

# Chesterfield Borough Council

## Equality Impact Assessment - Preliminary Assessment Form

The preliminary impact assessment is a quick and easy screening process. It should identify those policies, projects, services, functions or strategies which require a full EIA by looking at negative, positive or no impact on any of the equality groups.

Service Area: HR

Section: HR

Lead Officer: Sandy Gillham-Hardy

Title of the policy, project, service, function or strategy the preliminary EIA is being produced for: Leave Policy

Is the policy, project, service, function or strategy:

Existing

Changed  Yes

New/Proposed

Q1 - What is the aim of your policy or new service?

The policy is a merger of the following policies/ guidelines:

- Annual Leave and public holidays
- Compassionate Leave
- Bereavement leave
- Major domestic crisis leave
- Emergency dependants leave
- Time off for public duties
- Time off in lieu policy
- Bad weather guidelines
- Fertility guidelines
- Medical appointments

The aim of the new policy is to provide a simplified process for the approval of leave; all the relevant policies and guidelines will be in one place for employees to access. In addition the main changes are:-

- Clarification on how to add additional leave for 5 years service.
- Removal of statement that staff are not allowed to carry leave forward arising from sickness absence.
- Addition of reference to discretionary day over the Christmas period.
- Addition of reference to religions or beliefs which have festivals other than the 8 statutory bank holidays.
- Clarification for part time staff work patterns and bank holidays.
- Update of public duties where time off is granted.
- Paid leave of up to 10 days per year for employees to undertake reservist activities.

Q2 - Who is the policy or service going to benefit?

The changes will ensure all leave considerations are dealt with on an equal basis and that there is a consistent approach.

Q3 - Thinking about each group below, does, or could the policy, project, service, function or strategy have an impact on protected characteristics below? You may also need to think about sub groups within each characteristic e.g. older women, younger men, disabled women etc.

Please tick the appropriate columns for each group.

<b>Group or Protected Characteristics</b>	<b>Potentially positive impact</b>	<b>Potentially negative impact</b>	<b>No impact</b>
Age – including older people and younger people.			✓
Disabled people – physical, mental and sensory including learning disabled people and people living with HIV/Aids and cancer.			✓
Gender – men, women and transgender.	✓		
Marital status including civil partnership.			✓
Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.			✓
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.			✓
Ethnic Groups			✓
Religions and Beliefs including those with no religion and/or beliefs.	✓		
Other groups e.g. those experiencing deprivation and/or health inequalities.	✓		

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.

Q4 - Should a full EIA be completed for this policy, project, service, function or strategy?

Yes

No

Q5 - Reasons for this decision:

There have been a number of employment law changes which have not been reflected in the current policies so an update of the policies was required. Also clarity was required for part time staff to ensure they were receiving the correct amount of leave and bank holidays.

Please e-mail this form to the Policy Service before moving this work forward so that we can confirm that either a full EIA is not needed or offer you further advice and support should a full EIA be necessary.