

**Equality Impact Assessment (EIA) Recording Form**

Please refer to the notes and examples in the EIA Guidelines to help complete this record.

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| Title of Activity/Proposal/Policy/Practice | Family Friendly Policy & Procedure | | EIA Team and Lead Member of Staff (names of all people involved in this EIA) | Sue Clyne/Irene Michie | Date | 25/03/24 |
| Type of Policy/Practice/ (tick box) | New |  |
| Existing |  |
| Revised | x |

**Step 1 – Plan your process**

Considering the aims of the policy/proposal and the people will be involved.

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| What are the aims and purposes of the activity/ decision/ new or revised policy or procedure?  See Note 1 | The aim of updating the existing Edinburgh College Family Friendly Policy & Procedure was to ensure it complies with current employment legislation and to make all employees aware of and understand the full range of current statutory and occupational leave entitlements which are available to help them balance their work and family commitments. |
| Who will be affected?  See Note 2 | Employees with families to support will be affected by recent changes – updating of Paternity Leave process/entitlements. |
| Who will be consulted?  See Note 3 | Both EIS-FELA & Unison were members of the original Joint Management and Union Group who put forward, reviewed, provided feedback and reached agreement on previous changes to the Family Friendly policy & procedure. Both EIS and Unison have also been consulted/informed on the recent legislative changes (as joint policy group disbanded in 2023). This is not a new policy & procedure but one which has been embedded and utilised across the College for some time but required recent updating to comply with legislative changes effective from 6 April 2024. |

**Step 2 – Consider the Evidence**

What are the evidence we need and how we can gather them?

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| What evidence is available of how the policy/decision, etc. affects, or may affect, protected groups?  Evidence could be quantitative, qualitative or anecdotal.  Do we have enough evidence to judge what the impact may be?  See note 4 | Going forward we could include in Dashboard reporting the numbers of employees taking up each type of leave available:   * Maternity leave; * Adoption/Surrogacy leave; * Keeping in Touch (KIT) days; * Shared Parental leave (SPL); * Paternity leave; * Leave for fertility treatment; * Parental bereavement leave; * Parental leave.   HR Partners meet with all employees who notify us of their pregnancy/forthcoming adoption to make sure they are aware of this policy & procedure, the full range of family friendly entitlements it covers and highlight the ones which may be particularly relevant to the employee’s circumstances (now or in the future).  We ask maternity returners to complete a questionnaire one month and one year after returning to work. We ask a range of questions relating to the support, working arrangements etc they have received, been put in place. We also ask regarding improvements they think would have improved the process. However, it would be good to see higher completion rates for these questionnaires as they are quite low.  Ongoing review and discussion with both EIS-FELA and Unison on the implementation of the updated policy and procedure may provide evidence going forward, where feedback has been received on the processing and management of family leave applications/take up.  Ensure updated policy & procedure is available on the intranet and circulated to all employees so they are aware of the new rights which come into effect on 6 April 2024 in regard to Paternity Leave. |

**Step 3 – Assessing the impact**

This involves:

* Considering relevant evidence relating to people who share a protected characteristic
* Assessing the impact of applying a decision of a new or revised policy or practice against the needs of the Public Sector Equality Duty (PSED) and each protected characteristic.

How will the policy / decision help the College to comply with the Public Sector Equality Duty?

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| **Eliminating discrimination, harassment, and victimisation** | **Advancing equality-**   * **Removing disadvantage** * **Meeting different needs** * **Encouraging participation** | **Fostering good relations**   * **Tackling prejudice** * **Promoting understanding** |
| It clearly outlines the full range of family leave available to ALL employees. | Allows ALL employees the opportunity to request various different types of family leave, to support their own particular circumstances, and enables them to focus more on/prioritise their family’s needs at important times .e.g. adoption/surrogacy leave, paternity leave, shared parental leave etc | P&P will be well publicised to all employees and outlines the full range of family leave available to ALL employees.  Removes potential barriers which could put off employees from requesting family leave. P&P supported by enhanced legislation which is designed to support and enable more employees to take more leave to support their families. |

See Note 5

Key Questions to ask:

1. What potential positive/neutral/negative impacts can be identified?
2. What does evidence demonstrate about positive/neutral/negative impacts for different protected characteristic groups? E.g. statistics on participation, progression or outcomes, feedback or complaints
3. Does the policy/procedure/practice/decision take account of the needs of people with different protected characteristics? How is this demonstrated?
4. Does it affect some groups differently? Is this proportionate?

