

EQUALITY IMPACT ASSESSMENT

SCREENING DOCUMENT

Name of Proposal

New Carers Policy and Carers Support at Working Guidance

Lead Department/Service

People, Human Resources

What is the aim of the proposal?

The aim of the proposed new policy and guidance is to provide support to employees who are carers (as defined in the policy) to assist them to maintain a better work/life balance whilst carrying out their caring responsibilities. It aims to create a working environment in which carers feel valued and supported to help them continue working and at the same time ensuring that operational requirements are met. There are key benefits in doing this including reduced absenteeism, higher retention rates, retention of skills and knowledge and fewer recruitment costs. The proposal applies to all employees who identify themselves as a carer.

Is this a new or a review of an existing policy, procedure, function or report?

New

Screening Process

1. Has the proposal already been assessed for its impact on age; disability; gender; gender re-assignment; pregnancy/maternity; marriage and civil partnership; race; religion and belief; and sexual orientation? **If yes, go to 1 a. If no, go to 1 b. No**

1 a. Unless there have been significant changes, no further action is required. **Please add your name, position and date below at 3.**

1 b. Does the proposal involve or have consequences for the people the council serves or employs? yes **If yes, go to 2. If no, go to 1 c. Yes**

1 c. Please state why not

The proposal is not relevant and no further action is required. Sign and date below at 3.

2. Is the proposal relevant to one or more of the protected characteristics? **If yes, go to 2 a. If no, go to 2 b.**
Yes

2 a. Proceed to Step 1 of the Full Equality Impact Assessment on page 2.

2 b. Please state why not

The proposal not relevant and no further action is required. Add your name, position and date below at 3.

3. Name: _____

Position: _____ **Date:** _____

FULL EQUALITY IMPACT ASSESSMENT

Step 1

Are there any statutory legal requirements affecting this proposal? If so please describe.

This proposal is not a statutory requirement but supports the work required under the Carers (Scotland) Act 2016 (effective from 1 April 2018) which is to support all carers' health and wellbeing and to make caring more sustainable. It recognises the Council's obligations under the Work and Families Act 2006 and the Equality Act 2010 to provide support to employees and assist them to maintain a work/like balance.

Step 2

What data/research is available to assess the likely impact of the proposal?

Engagement through carer focus group and survey has been minimal. Albeit from this we have been able to gain some statistics as outlined in step 3

Step 3

Is there any reason to believe the proposal could affect people differently due to their protected characteristic ie age; disability; gender; gender re-assignment; pregnancy/maternity; marriage and civil partnership; race; religion and belief; and sexual orientation? Please **place a cross** in each box that applies, and give details alongside.

Age The majority of our identified carers from our survey were aged 40+ but the new provisions will apply equally to all ages in the workforce.

Disability

Gender The majority of our identified carers from our survey are female employees but the new provisions will apply equally to male and females in the workforce.

Gender Re-assignment _____

Pregnancy/maternity _____

Marriage and civil Partnership _____

Race _____

Religion and belief _____

Sexual orientation _____

Step 4

Is there evidence to suggest that any part of the proposal could unlawfully discriminate against people? If so, how?

Only if a carer felt they had been discriminated against indirectly in terms of accessing carers' support at work scheme. However the proposed policy and guidance is designed to provide managers with detailed support and to help ensure consistency across the council.

Step 5

Can the proposal be seen to favour one section of the community

Yes No

or deny opportunities to another?

Yes No

If yes, please give details.

Step 6

Does the proposal advance or restrict equality?

Yes No

If yes, give details

The new provisions advance equality of opportunity to a section of the workforce who are defined as carers under the new policy as this will enable them to have a better work/life balance and to remain in the workforce whilst carrying out their caring responsibilities when they may otherwise have not been able to.

Step 7

Are there any other actions which could have been taken to enhance equality of opportunity?

If so please state

Step 8

Based on the work you have done, rate the level of relevance being allocated to this proposal.

High Medium Low Unknown

Step 9

If during **Steps 3 - 6** there has been an adverse impact identified, consider whether this can be justified.

Yes No

If yes please give details.

If no, consider alternative ways of delivering the proposal to minimise negative impact or eliminate unlawful discrimination. Give details of the changes to be made to the proposal.

Step 10

Do you need to carry out a further impact assessment?

Yes No

If yes, what actions do you need to take?

Step 11

Make arrangements to monitor and review the impact assessment.

Reviewed in line with case law or legislative changes as they occur and periodically in line with the council's programme of policy review every 2-3 years as required.

Step 12

Publish impact assessment.

Where will the Equality Impact Assessment be published?

Website

Please state your name, position and date, and forward this pro forma either to your designated Equality Impact Assessment Co-ordinator, or if it refers to a committee report, it should be forwarded with the report to committee services.

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Date: 14/03/18

For additional information and advice please contact:
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