

Section A: Assessment	
Name of Policy	Parental Leave Guidelines
Person/persons conducting this assessment with Contact Details	Rachel Pressley, Workforce Governance Manager, 47559
Date	22 August 2016

<b>1. The Policy</b>
<p><i>Is this a new or existing policy?</i></p> <p>Existing</p>
<p><i>What is the purpose of the policy?</i></p> <p>Eligible employees can take unpaid parental leave to look after their child's welfare, eg to:</p> <ul style="list-style-type: none"> <li>• spend more time with their children</li> <li>• look at new schools</li> <li>• settle children into new childcare arrangements</li> <li>• spend more time with family, such as visiting grandparents</li> </ul>

<p>Their employment rights (like the right to pay, holidays and returning to a job) are protected during parental leave.</p> <p>These guidelines set out the process to be followed when applying, taking and returning from Parental Leave.</p>
<p><i>How do the aims of the policy fit in with corporate priorities? i.e. Corporate Plan</i></p> <p>By ensuring that Cardiff and Vale University Health Board (the UHB) is compliant with relevant legislation and terms and conditions.</p> <p>Other supporting documents are:</p> <p><a href="#">Flexible Working Policy</a>  <a href="#">Annual Leave Guidelines</a>  <a href="#">Special Leave Policy</a>  <a href="#">Employment Break Policy</a></p>
<p><i>Who will benefit from the policy?</i></p> <p>All employees who have nominated caring responsibility for children under age 18 are eligible to apply.</p> <p>Managers and staff will benefit from having clear guidance on how to administer the process</p>
<p><i>What outcomes are wanted from this policy?</i></p> <p>For all parties to understand their entitlements and responsibilities and for the correct processes to be followed.</p>
<p><i>Are there any factors that might prevent outcomes being achieved? (e.g. Training/practice/culture/human or financial resources)</i></p> <p>Awareness and understanding of procedure  Awareness and understanding of own responsibilities and entitlements</p>

Communication  
Staff take up

## 2. Data Collection

*What qualitative data do you have about the policy relating to equalities groups (e.g. monitoring data on proportions of service users compared to proportions in the population)?*

*What quantitative data do you have on the different groups (e.g. findings from discussion groups, information from comparator authorities)?*

*Please indicate the source of the data gathered? (e.g. Concerns/Service/Department/Team/Other)*

*What gaps in data have you identified? (Please put actions to address this in your action plan?)*

Please be advised that all the below lists and links are not an exhaustive list of the available evidence and information but provides an indicative summary of the evidence and information applicable to this policy.

A number of **EQIAs from other organisations** were examined as part of this EQIA process on 22 August 2016 – of those checked:

The [Rotherham NHS Foundation Trust](#) found that their Parental Leave Policy did not contain any statements, conditions or requirements which may exclude people from using the procedure, who would otherwise meet the criteria, under the grounds of age, gender, disability, race/ethnicity, religion/belief, or sexual orientation

[Shrewsbury and Telford Hospital NHS Trust](#) found that their Parental Leave Policy applied to all employees equally and did not discriminate positively or negatively between protected characteristics.

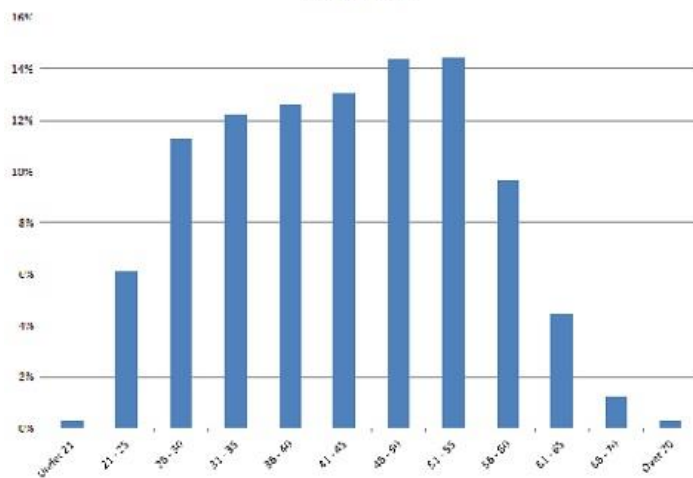
[Doncaster and Bassetlaw Hospitals NHS Foundation Trust](#) found that their Parental Leave Policy did not adversely affect any groups on the basis of the protected characteristics

[South Devon Healthcare NHS Foundation Trust](#) found that their Parental Leave Policy would not have an impact (positive or negative) on disabled, black and minority ethnic people, men, women, transgender or people of different ages, religion or belief or sexuality. Nor was the policy likely to affect either relations with certain groups or relationship between different groups.

