



# Equality Impact Assessment Summary

## Summary

Name of Product	Paternity leave, Maternity leave, Adoption leave and Maternity support leave
Description of Product	Policy
Department	HR / P & D
Assessment Writer	██████████
Date Started	Summer 2020
Head of Dept Sign Off	<i>Please include the date</i>
EDI Manager Sign Off	<i>Please include the date</i>
Review Date	3 years after approval of new style policy OR if regulations/ PSC or legislation change

## Version Control

This is a living document and should be updated as we update our products, and receive new insights and data on how our people or communities engage with our product.

Version	Date	Reason for update	Author
1.0		Policy review in line with the rolling programme and also undertaking process of simplifying policy documents and creating guidance notes clearly setting out who does what	██████████

## Stage One – Early Thinking

Use this space to confirm if you are developing a proposal that will impact upon policies and practices that are likely to impact upon our communities or workforce. Consider If you aren't sure how your product may impact people due to their protected characteristics please use our **Equality Consideration Checklist**.

Is an EIA required at this time?	Yes
If no, what is your rationale?	

## Stage Two – Identify Scope

You must list the specific sources of evidence that you have used within the EIA to ensure your product is inclusive. Please including links to any sources and details of any consultation work you have undertaken.

Policy and guidance note created by Senior HR BP in conjunction with ER advisers (regular users of policy – provide advice to those who apply) , Pay team - re pay elements

Looked at other force policy documents looking for simpler lay out ( Durham / Cumbria/ West Yorks and have adopted a lay out similar to West Yorks as it allows us to set out who does what ( employee/ supervision / ER or HR team ) so everyone knows the importance of their part in the process

Legislation checks ( Govt websites/ XPERT HR / CIPD documents)

### **Impact of policy**

New policy would assist :-

Employees  
Line managers  
ER and HR admin team

Easier to read / know specific responsibilities

Policy has a predominately internal focus - and has it's basis in legislation / regulations and PSC

In drafting stage comments received from ER team / HR admin / Pay team - looking at common questions received/ how it could be easier to navigate document / ways to improve the information to staff

Force wide consultation has taken place and comments received from :-

Head of strategic finance  
Health and safety  
UNISON  
Control room management  
Interim Director of HR



## Equality Impact Assessment Summary

Comments received have been responded to and many have been incorporated into the document

Stage Three - Impact	
What potential positive or negative impacts has your research and consultation revealed?	
<b>Age</b>	
Positive Impacts	Negative Impacts
There is no age limit to the application of our Paternity, Maternity, Adoption and Maternity Support Leave Policies. We believe that younger members of our workforce are most likely to use and benefit from the maternity and paternity policies, but they can be used by any member of the team at any age. The adoption policy also offers benefits to those seeking adopt, the median age for adopters is typically higher so offers benefits to older members of our team too.	none
<b>Disability</b>	
Positive Impacts	Negative Impacts
The previous policy was not used well – this simpler format address this, and by ensuring the maternity support leave is provided more prominence then as necessary / if applicable to circumstances then those who might for family reasons be the person to provide support at the time of or just after a birth will have clearer information to make their application	none
<b>Gender Reassignment</b>	



## Equality Impact Assessment Summary

Positive Impacts	
The previous policy was not used well – this simpler format address this, and by ensuring the maternity support leave is provided more prominence then as necessary / if applicable to circumstances then those who might for family reasons be the person to provide support at the time of or just after a birth will have clearer information to make their application	None
Marriage and civil partnership	
Positive Impacts	Negative Impacts
The previous policy was not used well – this simpler format address this, and by ensuring the maternity support leave is provided more prominence then as necessary / if applicable to circumstances then those who might for family reasons be the person to provide support at the time of or just after a birth will have clearer information to make their application	None
Pregnancy and maternity	
Positive Impacts	Negative Impacts
<p>The previous policy was more difficult to navigate this simpler format address this, and provides to employees the necessary information for them to make decisions on which form of application they can make and also ensures that they know that there is for maternity support leave no service requirement to take time off but that there are legislative differences in the money that will be received.</p> <p>The policy might assist those who have partners in other organisation to know that they are eligible for time off and the payments they would expect to receive</p> <p>This policy ensures that those who might for family reasons be the person to provide support at the time of or just after a birth will have clearer information to make their application.</p>	None



## Equality Impact Assessment Summary

The adoption policies provides identical benefits and protections to that afforded by the maternity policy	
<b>Race</b>	
<b>Positive Impacts</b>	<b>Negative Impacts</b>
The previous policy was not used well – this simpler format address this, and by ensuring the maternity support leave is provided more prominence then as necessary / if applicable to circumstances then those who might for family reasons be the person to provide support at the time of or just after a birth will have clearer information to make their application	None
<b>Religion or Belief</b>	
<b>Positive Impacts</b>	<b>Negative Impacts</b>
The previous policy was not used well – this simpler format address this, and by ensuring the maternity support leave is provided more prominence then as necessary / if applicable to circumstances then those who might for family reasons be the person to provide support at the time of or just after a birth will have clearer information to make their application	None
<b>Sex</b>	
<b>Positive Impacts</b>	<b>Negative Impacts</b>
The previous policy was not used well – this simpler format address this, and by ensuring the maternity support leave is provided more prominence then as necessary / if applicable to circumstances then those who might for family reasons be the person to provide support at the time of or just after a birth will have clearer information to make their application.  The adoption policies provides identical benefits and protections to that afforded by the maternity policy	None
<b>Sexual Orientation</b>	
<b>Positive Impacts</b>	<b>Negative Impacts</b>
The adoption policies provides identical benefits and protections to that afforded by	None



## Equality Impact Assessment Summary

<p>the maternity policy. This policy applies to all couples, and is explicit in supporting same sex families to take support leave.</p>	
<b>Other – Please clarify</b>	
<b>Positive Impacts</b>	<b>Negative Impacts</b>
<p>May assist our employees with family working elsewhere – so that they know what to ask their employers</p> <p>The paid leave element will be beneficial to those from lower socioeconomic backgrounds.</p> <p>May assist with recruitment – the force is looking to group policies into pre-employment / during employment and after employment and potential candidates when this is done might look at policies such as this to see what support they would receive if certain circumstances applied to them</p>	<p>None</p>

Stage Four – Mitigation – Actions		
What can be done to mitigate/minimise negative impacts?		
Action	Action Owner	Action Status
<p>The updated policies have been simplified to improve user experience. Particularly by ensuring the maternity support leave is provided more prominence, if applicable to circumstances those who might be the person to provide support at the time of or just after a birth will have clearer information to make their application.</p>	<p>██████████ ██████████</p>	<p>Complete</p>



## Equality Impact Assessment Summary

Stage Four – Mitigation – Risk Tolerance	
Have we exhausted options to mitigate/minimise any negative impacts? List negative impacts we have not been able to mitigate here.	
Impacts we cannot mitigate	
Does your head of department approve of tolerating this risk?	

### Stage 5 – Sign Off

Once you have completed your assessment and product you must request your head of department sign them off. You then need to send your completed EIA summary and the product you have assessed to the EDI team:

[everyonematters@cleveland.pnn.police.uk](mailto:everyonematters@cleveland.pnn.police.uk)

The team will review your EIA and will either: provide final sign off the completed document, OR, return your document with further considerations and recommendations for you to implement.