



## 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](http://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.

<b>A. Policy/Practice (name or brief description):</b> <b>Shared Parental Leave Policy ("SPL")</b>
<b>B. Reason for Equality Impact Assessment (Mark <b>yes</b> against the applicable reason):</b> <ul style="list-style-type: none"><li>Proposed new policy/practice</li><li>Proposed change to an existing policy/practice</li><li>Undertaking a review of an existing policy/practice <b>YES</b></li><li>Other (please state):</li></ul>
<b>C. Person responsible for the policy area or practice:</b>  Name: Suzanne Mackenzie  Job title: Senior HR Partner – Employee Relations & Employment Policy  School/service/unit: Human Resources
<b>D. An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it:</b> <ul style="list-style-type: none"><li>affects primary or high level functions of the University</li><li>is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)? <b>Yes</b></li><li>is one which interested parties could reasonably expect the University to have carried out an EqIA? <b>Yes</b></li></ul>
<b>E. Equality Groups</b>  To which equality groups is the policy/practice relevant and why? (add notes against the following applicable equality group/s) <ul style="list-style-type: none"><li>Age</li><li>Disability</li><li>race (including ethnicity and nationality)</li><li>religion or belief</li><li>sex</li><li>sexual orientation</li><li>gender reassignment</li></ul>

- pregnancy and maternity
- marriage or civil partnership<sup>1</sup>

**This Policy was developed following the introduction of Shared Parental Leave (SPL) regulations on 1 December 2014, which allow parents of children due to be born or placed for adoption on or after 5 April 2015, and who meet the qualifying conditions, to share leave within the first year of their child's birth/placement. Therefore the policy is relevant to the following equality groups:**

- sex
- sexual orientation
- gender reassignment
- pregnancy and maternity
- marriage or civil partnership

**The University Shared Parental Leave policy was introduced in 2015 offering statutory pay. This was amended in 2016 to offer enhanced pay for shared parental leave so long as the leave was taken within the first 24 weeks following the child's birth/placement. A further change was made in May 2018 to remove the 24 week restriction so that enhanced pay could be taken within 52 weeks of birth/adoption placement. This EqIA relates to changes made in 2019 namely, increasing the number of weeks offered at enhanced pay and removing the restriction of sharing combined enhanced pay (maternity/adoption pay combined with shared parental pay) where both partners work for the University.**

Add notes against the following statements where applicable/relevant:

- 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:
- 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 opportunity<sup>2</sup>: **Yes. The mother or adopter and the partner can request Shared Parental Leave.**
- If there is an opportunity in applying this policy/practice to foster good relations? **The policy, by allowing partners to share leave to care for their child, will help foster good relations as extended leave following the birth/placement of a child will be open to both partners, and not just predominately women on maternity leave. Where both employees work for the University, the requirement to share enhanced pay will be removed as of 2019 which will bring the University into line with other large local employers and with 'Russell Group' universities median.**
- 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. **The updated Shared Parental Leave Policy will be published on the University HR Website. Changes introduced in 2019 to increase the number of weeks of enhanced pay will be communicated to staff by Staff News.**

<sup>1</sup> 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.

<sup>2</sup> This question does not apply to the protected characteristic of marriage or civil partnership

- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice. **We have collated feedback from staff who taken SPL since the policy was launched. For the 2019 policy review, there have been two working group discussions about the policy, comprising of HR colleagues, Business Managers and trade union 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.**

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: **This policy applies to all employees, including GH employees and those with multiple positions. The legislation requires those accessing shared parental leave to share responsibility for the child with one of the following:**

- their husband, wife, civil partner or joint adopter
- the child's other parent
- their partner (if they live with them)

**therefore single parents are not eligible to share their maternity/adoption leave under the legislation – the University policy reflects this - but single parents can still take the 52 weeks' leave in full themselves. Enhanced terms are offered, over and above statutory provision. All equality groups were considered when writing/ reviewing the policy and have been incorporated e.g. same- sex relationships.**

#### 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. (Delete the options that do not apply):

**Option 1:** No change required – the assessment is that the policy/practice is/will be robust. **YES – the 2019 policy review enhances current pay available for SPL and also allows partners to receive enhanced pay if both partners work at the University (previous policy version required those partners who both work at the University to share the enhanced pay if one took maternity leave and the other took SPL).**

**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

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

#### 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). **No specific actions required.**

**Monitoring will be carried out by HR by way of recording take-up of SPL, provision of accurate advice, and reporting of any inequalities identified in practice. A new HR system being introduced in 2020 will facilitate recording and reporting of SPL take-up.**

2. When will the policy/practice next be reviewed? **In the absence of any legal/ statutory**

**changes, the policy will next be reviewed in 2022.**

**H. Publication of EqIA**

Can this EqIA be published in full, now? **Yes/No**

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)):

Suzanne Mackenzie, Senior HR Partner, Employee Relations & Employment Policy;

Caroline Wallace, Senior Partner, Equality, Diversity and Inclusion

Accepted by (name): Linda Criggie, Deputy Director Human Resources

Date: December 2018

Retain a copy of this form for your own records and send a copy to

[equalitydiversity@ed.ac.uk](mailto:equalitydiversity@ed.ac.uk)