



Equality Impact Assessment Template

Before carrying out EqIA, you should familiarise yourself with the University's EqIA Policy Statement and Guidance and Checklist Notes, and undertake our online training on Equality and Diversity and EqIA. These, along with further information and resources, are available at www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment

EqIA covers policies, provisions, criteria, functions, practices and activities, including decisions and the delivery of services, but will be referred to as 'policy/practice' hereinafter.

A. Policy/Practice (name or brief description):

Parental Leave Policy

Purpose: This policy explains the statutory right for parents to take unpaid leave to look after a child up to their 18th birthday.

B. Reason for Equality Impact Assessment (Mark **yes** against the applicable reason):

- ~~Proposed new policy/practice~~
- ~~Proposed change to an existing policy/practice~~
- Undertaking a review of an existing policy/practice **YES**
- ~~Other (please state):~~

C. Person responsible for the policy area or practice:

Name: **Natasha Macdonald**

Job title: **SEP Partner – Employment Policy**

School/service/unit: **HR**

D. An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it:

- affects primary or high level functions of the University
- is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)? **YES**
- It is one which interested parties could reasonably expect the University to have carried out an EqIA? **YES**

E. Equality Groups

To which equality groups is the policy/practice relevant and why? (add notes against the following applicable equality group/s)

- Age
- Disability
- race (including ethnicity and nationality)
- religion or belief
- sex

- sexual orientation
- gender reassignment
- pregnancy and maternity
- marriage or civil partnership¹

This policy applies to all eligible employees. The policy covers the statutory right to unpaid time off to care for you child/ren.

Add notes against the following applicable statements:

- On any available information about the needs of relevant equality groups:
- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed: **current data collection is insufficient and we are unable to properly assess the number of cases and duration of leave taken under each category. This will improve following updates to the policy and procedure with further improvements coming once the new HR system is in place.**
- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:
- If the policy/practice contributes to advancing equality of opportunity²
- If there is an opportunity in applying this policy/practice to foster good relations:
- If the policy/practice create any barriers for any other groups?
- How the communication of the policy/practice is made accessible to all groups, if relevant?
- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice? **There has been 2 working group discussions about the policy, comprising of HR colleagues, Business Managers and TU representatives. Various other groups/ committees will be consulted during the process and given full opportunity to review and comment on all aspects of the policy, through our usual consultation processes e.g. CJCNC.**
- Any potential or actual impact of applying the policy or practice, with regard to the need to eliminate discrimination, advance equality and promote good relations:

The policy applies to all employees who are parents. It allows both women and men to request time off to care for their child/ren. The policy is available to all eligible employees to access from the first day of employment.

F. Equality Impact Assessment Outcome

Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision

¹ Note: only 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.

² This question does not apply to the protected characteristic of marriage or civil partnership

Option 1: No change required – the assessment is that the policy/practice is/will be robust.

Option 2: Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.

Option 3: Continue the policy or practice despite the potential for adverse impact, and which can be mitigated/or justified

Option 4: Stop the policy or practice as there are adverse effects cannot be prevented/mitigated/or justified.

G. Action and Monitoring

1. Specify the actions required for implementing findings of this EqIA and how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).

With the release of the policy we will ask that all requests are logged into the current HR system. The current system allows for basic reporting. A new system will be introduced in 2020 which will improve data collection and allow us to properly monitor and evaluate the use of the policy and as such highlight and equality concerns.

2. When will the policy/practice next be reviewed?
2022

H. Publication of EqIA

Can this EqIA be published in full, now? **Yes**

If No – please specify when it may be published or indicate restrictions that apply:

I. Sign-off

EqIA undertaken by (name(s) and job title(s)): Natasha Macdonald, HR Partner Service Excellence
Caroline Wallace, Senior Partner, Equality, Diversity and Inclusion

Accepted by (name): Linda Criggie, Deputy Director HR - Employee Relations, Employment Policy, Equality & Diversity.

Date: December 2018

Retain a copy of this form for your own records and send a copy to equalitydiversity@ed.ac.uk