See Note 6

| Protected characteristic | Potential  Positive Impact Y/N | Details of Expected Positive Impact | Potential Negative Impact Y/N | Details of Expected Negative Impact |
| --- | --- | --- | --- | --- |
| Age | Yes | The updated P&P provides all employees, regardless of age, the opportunity to request family friendly leave to fit in with their own particular circumstances. | Yes | Older employees are likely to be viewed as not requiring the same level of family leave, however, parental leave and parental bereavement leave are available until a child turns 18 and others such as adoption/surrogacy leave may also be relevant. |
| Disability | Yes | Employees with disabilities have the same rights as other employees to the various types of family leave available. | Yes | Dependent on the type of disability an employee has they may be viewed as less likely to require family leave and hence may be less reluctant to request leave they are entitled to. They may also feel they do not wish to request leave as they do not want to be viewed as being around less than others. |
| Gender reassignment | Yes | Employees going through the transition process have the same rights as other employees to the various types of family leave available. | Yes | Transitioning employees may be viewed as less likely to require family leave due to societal stereotypes and hence may be reluctant to request leave they are entitled to. |
| Marriage/civil partnership (relevant in employment law) | Yes | All types of family leave are available to married employees and those in civil partnerships, including surrogacy/adoption leave. | Yes | Traditional stereotypes may mean employees in civil partnerships are over looked when it comes to this range of family leave. Increased communications on family leave should be circulated to all employees so they are aware of their current rights. |
| Pregnancy and Maternity | Yes | Enhanced family leave and pay entitlements and more streamlined legislation extends the range of family leave available to employees.  Giving more flexibility on how leave can be taken (e.g. Paternity Leave 2x 1 week blocks within 1 year) should make it more accessible - as it can be taken at a time of the employee’s choosing and so should increase the levels of uptake. | Yes | Pregnant employees and those on maternity leave may be reluctant to ask for/request the different types of leave they are entitled to for fear of being viewed as less reliable/ambitious/committed etc and the potential impact taking leave may have on their careers. |
| Race | Yes | Traditionally BME employees are likely to come from communities/backgrounds where they place a high importance on family life, so extended and enhanced family leave and benefits should support them with this. | Yes | BME employees may have less awareness of the different types of family leave they are entitled to. Increased communications on family leave should be circulated to all employees so they are aware of their current rights. |
| Religion or belief | Yes | Similar to race, supporting family life is likely to be of high importance in the majority of religions/beliefs, so extended and enhanced family leave and benefits should support them with this. | Yes | Similar to race, these employees may have less awareness of the different types of family leave they are entitled to. Increased communications on family leave should be circulated to all employees so they are aware of their current rights. |
| Sex | Yes | Various types of family leave are now available to men – adoption leave, shared parental leave, paternity leave, parental leave, bereavement leave. This enables men to take on more of their family responsibilities. | Yes | Men may see the various types of leave as being mainly for women so are reluctant to request the leave which would benefit them and their family (this can be seen in the low uptake of shared parental leave by men). This type of thinking is reinforced with societal views that it is mainly women who take on the family caring role and in a lot of families remain responsible for the majority of the childcare. |
| Sexual orientation | Yes | All types of family leave are available to non-heterosexual couples/families, including surrogacy/adoption leave. | Yes | Traditional stereotypes may mean non-heterosexual couples/families are over looked when it comes to this range of family leave. Increased communications on family leave should be circulated to all employees so they are aware of their current rights. |

