



Emergency Time off for Dependants Policy Equality Impact Assessment

“Proposal” is used as shorthand for any policy document, practice or project that might be assessed.

Audience:	Public
Applies to:	All Staff
Classification:	Corporate Governance
Category:	Equality Impact Assessment
Subcategory:	Staff
Author:	People Operations Manager
Owner:	Director of People and Organisational Development
Sign-Off Date:	14 June 2024
Review Date:	30 June 2027

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Stage 1: Rapid Equality Impact Assessment Checklist

“Proposal” is used as shorthand for any policy document, practice or project that might be assessed.

Please provide a brief description of the proposal:

Emergency Time off for Dependants Policy for staff.

Reason for the Equality Impact Assessment: Proposed changes/review of existing proposal

If selected Other, please provide more information:

Could any protected characteristics be affected by this proposal: Choose an item.

If Yes, which protected characteristic groups could be affected (select all that apply)?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Age | <input type="checkbox"/> Race (including ethnicity and nationality) |
| <input checked="" type="checkbox"/> Disability (including by association) | <input type="checkbox"/> Religion or belief (including lack of belief) |
| <input type="checkbox"/> Gender Reassignment | <input checked="" type="checkbox"/> Sex |
| <input type="checkbox"/> Marriage and Civil Partnership ¹ | <input type="checkbox"/> Sexual orientation |
| <input checked="" type="checkbox"/> Pregnancy or Maternity | |

Will the proposal have any impact on:

Discrimination?	No
Equality of opportunity?	Yes
Relations between groups?	No

¹Only the duty to eliminate discrimination applies to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect

Will the proposal have an impact on the physical environment?

Living conditions?	No
Working conditions?	No
Pollution or climate change?	No
Accidental injuries or public safety?	No
Other	No

If selected Other, please provide more information:

If the answer to any of the above is 'Yes':

Is the impact only beneficial?	Yes
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Carer's Leave Policy Equality Impact Assessment

Stage 2: Comprehensive Equality Impact Assessment (CEIA)

Summary of the Proposal and Who will be effected?

What are the aims and objectives of the proposal?

Review this staff policy, which sets out arrangements for time off work to deal with emergencies or unexpected events involving a dependant. The review has taken account of the introduction of a new Carer's Leave policy.

How important is the proposal in terms of equality in the University? Does it relate to an area with known inequalities or where equality objectives have been set by the University?

It is important to support staff with caring responsibilities, who may through those responsibilities be associated with a disabled person. Caring responsibilities may fall disproportionately on women. They may also be more likely to affect staff in particular age brackets e.g. at the stage where parents are elderly. The policy is supportive – so advances equality.

Who is affected by the proposal and how have they been involved in the development of it?

Staff who care for a dependant. The Lead Voices were consulted on the new policy, including the Lead Voice for carers.

Are any persons affected by the proposal likely to benefit from it and in what way?

Yes – through access to paid leave.

Is there any evidence or concern that any of the protected characteristic groups have different experiences, issues or needs in relation to this document? Yes

If Yes, which protected characteristic groups could be affected (select all that apply)?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Age | <input type="checkbox"/> Race (including ethnicity and nationality) |
| <input checked="" type="checkbox"/> Disability (including by association) | <input type="checkbox"/> Religion or belief (including lack of belief) |
| <input type="checkbox"/> Gender Reassignment | <input checked="" type="checkbox"/> Sex |
| <input type="checkbox"/> Marriage and Civil Partnership ² | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Pregnancy or Maternity | |

Pleas provide further details: As noted above. The policy may have a positive impact on these groups.

How does the proposal fit into the broader strategic aims of the University?

It aligns with the People Strategy, particularly in relation to wellbeing, EDI and our values.

Consideration of available data

What do we know from existing data already held by the University?

N/A

What do we know from existing data which is available externally?

N/A

Are there any apparent gaps in knowledge?

The use of Emergency Time off has not previously been recorded.

Impact of Proposal

Could this proposal lead to any positive, negative, intended or unintended impact on the University or any of its stakeholders?

Positive on eligible staff.

Could there be a differential² impact on any protected characteristics? Could any differential impact be adverse?

Yes as noted above, but not adverse.

Please consider:

Is this policy directly discriminatory? If yes, is it intended to increase equality? If no, this is unlawful discrimination.

Is this policy indirectly discriminatory? If yes, is this justifiable or proportionate? If no, this is unlawful discrimination.

² Differential impact = where the positive or negative impact on one particular protected characteristic is likely to be greater than on another.

If this policy is not indirectly discriminatory but could have an adverse impact on any of the protected characteristics, you must provide details of how the University will act to address this.

Is this policy unlawfully discriminatory? If you find that it is, you must decide how the University will act lawfully.

Consultation

What did this equality analysis conclude?

The policy is beneficial in relation to EDI

Is any action required to be taken in response to the findings from the consultation?

No

What is the recommendation for this proposal following consultation?

Approve the proposal

If selected Other, please provide more information:

<insert free text>

Declaration

I confirm that this equality analysis represents a fair and reasonable view of the implications of the proposal for all protected characteristic groups, and that appropriate actions have been identified to address the findings.

Name	Date	Individual
Eilidh Fraser	14 June 2024	CEIA owner
	<DD Month Year>	Line manager*

* if appropriate

Action and Monitoring

No particular action. Review in consultation with Lead Voices and others when the policy is next review.

Equality Impact Assessment Outcome

What is the recommended outcome for this proposal?

Outcome 1: No change required – the assessment is that the proposal will be robust.

Definitions

For the purposes of this policy document and related policy documents, terms are defined in the Policy Document Library Glossary.

Related Policy Documents and Supporting Documents

Legislation	Equality Act 2010; Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012
Strategy	Abertay University Strategic Plan and all sub-strategies
Policy	Equality and Diversity Policy; Policy Document Governance Policy
Procedures	Policy Document Governance Procedure
Guidelines	Equality Impact Assessment Guidance
Local Protocol	N/A
Forms	N/A