

## Chesterfield Borough Council Equality Impact Assessment - Full Assessment Form

<i>Title of the policy, project, service, function or strategy:</i>		Correct payment of holiday pay
<i>Service Area:</i>	HR	
<i>Section:</i>		
<i>Lead Officer:</i>	Kate Harley	
<i>Date of assessment:</i>	08/18	
<i>Is the policy, project, service, function or strategy:</i>		
<i>Existing</i>	<input type="checkbox"/>	
<i>Changed</i>	x	
<i>New / Proposed</i>	<input type="checkbox"/>	

### Section 1 – Clear aims and objectives

#### 1. What is the aim of the policy, project, service, function or strategy?

The framework is a revision of guidance issued in 2016 regarding correct payment of holiday pay following changes in legislation. The revised framework encompasses all methodologies for calculating holiday pay and gives managers and staff guidance on appropriate calculations in line with legislation.

#### 2. Who is intended to benefit from the policy and how?

The revised policy should benefit all staff especially part time staff as it sets in place new procedures for payment of holiday pay for additional hours worked over contracted hours.

#### 3. What outcomes do you want to achieve?

The policy is intended to ensure that rules regarding correct payment of holiday pay are transparent and accessible and implemented consistently across the council. The policy will ensure the council meets legal obligations.

## Section 2 – What is the impact?

4. Summary of anticipated impacts. <i>Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories eg. older people, younger people, people with hearing impairment etc.</i>			
	Potentially positive impact	Potentially negative impact	No disproportionate impact
Age	<input type="checkbox"/>	<input type="checkbox"/>	X
Disability and long term conditions	<input type="checkbox"/>	<input type="checkbox"/>	X
Gender and gender reassignment	X	<input type="checkbox"/>	<input type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	X
Pregnant women and people on parental leave	<input type="checkbox"/>	<input type="checkbox"/>	X
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	X
Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	X
Religion and belief	<input type="checkbox"/>	<input type="checkbox"/>	X

## Section 3 – Recommendations and monitoring

If you have answered that the policy, project, service, function or strategy could potentially have a negative impact on any of the above characteristics then a full EIA will be required.

5. Should a full EIA be completed for this policy, project, service, function or strategy?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
The changes to the policy will provide positive benefits to all staff especially part time staff who may be more likely to be female therefore this positively affects that group of people.		

## Section 6 – Knowledge management and publication

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Please note the draft EIA should be reviewed by the appropriate Service Manager and the Policy Service **before** WBR, Lead Member, Cabinet, Council reports are produced.

Reviewed by Head of Service/Service Manager	Name:	Kate Harley
	Date:	23/08/2018
Reviewed by Policy Service	Name:	Allison Potter
	Date:	23/08/2018
Final version of the EIA sent to Policy Service	<input type="checkbox"/>	
Decision information sent to Policy Service	<input type="checkbox"/>	