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| Other  characteristic  See Note 7 | Potential  Positive Impact Y/N | Details of Expected Positive Impact | Potential Negative Impact Y/N | Details of Expected Negative Impact |
| Social deprivation | Yes | A range of enhanced paid family leave (those with occupational pay) should enable these employees to take more leave to support their family responsibilities. | Yes | Not all types of family leave are paid at enhanced occupational pay rates/normal full pay so it may be difficult for these employees to take up the leave they are entitled to because it is unpaid e.g. parental leave is unpaid. |
| Care Experienced people | Yes | Those employees who are care experienced may place increased importance on ensuring their own families are supported, so increased family leave should support them with this. | Yes | Care experienced employees may be less likely to be aware of their rights and the range of family available to them. Increased communications on family leave should be circulated to all employees so they are aware of their current rights. |
| People with caring responsibilities | Yes | Enhanced family leave will help all those employees with caring responsibilities for children to meet their caring commitments. | Yes | There is the new Carers Leave available as of 6 April 2024 (see Leave of Absence P&P), but the range of leave available to those caring for children is far greater than the limited leave available to those caring for others such as parent or spouses/partners etc. |
| Any other groups that need to be taken in consideration? | No |  | No |  |

**Step 4 – Acting on the results of the assessment.**

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| What actions can be taken or amendments made to policy to reduce the negative impact?  See note 8 | Communication to all employees (perhaps in College newsletter) outlining the range of Family Leave available to all employees to increase awareness in all the protected characteristic groups. |
| Is there a need to address any gaps in evidence? | We could undertake more analysis on the uptake of the full range of family leave available e.g. are men taking shared parental leave/paternity leave etc. Reviewing the uptake of family leave would help to identify the profile of those employees taking leave and may highlight if any groups of employees with a particular protected characteristic are not taking leave.    Undertake regular requests for general feedback on the implementation of this policy/procedure from the Unions at local JNC meetings |
| How will equality be advanced/ good relations be fostered? | This updated policy and procedure makes all employees aware of the full range of family leave they may be entitled to. It is a positive step in supporting employees with their family commitments and helps them balance work and family responsibilities. |
| Who has been involved in carrying out this assessment? | HR team and circulated to union colleagues for input/feedback |
| If you cannot fully review the impact now, what else must be done, by/with whom and why? | See above comments about undertaking further analysis regarding the uptake of the different types of family leave |

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| **Recommended decision:** (place an x against relevant outcome)  See note 9 | Outcome 1: Proceed – no potential identified for discrimination or adverse impact, and all opportunities to promote equality have been taken | **x** |
| Outcome 2: Proceed with adjustments to remove barriers identified or to better promote equality |  |
| Outcome 3: Continue despite having identified some potential for adverse impact or missed opportunity to promote equality |  |
| Outcome 4: Stop and rethink as actual or potential unlawful discrimination has been identified |  |
| Any other recommendations? | | |
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**Step 5: The monitoring and review stage**

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| **Plan actions to reduce negative impact, advance equality and monitor the impact of the policy, proposal or decision**   * Please indicate if there is any data which needs to be collected as part of action to be taken and how often it will be analysed. * Indicate how the person responsible will continue to involve relevant groups and communities in the implementation and monitoring of the policy, etc. * How will the impact of the policy/procedure/decision be monitored?   See Note 10 | | |
| **Action to be Taken:** | **Person Responsible:** | **Completion/Review Date:** |
| Draft news article outlining the range of family leave available to all employees and send to comms to include in College newsletter (we could tie this in with other recent legislation and policy updates) | Sue Clyne/Irene Michie | End May 2024 |
| Undertake further analysis (based on protected characteristics) to identify who is taking the different types of family leave. | Systems Team (Irene) | Ongoing – quarterly/annually |
| Regular reviews at JNC meetings to be undertaken with Unions to request any appropriate general feedback on the impact of the implementation of the policy & procedure. | Sue Clyne | Ongoing - quarterly |
| Undertake a 3-yearly review of the policy and procedure, or sooner if legislative changes require it, to ensure it remains in line with current legislation, terminology etc. | Sue Clyne/Irene Michie | 3 yearly (or more frequently if required) |
| **Signature of Lead:**   **Date: 28 March 2024** | | |

**Step 6 – Review and Publication**

See Note 11

Please send the completed EIA record to [equality@edinburghcollege.ac.uk](mailto:equality@edinburghcollege.ac.uk) for

* review by Quality and Improvement;
* publication in whole or in part on the College website.

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| **Date of Review** | **28 March 2024** |
| **Date of Publication** |  |