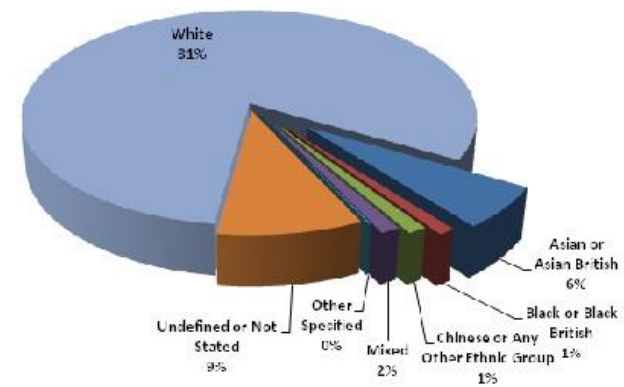
(n.b. this is not a complete list but is representative of those EQIAs accessed)

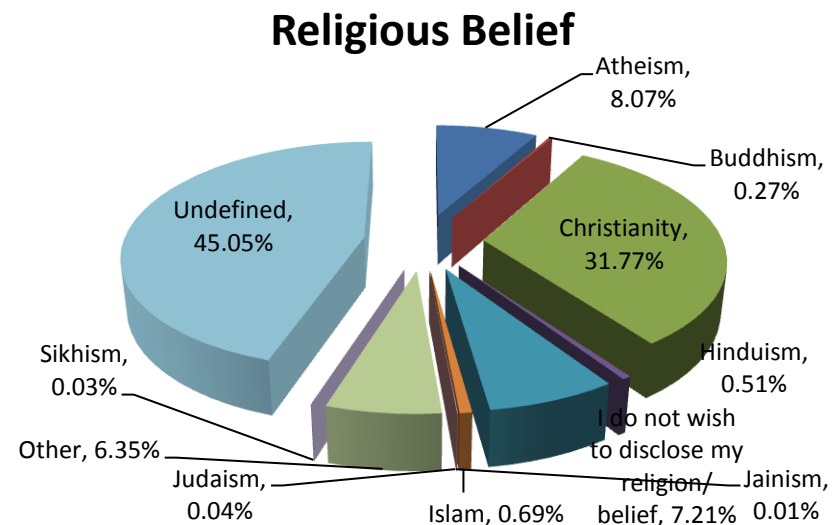
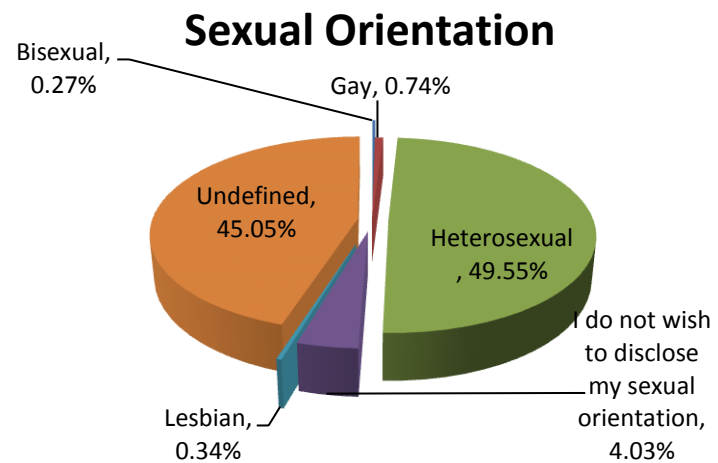
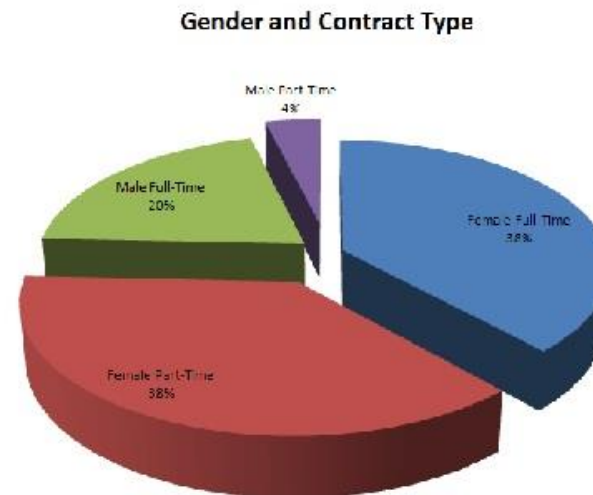
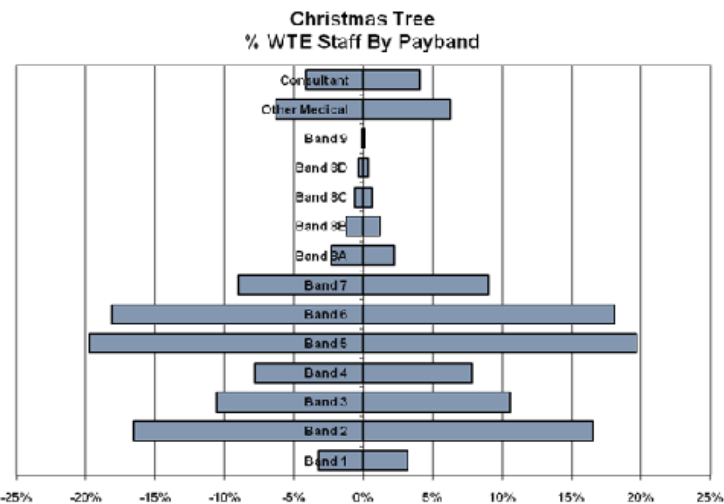
### UHB Staffing data (March 2016):

