

# ARDS AND NORTH DOWN BOROUGH COUNCIL

## Policy Screening Form

1.	Policy Reference (Equality use only)	E 60
2.	Policy Name	Family Friendly Leave Arrangements Policy
3.	<del>Existing / Revised</del> / New Policy	New
4.	Responsible Officer	Head of Human Resources and Organisational Development
5.	Description of policy to be screened	The policy sets out Council's policy on leave and pay arrangements in relation to maternity, paternity, adoption, parental and shared parental leave. It also covers time off for domestic emergencies, marriage/civil partnerships and bereavement leave and pay.
	Aims and Expected Outcomes – what is the Policy expected to achieve?	To inform managers and employees on the entitlements to leave and pay and of the procedures to be followed to ensure employees receive the correct entitlements in relation to the above topics.
6.	Section 75 categories which might be expected to benefit and how they may benefit.	All Section 75 categories will benefit from the clarity the policy provides.
7.	Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented	If this policy is not applied equitably across the Council by line managers.

8.	<p>The main stakeholders on which the policy will impact. For example, Employees, Potential Service Users and Community Groups</p> <p>Consider the internal and external impacts (either actual or potential) and comment, or list, information where appropriate</p>	<p>The Council, existing employees, potential employees and service users.</p>
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9.	Please provide details of other policies which have a bearing on this one.	
<p>Policies:</p> <p>E36 Flexible Working Arrangements Policy E 37 Managing Absence at Work Policy and Procedure.</p>	<p>Owned by :</p> <p>Council</p>	

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :	
Religious Belief	<p>Data is retained by Human Resources Section on employees in relation to religious belief, age and gender. Data on marital status, racial group, disability and dependents is retained on some employees who declare these details.</p>	
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual orientation		
Men & Women generally		
Disability		
Dependents		

11.	Based on data previously provided what are the needs, experiences and priorities for each of the following categories, in relation to this policy/decision?	
Religious Belief	<p>The policy recognises that many employees have responsibilities outside the workplace and the policy is designed to outline entitlements to leave and pay and procedures to be followed and to ensure employees are treated equitably and in a consistent manner across Council.</p>	
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual orientation		
Men & Women generally		
Disability		
Dependents		

## Does this Policy require an Equality Impact Assessment?

1.	What is the likely impact on equality of opportunity for each of the Section 75 categories?		
		Detail of Impact	Level of Impact Minor/Major/None
	Religious Belief	This policy applies to all employees equitably and therefore it has no impact on equality of opportunity.	None
	Political Opinion		
	Racial Group		
	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability		
	Dependents		

2.	Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?		
		If "Yes", provide details	If "No", provide details
	Religious Belief	Yes This policy will be monitored for uptake in relation to needs identified of each Section 75 category and revised where a justified need exists.  Monitoring family leave arrangements would identify uptake among those with children and dependents, gender and age as this data is collated on all employees.	
	Political Opinion		
	Racial Group		
	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability		
	Dependents		

3.	To what extent is the Policy likely to impact on Good Relations between people of different religious belief, political opinion or racial group?		
		Details of Impact	Level of Impact Minor/Major/None
	Religious Belief	None This policy does not impact on Good Relations within Section 75	
	Political Opinion		
	Racial Group		

4.	Are there opportunities to better promote Good Relations between people of different religious belief, political opinion or racial group?		
		If "Yes" provide details	If "No" provide details
	Religious Belief	No	
	Political Opinion		
	Racial Group		

### Additional Considerations

	Multiple Identity Considerations	Details of Impact or potential impact (Positive/Negative)
	Are there any potential impacts of the policy decision on people with multiple identities? (e.g. disabled minority ethnic persons)	No as this policy and procedure ensures the promotion of equality of treatment to all employees irrespective of their multiple identities.
	Where appropriate provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.	

	Does this proposed policy provide an opportunity to:	Yes / No	Explain your reasoning:
	<ul style="list-style-type: none"> <li>- <u>better promote positive attitudes</u> towards disabled people</li> <li>- <u>increase participation</u> by disabled people in public life</li> </ul>	Yes	This policy will ensure the needs of those with a disability are addressed through ensuring the employees who meet the definition are offered appropriate reasonable adjustments. It also ensures that employees who have responsibilities will have the opportunity to avail of this policy where relevant criteria is met.

### Monitoring Arrangements

Section 75 places a requirement on the Council to have equality monitoring arrangements in place in order to assess the impact of policies and services, help identify barriers to fair participation and to better promote equality of opportunity.

	Outline what data you could collect in the future in order to monitor the impact of this policy / decision on <u>equality, good relations and disability duties</u>	Human Resources Section will monitor the application of the policy and its effect on employees in relation to the monitoring data they hold on each employee.
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### Consideration of Human Rights

The Human Rights Act 1998 brings the European Convention on Human Rights (ECHR) into UK and, therefore, Northern Ireland. Indicate below any potential adverse impacts that the policy / decision may have in relation to human rights issues

Right to Life	Article 2	<input type="checkbox"/>
Prohibition to torture, inhuman or degrading treatment	Article 3	<input type="checkbox"/>
Prohibition of slavery and forced labour	Article 4	<input type="checkbox"/>
Right to Liberty and Security	Article 5	<input type="checkbox"/>
Right to a Fair and Public Trial	Article 6	<input type="checkbox"/>
Right to no punishment without due legal process	Article 7	<input type="checkbox"/>
Right to respect for private and family life, home and correspondence	Article 8	<input type="checkbox"/>
Right to freedom of thought, conscience and religion	Article 9	<input type="checkbox"/>
Right to freedom of Expression	Article 10	<input type="checkbox"/>
Right to freedom of peaceful assembly and association	Article 11	<input type="checkbox"/>
Right to marry and found a family	Article 12	<input type="checkbox"/>
The prohibition on discrimination	Article 14	<input type="checkbox"/>
Protection of property and enjoyment of possessions	Protocol 1 Article 1	<input type="checkbox"/>
Right to education	Protocol 1 Article 2	<input type="checkbox"/>
Right to free and secret election	Protocol 1 Article 3	<input type="checkbox"/>

	Please explain any adverse impacts on human rights that you have identified?	
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	Please indicate any ways in which you consider the policy positively promotes Human Rights	
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I can confirm that the proposed policy / decision have been screened for:-

x	Equality of opportunity and good relations
x	Disabilities duties; and
<input type="checkbox"/>	Human rights issues

On the basis of the answers to the screening questions, I recommend that this policy / decision is:-

x	Screened Out – No EQIA necessary (no impacts)
<input type="checkbox"/>	Screened Out – Mitigating Actions (minor impacts)
<input type="checkbox"/>	Screened In – Necessary to conduct a full EQIA
	Please detail actions to be taken:

Screening assessment completed by:-

Name: Elsie Meredith  
 Title: Human Resources Manager (Projects)  
 Date: 3 February 2016  
 Signature:

Director/Head of Service decision approved by:

Name: Wendy Monson  
 Title: Director of Human Resources and OD  
 Date: 3 February 2015  
 Signature:

If an Equality Impact Assessment is required

Priority Rating for Timetabling an Equality Impact Assessment. (1-3)	Priority Criterion	Rating
	Effect on equality of opportunity and good relations	
	Social need	
	Effect on people's daily lives	
	Relevance to a public authority's functions	

Is this Policy Affected by Timetables established by other relevant Public Authorities?	
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Monitoring Recommendation	
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Approval and Authorisation	Human Resources Manager (Projects)	Date:
Screened by :		
Approved by:	Director of Human Resources and OD	Date: