b>	<p><u>All permanent employees</u> – potentially, if/when they fit into one of the categories (below) to allow them time to assist when a new child is expected. The categories are:</p> <ul style="list-style-type: none"> <li>• The father of an expected child</li> <li>• The partner of a mother who is expecting a child</li> <li>• The ‘nominated carer’</li> </ul> <p>The scheme also sets out what employees need to do to apply and if their request is accepted and a general source of information about the scheme. This scheme will also assist with an employees work-life balance.</p> <p><u>All managers</u> – Sets out the role of the manager, the criteria under which they should consider requests and a general source of information about the scheme.</p> <p><u>Human Resources</u> – sets out the role of human resources, provides a framework for applications and a general source of information about the scheme.</p> <p><u>Customers &amp; service users</u> - Employees who have a better work life balance are more likely to be efficient at work - 90% of employers believe that people work best when they have struck a good work life balance (EOC, 2004).</p> <p><u>ICAS (Employee Assistance Programme)</u> – Provides the telephone advisers with contextual information on which they can base their advice, when contacted by a member of staff</p>			
<b>4. What outcomes are anticipated from the policy being in place?</b>	<p>Allowing eligible employees to take time off to support mother and baby in initial stages.  Employees who feel supported by their employer.  The scheme is supportive of a ‘family friendly’ culture and the well being of employees  Employees who have a better work life balance are more likely to be efficient at work - 90% of employers believing that people work best when they have struck a good work life balance (EOC, 2004).</p>			
<b>5. Identify and select your assessment team.</b>	<b>Name</b>	<b>Role</b>	<b>Responsibilities</b>	
	Sally Morgan Consultees – See Appendix A	HR Officer Various	Lead on assessment Consultees	
<b>6. What data have you gathered for this assessment? How have you analysed</b>	<b>Source and Age of Data</b>	<b>Owner</b>	<b>Findings</b>	<b>Data Gaps</b>
	EOC – Equal Opportunities Commission (2004) ‘The	EOC – Equal Opportunities	90% of employers believe that people	n/a

<b>this data?</b>	Business Case' Available online at <a href="http://www.equalityhumanrights.com">www.equalityhumanrights.com</a>	Commission (now part of the EHRC – Equalities and Human Rights Commission)	work best when they have struck a good work life balance.	
	INTRAN pages of intranet	Maureen Wells	Services that INTRAN can offer	n/a
	North Norfolk District Councils accessibility matters standards	North Norfolk District Council	Guidelines on how to make information more accessible	n/a
	Cognos Report (2009) (Cognos is a tool that allows us to create reports from the information held on the Human Resources computer system – 'Resource Link')	Human Resources	Uptake of the scheme for tax year 2008 and 2009 to date.	The report does not distinguish between statutory paternity leave and maternity support leave. It is not possible to analyse take up by sexual orientation or religion/belief, as this data is not currently collected for staff.
	Views from employee representatives regarding the assessment	Human Resources	Changes made following this consultation are listed in Appendix A.	n/a
	Paternity figures for 2007 from <a href="http://www.statistics.gov.uk">www.statistics.gov.uk</a> ONS (2008)	ONS – Office for National Statistics	84% of fathers nationally are between the ages of 20-39.	n/a
<b>7. Who are the main stakeholders of this policy?</b>	<b>Community</b>	<b>Staff/Members</b>	<b>Partners</b>	
		<ul style="list-style-type: none"> <li>All permanent employees who are:</li> <li>✓ The father of an expected child</li> </ul>	<ul style="list-style-type: none"> <li>ICAS (Employee assistance programme provider)</li> </ul>	

		<ul style="list-style-type: none"> <li>✓ The partner of a mother who is expecting a child</li> <li>✓ The 'nominated carer'</li> <li>● All managers</li> <li>● Members</li> <li>● Human Resources/Payroll</li> <li>● Trade union representatives</li> </ul>	
<p><b>8. Are there any concerns that the policy could have a negative impact with regard to race and ethnicity?</b></p>	<p><b>No</b></p>	<p><b>What evidence (actual data or assumptions) do you have to support this?</b></p> <p>This scheme applies to all employees who fit into one of the following categories:</p> <ul style="list-style-type: none"> <li>● The father of an expected child</li> <li>● The partner of a mother who is expecting a child</li> <li>● The 'nominated carer'</li> </ul> <p>This applies to all employees regardless of race/ethnicity and it is not believed that by reason of race/ethnicity employees are any more or less likely to fit into one of those categories.</p> <p>The Council has and operates an Equal Opportunities Policy to ensure all staff are treated fairly, regardless of their background. However there is no 'equalities statement' in this scheme to reinforce the Policy. The scheme itself went through a consultation process with UNISON which would highlight potential issues of inequity.</p> <p>'INTRAN' services (translation) would also be available if there was a need to communicate the procedure in another language, for example.</p> <p>For the timeframe on which data for the take up of the scheme was collected (tax year 2008 and 2009 to date) there have only been two people who have taken up the scheme. The report itself does not distinguish between those who have take maternity support leave as opposed to statutory paternity leave, however, due to the small numbers it was possible to identify that both had been given maternity support leave under this scheme. Both of the employees were of 'White British' ethnic origin, however this is not surprising due to the ethnic profile of the workforce (which is in the majority - 95.4% - White British) and is not thought to</p>	