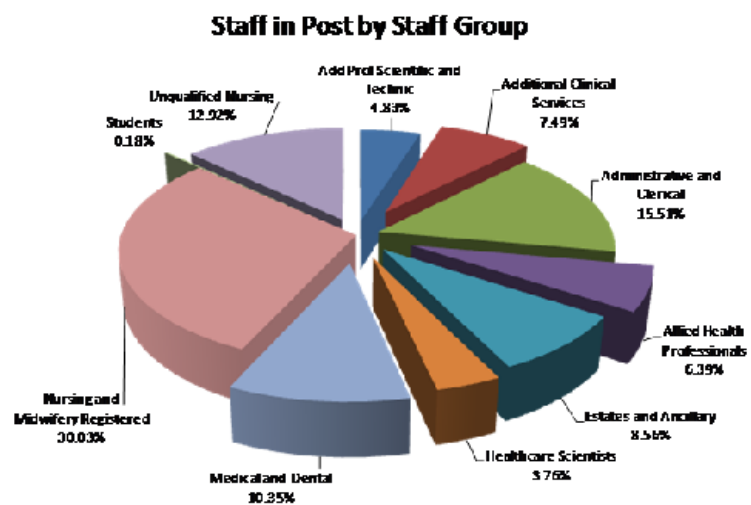
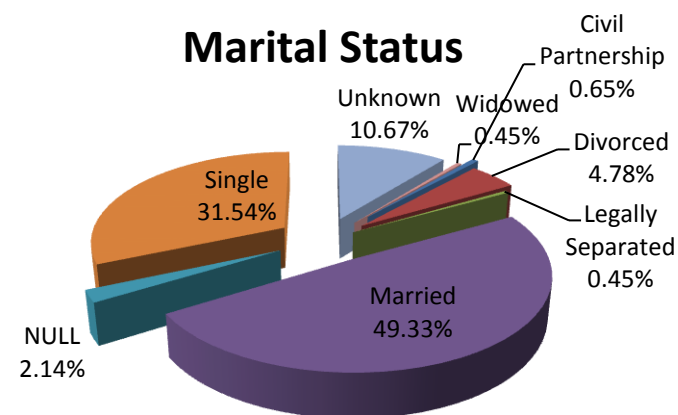
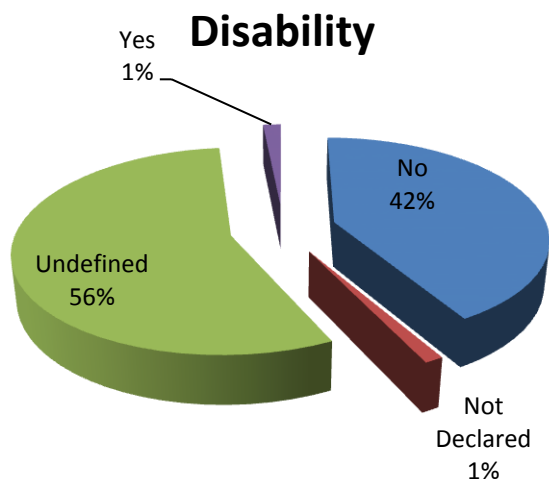
Age Profile



