

EQUALITY IMPACT ASSESSMENT

SCREENING DOCUMENT

Name of Proposal

Additional Day of Leave for Council Employees

Lead Department/Service

HR, Digital Enablement, IT & Business Support

What is the aim of the proposal?

A motion was agreed by the Special Arrangements Committee on 23 June 2020 to award an additional day of leave to all council staff in recognition of the response to COVID 19. The accompanying Committee report sets out the arrangements for this. For teachers, the arrangements will also have to be agreed locally by AJNCT .

It is anticipated that the awarding of a day of special leave to employees will have a positive impact on employee motivation and morale.

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.**

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? **If yes, go to 2. If no, go to 1 c.**

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.**

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.

There is no legal requirement. There may be a national approach regarding the recognition of council employees' response to the pandemic, but COSLA has advised this proposal does not overlap with anything they are exploring.

Step 2

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

The breakdown of statistics on the protected characteristics of council employees.

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	<input type="checkbox"/>	_____
Disability	<input type="checkbox"/>	_____
Gender	<input type="checkbox"/>	
Gender Re-assignment	<input type="checkbox"/>	_____
Pregnancy/maternity	<input checked="" type="checkbox"/>	Employees now on maternity leave will be unable to use their additional day's annual leave until they return from maternity leave.
Marriage and civil Partnership	<input type="checkbox"/>	_____
Race	<input type="checkbox"/>	_____
Religion and belief	<input type="checkbox"/>	_____
Sexual orientation	<input type="checkbox"/>	_____

Step 4

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

No. The granting of an additional day's annual leave (pro rata where applicable) applies to those employees currently in post who were also in post prior to 1 July 2020. Those eligible employees who have subsequently gone on maternity leave will be granted an additional day's annual leave on their return to work.

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 x

If yes, give details

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 x 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.

N/A

Step 10

Do you need to carry out a further impact assessment?

Yes No x

If yes, what actions do you need to take?

Step 11

Make arrangements to monitor and review the impact assessment.

This EIA relates to a one-off circumstance which will not be ongoing, therefore there is no need for a future review of the EIA.

Step 12

Publish impact assessment.

Where will the Equality Impact Assessment be published?

The EIA will be published alongside the committee report on granting an additional day's annual leave for council employees.

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.

Name: Sharon Faulkner

**Position: Director of HR, Digital Enablement, IT
& Business Support**

Date: 25/08/20

**For additional information and advice please contact:
The Snr Practitioner Equalities - Tel: 01307 492374**