

Stage 1: Rapid Impact Checklist

Document title: Special Leave Policy

Author & Faculty/Other Academic Unit/Service: Eilidh Fraser, People Services

Reason for the Equality Impact Assessment:

| | |
|--------------------------------------|--------------------------------|
| Proposed new document | Special Leave Policy |
| Proposed change to existing document | Parental Bereavement Leave/Pay |
| Review of existing document | |
| Other (please state): | |

Could any protected characteristics be affected by this proposal?¹

| Yes | No |
|-----|----|
| | x |

If yes, which protected characteristic groups could be affected?

| | | | |
|---------------------|---|---|---|
| Age | | Disability | x |
| Gender reassignment | | Pregnancy and maternity | |
| Race/ethnicity | | Religion or belief (including lack of belief) | |
| Sex | x | Sexual orientation | |

Will the proposal have any impact on:

| | Yes | No |
|---------------------------|-----|----|
| Discrimination? | | X |
| Equality of opportunity? | | X |
| Relations between groups? | | X |

¹ 'Proposal' is used as shorthand for any policy, procedure, strategy or proposal that might be assessed.

Will the proposal have an impact on the physical environment? For example, will there be impacts on:

| | |
|---------------------------------------|--|
| Living conditions? | |
| Working conditions? | |
| Pollution or climate change? | |
| Accidental injuries or public safety? | |
| | |

If the answer to any of the above is 'yes', please proceed to complete the Comprehensive Equality Impact Assessment, overleaf.

Stage 2: Comprehensive Equality Impact Assessment (CEIA)

Details of document

| | |
|-----------------|----------------------|
| Document title | Special Leave Policy |
| Document owner | People Services |
| Faculty/Service | People Services |

Aim of the document

What are the aims and objectives of the document?

This Policy explains the arrangements that are in place for the following types of leave: - carer's, compassionate, parental bereavement leave, time off for public duties, jury duty, medical appointments and fertility treatments.

How important is the document 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?

This policy ensures that equal treatment is given to all staff in the University who may require these types of leave and ensures that the terms are applied consistently.

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

All staff could be affected by this policy, in particular those with caring responsibilities. Both trade unions have been involved in the revision of the policy through the Joint Liaison Group.

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

All staff who have the need to use the leave available in this policy will benefit from it and the enhanced leave/payment terms that are on offer.

Is there any evidence or concern that any of the protected characteristic groups have different experiences, issues or needs in relation to this document? (Please provide details in the box below)

| | | | |
|------------------------------|---|--------------------|---|
| Age | | Race | |
| Disability | x | Religion or Belief | |
| Gender Reassignment | | Sex | x |
| Pregnancy & Maternity | x | Sexual Orientation | |
| Marriage & Civil Partnership | | | |

Further details:

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|---|
| How does the document fit into the broader strategic aims of the University? |
| By ensuring that attractive terms are offered to staff who require this type of leave, in particular those with caring responsibilities. The university aims to be a caring employer which recognises that these types of leave are required and should be supported. |

Consideration of available data

(Consider what data is available. Data can include surveys, focus groups, analysis of complaints made, feedback received, consultations, etc.)

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| What do we know from existing data already held by the University? |
| We are aware from our staff survey that generally staff feel that the University recognises and supports these types of leave. We also have data held in our HR system which shows the types of leave that are granted and taken. |

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

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| Are there any apparent gaps in knowledge? |
| No |

Impact of document

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| Could this document lead to any positive, negative, intended or unintended impact on the University or any of its stakeholders? |
| No |

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

Generally this policy should have positive impacts for staff, and particularly likely for women as those are often in the group which have the most caring responsibilities.

Disabled staff may also benefit positively in relation to time off for medical appointments.

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.

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?

This equality impact assessment confirmed that there would be no groups of staff that would be adversely impacted by this policy.

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

No. Continue to monitor data held by People Services, requests approved etc and data from recent staff surveys.

What is the recommendation for this document following consultation?

| | | | |
|---------------------|--|--------------------------------------|---|
| Reject the document | | Approve and publish the document | x |
| Amendment required | | Other (please provide details below) | |

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

Declaration

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

| | |
|--|---|
| Carolyn Boland, People and OD Partner | CEIA owner |
| Eilidh Fraser, Director of People and Organisational Development | Line manager (if appropriate) |

Committee approval

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|---|
| Which Committee has this document gone before for approval? |
| People Services |
| Date of Committee meeting: |

Following Committee consultation, what is the decision for this document?

| | | | |
|---------------------|--|-----------------------------------|---|
| Reject the document | | Approve and publish the document | X |
| Amend the document | | Other (please give details below) | |

| |
|---|
| If the Committee requires that the document be amended, please list amendments below. |
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