

Equality Impact Assessment (EQIA): Initial Screening Form

Human Resources



Name of the policy, service or project: Dependency Leave

Is this policy new or existing? New Existing

When was it last reviewed? 2002/3

Directorate: Human Resources

a. Preparation

The work on this section should be done **in advance** and be used as part of your EQIA. Please attach examples of available monitoring information, research and consultation reports.

1. Do you have monitoring data available on the number of people who are using or impacted upon by your policy, service or project?

- Number of people with disabilities
- Black and minority ethnic communities
- Women and men

| Yes | No |
|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If you have answered 'Yes' to the above questions your monitoring data should be compared to the current available census data to see whether a proportionate number of people are taking up your service.

2. If monitoring has NOT been undertaken, will this be done in future?

(Race Relations Amendment Act, 2000)

| Yes | No |
|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If so, specify the arrangements you intend to make; if not, please give a reason for you decision:

Although we have the data available no specific monitoring is undertaken. The new HR system will help this process.

3. If you are aware of any relevant local or national equality or diversity-related consultation, research, or good practice guidance, then please list and attach here:

| Yes | No |
|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Good practice guidance from organisations eg ACAS, DTI, CIPD. All information is available through the internet.

b. Your policy, service or project

1. **What is the main purpose of the policy, service or project?**

The aim of a dependency leave scheme is to ensure the provision of paid leave for employees who have to taken time off to care for dependants or to deal with urgent situations

2. **List the areas of activity of the policy, service or project e.g. the recruitment strategy might have advertising, interviewing, short listing etc. as activity areas.**

Dependency Leave, Parental Leave

3. **Who are the main beneficiaries of the policy?**

Employees, the Council

4. **Is the policy, service or project corporate and far-reaching?**

Yes Maybe No

5. **In your view, does the policy assist residents in meeting their most basic needs, i.e. shelter and income?**

Yes No

6. **Will the impact of the policy, service or project potentially be short-lived or lasting?**

Short-lived Lasting

7. **Does the policy, service or project deal with delivering front-line services to residents or employees?**

Yes c No

8. **Are you expecting to make any changes to the policy, service or project during the next year?**

Yes No

9. **Does this policy, service or project potentially have a high impact on Kingston residents or employees?**

Yes No

If a high impact is indicated you need to progress to a full EQIA

c. The Impact

1. Complete the following tables using ticks.
Consider the information gathered in Section (a) of this Screening Form, comparing monitoring information with census data, and considering any earlier research or consultations. You could also look at point 7 (c) of the EQIA Screening Guidance Notes for areas of possible effect:
- Where you think that the policy could have a negative impact on any of the equality target groups, i.e. it could disadvantage them
 - Where you think that the policy could have a positive impact on any of the equality target groups or contribute to promoting equal opportunities, or improving relations within the equality target groups

- a) **How will it impact on men and women e.g. flexible working arrangements might have a positive impact on women with caring responsibilities**

| Gender | Positive Impact | Neutral Impact | Negative Impact |
|--------------------|-------------------------------------|--------------------------|--------------------------|
| Woman/Girls | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reason | | | |
| Men/Boys | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reason | Based on evidence from 2003-4 | | |

- b) **What type of impact will it have on black and minority ethnic communities use Council services differently, e.g. women from certain minority communities may use the Council's swimming pool more often if same sex swimming arrangements are in place**

| Race | Positive Impact | Neutral Impact | Negative Impact |
|---|--|-------------------------------------|--------------------------|
| Asia or Asian British (including Tamil, Gujarati and Korean) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reason | | | |
| Black or Black British | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reason | | | |
| Chinese and other | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reason | | | |
| White (including Irish) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reason | No evidence available on take up of scheme (see action plan for future monitoring) | | |

c) People of different faith such as Christians, Muslims, Jews, Hindus, Humanists or Atheist

| | Positive Impact | Neutral Impact | Negative Impact |
|--------|--------------------------|-------------------------------------|--------------------------|
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reason | No evidence | | |

d) What type of impact will it have on people with disabilities, e.g. if information about Council Tax benefits are not made available in large print or alternative formats, access to such benefits might be denied to people with a visual impairment or learning disability.

| Disability | Positive Impact | Neutral Impact | Negative Impact |
|------------------------------|--|-------------------------------------|--------------------------|
| Visually impaired | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reason | | | |
| Hearing impairment | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reason | | | |
| Physically disabled | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reason | | | |
| Learning disability | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reason | | | |
| Mental health problem | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reason | No recorded evidence, but considered possibility that disabled employees may be more likely to have disabled | | |

e) Lesbian, gay men and bisexuals

| | Positive Impact | Neutral Impact | Negative Impact |
|--------|--------------------------|-------------------------------------|--------------------------|
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reason | No recorded evidence | | |

- | | | | | |
|----|---|--------------------------|-------------------------------------|-------------------------------------|
| 2. | Considering the results of this initial screening, what is the relevance of this policy, service or project to Kingston's equality target groups? Also see high impact assessment criteria point 7 (c) of the EQIA Screening Guidance Notes, If a high impact is indicated you need to progress to a full EQIA | Low | Me- dium | High |
| | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. | Does the policy, service or project have a negative impact on any of the equality target groups? If so, you will need to proceed to a Full Equality Impact Assessment. | | Yes | No |
| | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. | Is progression to a full EQIA required? | | Yes | No |
| | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Criteria for moving on to a full EQIA (if the answer is yes to any of the following questions a full EQIA is required)

- **If the general impact of the policy is side and far reaching**
- **If any of our equality target groups are specifically impacted upon by the policy, service or project**
- **If a differential impact has been identified on the equality target groups**
- **Where a lack of information exists about whether Kingston's equality target groups have been differentially impacted upon**
- **If a negative impact on any of the equality target groups have been identified**

Please keep a copy on record to which the public could have full access. Also e-mail a copy to Johanna Renz, Equalities Advisor and to your Equality Directorate Lead.

Signed
(EQIA
Directorate
Lead)

Marie Gadsden

29 April 2005

Date:

Signed
(Completing Officer)

Emma Stracey

Equality Impact Assessment: Action Plan



Please list below any recommendations for action that you plan to take as a result of this EQIA

Consideration to be given to:

- Ensuring that front-line staff regularly attend the Council's Race and Disability Awareness Training
- A complete re-think of the way in which the Service is publicised
- An agreement about future monitoring arrangements

| Issue | Action Required | Lead Officer | Time-scale | Resource implications | Comments |
|----------------------|--|---------------|------------|-----------------------|--|
| Same Gender Partners | Change language to be more inclusive of same gender | Marie Gadsden | | Staffing | August 2007 - achieved |
| Monitoring | Employees complete dependency leave forms which are placed on file. However no IT record is held to analyse the data | Marie Gadsden | | Staffing | Useful information to extract includes the take up of the scheme, eg whether there is a greater take up by white females compared to the ethnic minority groups. |
| | | | | | Monitoring slip now included on form |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
| | | | | | |