		<p>be significant due to the small size of the sample.</p> <p>We therefore believe that this scheme should not have a differential impact based on race/ethnicity.</p>
<p><b>9. Are there any concerns that the policy could have a negative impact with regard to gender?</b></p>	<p><b>Yes – this policy may be seen as ‘for fathers’, even though it extends wider</b></p>	<p><b>What evidence (actual data or assumptions) do you have to support this?</b></p> <p>This scheme applies to all employees who fit into one of the following categories:</p> <ul style="list-style-type: none"> <li>• The father of an expected child</li> <li>• The partner of a mother who is expecting a child</li> <li>• The ‘nominated carer’</li> </ul> <p>The category for ‘fathers’ clearly applies to males only, however the additional categories of ‘partner’ and ‘nominated carer’ can apply equally to males/females and transgender employees providing the criteria are met. The criteria are the same for all employees and therefore the scheme on the whole applies to all employees regardless of gender.</p> <p>The Council has and operates an Equal Opportunities Policy to ensure all staff are treated fairly, regardless of their background. However there is no ‘equalities statement’ in this scheme to reinforce the Policy. The scheme itself went through a consultation process with UNISON which would highlight potential issues of inequity.</p> <p>Women are more likely to be working part time (40.7% of women, compared to 16.5% of men at North Norfolk District Council), the scheme applies to both part and full time employees on a pro-rata basis and is considered fair in so much that an employee will receive the equivalent of a normal weeks paid leave up to a maximum of 5 days.</p> <p>To ensure that all employees receive the information on any changes to the scheme in the future, any briefing sessions would need to be timed appropriately to catch as many employees as possible – e.g. different days of the week, times etc. The scheme should also be communicated in a number of different formats – intranet, briefing newsletter, team briefings etc. All communications should comply with the Council Accessibility Matters Standards.</p>

		<p>For the timeframe on which data for the take up of the scheme was collected (tax year 2008 and 2009 to date) there have only been two people who have taken up the scheme. The report itself does not distinguish between those who have take maternity support leave as opposed to statutory paternity leave, however, due to the small numbers it was possible to identify that both had been given maternity support leave under this scheme. Both of the employees were male, but this is not thought to be significant in terms of an adverse impact on females due to the size of the sample. It is possible that the reason for no take up from women could be due to the fact that if they are expecting a child themselves they would be considered under the Council's maternity scheme instead, however it is also possible that there is more awareness that there is leave available for males in a supporting role, more so than females – although there is no evidence of this at present.</p> <p>We therefore believe that this scheme should not have a differential impact based on gender</p>
<p><b>10. Are there any concerns that the policy could have a negative impact with regard to disability?</b></p>	<p><b>No</b></p>	<p><b>What evidence (actual data or assumptions) do you have to support this?</b></p> <p>This scheme applies to all employees who fit into one of the following categories:</p> <ul style="list-style-type: none"> <li>● The father of an expected child</li> <li>● The partner of a mother who is expecting a child</li> <li>● The 'nominated carer'</li> </ul> <p>This applies to all employees regardless of disability and it is not believed that by reason of disability employees are any more or less likely to fit into one of those categories.</p> <p>The Council has and operates an Equal Opportunities Policy to ensure all staff are treated fairly, regardless of their background. However there is no 'equalities statement' in this scheme to reinforce the Policy. The scheme itself went through a consultation process with UNISON which would highlight potential issues of inequity.</p> <p>This scheme should be communicated in a number of different forms – e.g. intranet, team briefing &amp; briefing newsletter. Communications would need to</p>

		<p>comply with the Council's Accessibility Standards. 'INTRAN' services (translation) would also be available if there was a need to communicate the procedure in sign language or Braille for example.</p> <p>For the timeframe on which data for the take up of the scheme was collected (tax year 2008 and 2009 to date) there have only been two people who have taken up the scheme. The report itself does not distinguish between those who have taken maternity support leave as opposed to statutory paternity leave, however, due to the small numbers it was possible to identify that both had been given maternity support leave under this scheme. Both of the employees had not declared themselves as disabled, however this is not thought to be significant in terms of an adverse impact on disabled staff due to the size of the sample.</p> <p>We therefore believe that this scheme should not have a differential impact based on disability.</p>
<p><b>11. Are there any concerns that the policy could have a negative impact with regard to age?</b></p>	<p><b>No</b></p>	<p><b>What evidence (actual data or assumptions) do you have to support this?</b></p> <p>This scheme applies to all employees who fit into one of the following categories:</p> <ul style="list-style-type: none"> <li>● The father of an expected child</li> <li>● The partner of a mother who is expecting a child</li> <li>● The 'nominated carer'</li> </ul> <p>This scheme is age neutral and applies to all employees regardless of age (although there may be biological limitations on the age at which a male can become a father), but there are no upper or lower age limits on any of the criteria.</p> <p>The Council has and operates an Equal Opportunities Policy to ensure all staff are treated fairly, regardless of their background. However there is no 'equalities statement' in this scheme to reinforce the Policy. The scheme itself went through a consultation process with UNISON which would highlight potential issues of inequity.</p> <p>For the timeframe on which data for the take up of the scheme was collected (tax year 2008 and 2009 to date) there have only been two people who have taken up the scheme. The report itself does not distinguish between those who have taken</p>

		<p>maternity support leave as opposed to statutory paternity leave, however, due to the small numbers it was possible to identify that both had been given maternity support leave under this scheme. The employees who had used the scheme were in the age group 20-39. This is fitting with the national statistics (see Appendix C) for the age of fathers (84% between ages 20-39) and is not thought to be significant of any adverse affect of any other age groups due to the small size of the sample.</p> <p>We therefore believe that this scheme should not have a differential impact based on age.</p>
<p><b>12.Are there any concerns that the policy could have a negative impact with regard to religion/belief?</b></p>	<p><b>No</b></p>	<p><b>What evidence (actual data or assumptions) do you have to support this?</b></p> <p>This scheme applies to all employees who fit into one of the following categories:</p> <ul style="list-style-type: none"> <li>• The father of an expected child</li> <li>• The partner of a mother who is expecting a child</li> <li>• The ‘nominated carer’</li> </ul> <p>This applies to all employees regardless of religion/belief and it is not believed that by reason of religion/belief employees are any more or less likely to fit into one of those categories.</p> <p>The Council has and operates an Equal Opportunities Policy to ensure all staff are treated fairly, regardless of their background. However there is no ‘equalities statement’ in this scheme to reinforce the Policy. The scheme itself went through a consultation process with UNISON which would highlight potential issues of inequity.</p> <p>We do not currently collect data on the religion/belief of staff, and therefore it is not possible to analyse take up of the scheme by religion/belief. Therefore it is not possible to conclude as to whether or not there may be less or more take up of the scheme across different religion/belief groups.</p>
<p><b>13.Are there any concerns that the policy could have a negative impact with regard to sexual orientation?</b></p>	<p><b>No</b></p>	<p><b>What evidence (actual data or assumptions) do you have to support this?</b></p>

		<p>This scheme applies to all employees who fit into one of the following categories:</p> <ul style="list-style-type: none"> <li>● The father of an expected child</li> <li>● The partner of a mother who is expecting a child</li> <li>● The ‘nominated carer’</li> </ul> <p>This applies to all employees regardless of sexual orientation. The criteria for the scheme are only as stated above and the scheme is open to same sex couples as well as heterosexual couples.</p> <p>The Council has and operates an Equal Opportunities Policy to ensure all staff are treated fairly, regardless of their background. However there is no ‘equalities statement’ in this scheme to reinforce the Policy. The scheme itself went through a consultation process with UNISON which would highlight potential issues of inequity.</p> <p>We do not currently collect data on the sexual orientation of staff, and therefore it is not possible to analyse take up of the scheme by sexual orientation. Therefore it is not possible to conclude as to whether or not there may be less or more take up of the scheme depending on an employee’s sexual orientation.</p>
<p><b>14. Could the negative impact you have identified in questions 8 - 13 lead to the potential for adverse impact if the policy is implemented?</b></p>	<p><b>Yes</b></p>	<p>It is not felt that there is any evidence of an adverse impact on any equality group listed in sections 8-13, but there is a concern that there may be a lack of awareness that this is a facility which is available not just to ‘fathers’. There is also a lack of information regarding the sexual orientation and religion/belief of our workforce. This is addressed in the action plan in Appendix B.</p>
<p><b>Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group?</b></p>	<p><b>No</b></p>	
<p><b>Or any other reason?</b></p>	<p><b>No</b></p>	<p>N/A</p>

