

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 & Payroll

Section: HR

Lead Officer: Kay Vaughan

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

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

Existing

Changed

New

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

To set out the Council's guidance in relation to Shared Parental Leave entitlement in accordance with new legislation. The aim of developing and publishing this guidance is to provide clarity in the process that needs to be followed by the employee and the Council, what an employee is entitled to claim in respect of leave and pay should they wish to apply for Shared Parental Leave and if they meet the eligibility criteria.

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

The policy is not going to benefit any specific group, however, it will ensure equality for fathers, mothers or adopters partners where eligible, to opt to take shared parental leave instead of the mother having their full entitlement to maternity leave.

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.

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

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:

Whilst this guidance policy sets out the principles which underpin the Council's policy for the whole of the workforce, the key purpose is to publicise how the Council intends to implement the legislation that has been introduced nationally and is a mandatory requirement. There is a potential positive impact across gender and pregnant /maternity and paternity groups where the circumstances apply.

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.