

Equality Impact Assessment Summary

Name of Author: Kerry Steele
Policy/Service: Annual Leave Policy

<p>Background</p> <ul style="list-style-type: none"> • Description of the aims of the policy • Context in which the policy operates
<p>The aim of the policy is: To provide a range of leave provisions for staff to enable them to balance their work and home life. To provide a framework for managers to ensure that staff are treated fairly and consistently in relation to leave while ensuring service provision.</p> <p>The policy operates within Agenda for Change NHS Terms and Conditions therefore this policy does not apply medical and dental staff for whom separate provisions apply.</p>
<p>Methodology</p> <ul style="list-style-type: none"> • A brief account of how the likely effects of the policy was assessed (to include race and ethnic origin, disability, gender, culture, religion or belief, sexual orientation, age) outlining the data sources and any other information used • The consultation that was carried out (who, why and how?)
<p>Consultation has involved the Staff Employee Partnership Forum, General Managers and members of the HR Department to ensure clarity of procedure and entitlements.</p> <p>A report of grievances raised was obtained from the Electronic Staff Record to identify whether any had been raised as a result of the Leave Policy. There are none recorded.</p>
<p>Key Findings</p> <ul style="list-style-type: none"> • Describe the results of the assessment • Identify if there is adverse or a potentially adverse impacts for any equalities groups
<p>At present there is no evidence that the policy adversely impacts on particular equalities groups unwittingly.</p> <p>With regard to the usage of the extended leave (over 2 weeks) request no data is held centrally on which staff are using this facility.</p>
<p>Conclusion</p> <ul style="list-style-type: none"> • Provide a summary of the overall conclusions
<p>In conclusion there are no equalities groups that are adversely impacted upon as a result of this policy.</p>

Volume 2 Employment & Occ. Health	Section 1 Employment		Last review May 2010	Issue 4	Page 19 of 20
---	-------------------------	--	-------------------------	---------	---------------

The policy clearly states that it is applicable to all staff employed on Agenda for Change terms and conditions.
<p>Recommendations</p> <ul style="list-style-type: none"> • State recommended changes to the proposed policy as a result of the impact assessment • Where it has not been possible to amend the policy, provide the detail of any actions that have been identified • Describe the plans for reviewing the assessment
<p>At present there are no recommended changes as no equalities group is adversely affected and the policy has a further review date.</p> <p>To look at whether it is feasible to have a database of those having extended leave.</p>

Guidance on Equalities Groups

Race and Ethnic origin (includes gypsies and travellers) (consider communication, access to information on services and employment, and ease of access to services and employment)	Religion or belief (include dress, individual care needs, family relationships, dietary requirements and spiritual needs for consideration)
Disability (consider communication issues, access to employment and services, whether individual care needs are being met and whether the policy promotes the involvement of disabled people)	Sexual orientation including lesbian, gay and bisexual people (consider whether the policy/service promotes a culture of openness and takes account of individual needs)
Gender (consider care needs and employment issues, identify and remove or justify terms which are gender specific)	Age (consider any barriers to accessing services or employment, identify and remove or justify terms which could be ageist, for example, using titles of senior or junior)
Culture (consider dietary requirements, family relationships and individual care needs)	Social class (consider ability to access services and information, for example, is information provided in plain English?)