Can the impact be mitigated by existing means?	See Appendix B		
If yes, what actions will you undertake to mitigate these impacts and revise the policy?	See Appendix B		
15. Describe the arrangements for reporting and publishing this assessment.	This assessment will be reported to the Equality and Diversity Board and will be published on the NNDC external website ( <a href="http://www.northnorfolk.org">www.northnorfolk.org</a> )		
Has this assessment been undertaken by a minimum of two staff?	Yes	Has this assessment been scrutinised by your Directorate Steering Group?	This has been scrutinised by Organisational Development Equality Impact Assessment team
If the policy is new, or requires a decision by Councillors to revise, has this Equality Impact Assessment been included with the report?			Yes
Have any actions identified in this assessment been included in your service equality and diversity action plan?			See Appendix B
Completed by:	Sally Morgan, HR Officer	Signed off by:	Julie Cooke, Organisational Development Manager

## **Appendix A – Consultation information and Edits**

### **People consulted in the assessment:**

- Dipak Arya (DA) – Equalities Consultant
- Kate Davison (KD) – HR Assistant
- Rod Lee (RL) – HR Advisor
- Unison representative (UR)
- Maureen Clarke – Supporting Communities Manager (MC)

### **Actions taken after consultation:**

- Acknowledgement of adverse impact in the yes/no section, even if it is felt to be justified or mitigated – DA
- Addition of Human resources/payroll in stakeholders – section 7 – KD
- Addition of ICAS to sections 3 & 7 - RL

## Appendix B – Action Plan

Action	Expected Outcome	Person responsible	Target date	✓
Add an equalities statement into the scheme	To link the scheme to the wider equalities agenda of North Norfolk District Council and reinforce the Equal Opportunities Policy to ensure all staff treated fairly and consistently regardless of background.	Sally Morgan	When the scheme is reviewed in 2010.	
Investigate whether it is possible to distinguish between Maternity Support Leave and Statutory Paternity Leave on the cognos report	To provide clearer information on whether employees have taken leave under the statutory or contractual scheme without having to check personnel files.	Sally Morgan in conjunction with Debbie Fletcher/Carolyn Howe.	ASAP in 2010.	
Publicise the scheme and the fact that this is available to both males and females who meet the criteria	To increase awareness of the scheme amongst all staff.	Sally Morgan	When the scheme is reviewed in 2010.	
Include Sexual Orientation and Religion/Belief in monitoring of employees in general and therefore in the monitoring of the use of the Maternity Support Leave Scheme. This would require an update from current employees and the data to be collected for all new employees. This would also eliminate areas where equality data is 'not known'.	To ensure there is no cause for concern with regard either of these groups in the application of the Scheme.	Sally Morgan	Ready to report on March 2010.	
Consider combining maternity support leave scheme in with other family friendly policies/procedures to increase	To increase awareness and ease of access for employees with caring commitments to increase work life	Sally Morgan	ASAP as part of policy review 2010	

awareness and ease of access for all employees by providing a 'one stop shop'.	balance. This would also draw links between policies and highlight additional options e.g. parental leave, emergency time off for dependents			
Continue to monitor uptake of the scheme to allow identification of any trends.	To see if there is an adverse impact on any group.	Sally Morgan/ Carolyn Howe	Ongoing	
Review the Equality Impact Assessment on an annual basis and a full review every three years; or at the point which the scheme is reviewed – whichever is sooner	Continuing commitment to equality, where changes have been made, or new evidence is available	Sally Morgan	When Maternity Support Leave Scheme is reviewed or after 12 months – whichever is sooner	

### Appendix C - Age of Father for births in 2007 (ONS, 2008)

<b>Age Group</b>	<b>Number of births in 2007</b>
Under 20	13580
20-24	72,868
25-29	136,274
30-34	183,486
35-39	144,849
40-44	62,236
45-49	18,906
50-59	6592
60-69	687
70-74	47
75 and over	20
<b>Total</b>	<b>639545</b>