Ethnicity

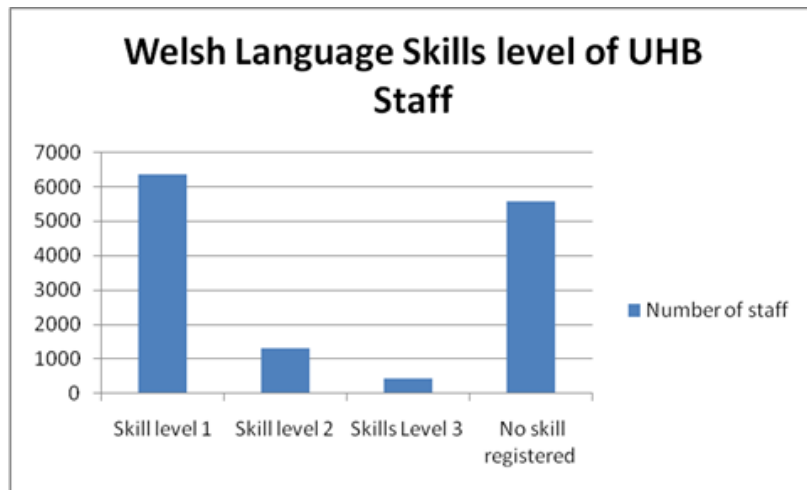






Gender	Staff Group	Headcount
Female	Add Prof Scientific and Technic	513
	Additional Clinical Services	899
	Administrative and Clerical	1891
	Allied Health Professionals	782
	Estates and Ancillary	591
	Healthcare Scientists	301
	Medical and Dental	653
	Nursing and Midwifery Registered	3835
	Students	22
	Unqualified Nursing	1533
Female Total		11020
Male	Add Prof Scientific and Technic	192
	Additional Clinical Services	264
	Administrative and Clerical	421
	Allied Health Professionals	154
	Estates and Ancillary	687
	Healthcare Scientists	199
	Medical and Dental	779
	Nursing and Midwifery Registered	461
	Students	3
	Unqualified Nursing	380
Male Total		3540
Grand Total		14560

## Welsh language skills levels



Skill level 1 - Cannot speak Welsh at all to Can speak a few phrases of Welsh  
Skill level 2 - Very basic conversational Welsh to Fair conversational Welsh  
Skill level 3 - Good conversational Welsh to Fluent in spoken Welsh

Others sources of information:

## 3. Impact

Please answer the following

Consider the information gathered in section 2 above of this assessment form, comparing monitoring information with census data as appropriate (see [www.ons.gov.uk](http://www.ons.gov.uk) Office National Statistics website) and considering any other earlier research or consultation. You should also look at the guidance in Appendix 1 with regard to the protected characteristics **stating the impact and giving the key reasons for your decision.**

**Do you think that the policy impacts on people because of their age?** (This includes children and young people up to 18 and older people)

No - All employees who have nominated caring responsibility for children under age 18 are eligible to apply for Parental Leave

**Do you think that the policy impacts on people because of their caring responsibilities?**

Yes, it has a positive impact as all employees who have nominated caring responsibility for children under age 18 are eligible to apply for Parental Leave

**Do you think that the policy impacts on people because of their disability?** (This includes Visual impairment, hearing impairment, physically disabled, Learning disability, some mental health issues, HIV positive, multiple sclerosis, cancer, diabetes and epilepsy).

These guidelines do not have an impact on staff because of their disability, but under the Equality Act there is a link between caring responsibilities and disability 'by association'. Therefore these guidelines do have a positive impact on the basis of disability

**Do you think that the policy impacts on people because of Gender reassignment?** (This includes Trans transgender and transvestites)

No - All employees who have nominated caring responsibility for children under age 18 are eligible to apply for Parental Leave

**Do you think that the policy impacts on people because of their being married or in a civil partnership?**

No - All employees who have nominated caring responsibility for children under age 18 are eligible to apply for Parental Leave regardless of marital status



**Do you think that the policy impacts on people because of their being pregnant or just having had a baby?**

Yes – all employees who have nominated caring responsibility for children under age 18 are eligible to apply for Parental Leave, this includes staff who have recently had a baby (though not while on maternity or shared parental leave)

**Do you think that the policy impacts on people because of their race? (This includes colour, nationality and citizenship or ethnic or national origin such as Gypsy and Traveller Communities.)**

No - All employees who have nominated caring responsibility for children under age 18 are eligible to apply for Parental Leave

**Do you think that the policy impacts on people because of their religion, belief or non-belief? (Religious groups cover a wide range of groupings the most of which are Buddhist, Christians, Hindus, Jews, Muslims, and Sikhs. Consider these categories individually and collectively when considering impacts)**

No - All employees who have nominated caring responsibility for children under age 18 are eligible to apply for Parental Leave

**Do you think that the policy impacts on men and woman in different ways?**

No - All employees who have nominated caring responsibility for children under age 18 are eligible to apply for Parental Leave regardless of gender

**Do you think that the policy impacts on people because of their sexual orientation? (This includes Gay men, heterosexuals, lesbians and bisexuals)**

No - All employees who have nominated caring responsibility for children under age 18 are eligible to apply for Parental Leave

**Do you think that the policy impacts on people because of their Welsh language?**

No – there is no evidence that these guidelines impact on people because of their Welsh Language skills

<b>4. Summary.</b>
Which equality groups have positive or negative impacts been identified for (i.e. differential impact). Is the policy directly or indirectly discriminatory under the equalities legislation? If the policy is indirectly discriminatory can it be justified under the relevant legislation?
<p>A potential impact has been identified for the following characteristics:</p> <ul style="list-style-type: none"><li>• Caring responsibilities (+)</li><li>• Disability (+)</li><li>• Pregnancy/just having given birth (+)</li></ul>

## Section B: Action

### 5. Please complete your action plan below. Issues you are likely to need to address include

- What **consultation** needs to take place with equality groups (bearing in mind any relevant consultation already done and any planned corporate consultation activities?)
- What **monitoring/evaluation** will be required to further assess the impact of any changes on equality target groups?

#### Consultation has taken place with:

Rainbow LGBT FFlag Network  
Welsh Language Officer

#### Monitoring/evaluation:

All Parental leave Application forms are received and monitored by the HR Advisory Team

### Equalities Impact Assessment Implementation Mitigation/Action Plan

Issue to be addressed	Responsible Officer	Action Required	Timescale for completion	Action Taken	Comments
Raise staff and managers awareness of the legal and contractual entitlements to parental leave, highlighting that it	Workforce Governance Manager	Publicise through WOD website, email and UHB newsletter	On approval of guidelines		

does not have to be for emergencies, and that it applies to all staff with nominated responsibilities for children under 18 not just parents of disabled children for example					
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**6. Report, publication and Review**

Please record details of the report or file note which records the outcome of the EQIA together with any actions / recommendations being pursued (date, type of report etc)

**Please record details of where and when EQIA results will be published**

On the UHB intranet and internet sites

**Please record below when the EQIA will be subject to review.**

The Guidelines and EQIA will be reviewed three years after approval unless changes to terms and conditions, legislation or best practice determine that an earlier review is required

<b>Name of person completing</b>	Rachel Pressley, Workforce Governance Manager
<b>Signed</b>	<i>Rachel Pressley</i>
<b>Date</b>	22.08.16
<b>Name of Responsible Executive/Clinical Board Director Authorising Assessment and Action Plan for publication</b>	Raj Chana, Executive Director of Workforce and OD
<b>Signed</b>	
<b>Date</b>	

## **Executive Summary**

### **Background**

Eligible employees can take unpaid parental leave to look after their child's welfare, eg to:

- spend more time with their children
- look at new schools
- settle children into new childcare arrangements
- spend more time with family, such as visiting grandparents

Their employment rights (like the right to pay, holidays and returning to a job) are protected during parental leave.

These guidelines set out the process to be followed when applying, taking and returning from Parental Leave.

### **The scope of the EQIA**

The EQIA looked at these guidelines on the basis of the impact it had on the protected characteristics outlined in the Equality Act and Welsh language skills.

While we have attempted to assess the impact on all of the protected characteristics, the limited data available has meant that this is a high level assessment.

### **Key findings**

A potential impact has been identified for the following characteristics:

- Caring responsibilities (+)
- Disability (+)
- Pregnancy/just having given birth (+)

### **Recommendations**

On approval, these guidelines should be publicised to raise staff and managers awareness of the legal and contractual entitlements to parental leave, highlighting that it does not have to be for emergencies, and that it applies to all staff with nominated responsibilities for children under 18 not just parents of disabled children for example.