

Office Use Only

Submission Date:	
Approved By:	
Full EIA needed:	Yes/No

Equality Impact Assessment – Policies, SOP's and Services not undergoing re-design

1	Name of the Policy/SOP/Service	Special Leave Policy	
2	Department/Business Group	Human Resources	
3	Details of the Person responsible for the EIA	Name: Tracey Etchells and Lizzi Rutter Job Title: HR Team Contact Details: 0161 304 5150	
4	What are the main aims and objectives of the Policy/SOP/Service?	The purpose of the policy is to support employees in balancing the demands of domestic, personal commitments and work responsibilities including response to times of urgent and unforeseen needs.	

For the following question, please use the EIA Guidance document for reference:

5	A) IMPACT	B) MITIGATION	
	<p>Is the policy/SOP/Service likely to have a <u>differential</u> impact on any of the protected characteristics? If so, is this impact likely to be positive or negative?</p> <p>Consider:</p> <ul style="list-style-type: none"> Does the policy/SOP apply to all or does it exclude individuals with a particular protected characteristic e.g. females, older people etc? What does existing evidence show? E.g. consultation from different groups, demographic data, questionnaires, equality monitoring data, analysis of complaints. Are individuals from one particular group accessing the policy /SOP /Service more/less than expected? 	<p>Can any potential negative impact be justified? If not, how will you mitigate any negative impacts?</p> <ul style="list-style-type: none"> ✓ Think about reasonable adjustment and/or positive action ✓ Consider how you would measure and monitor the impact going forward e.g. equality monitoring data, analysis of complaints. ✓ Assign a responsible lead. ✓ Designate a timescale to monitor the impacts. ✓ Re-visit after the designated time period to check for improvement. <p style="text-align: right;">Lead</p>	
Age	The policy needs to be accessible to all, regardless of age.	Policy is accessible in a variety of formats, via intranet, HR and line managers.	
		See general comments.	
Carers / People with caring responsibilities	The policy needs to be accessible to all, regardless of caring responsibility.	Policy designed to support staff with caring responsibilities. Special leave available for emergency situations.	
		The policy is widely used and available to support carers.	
		See general comments.	

Disability	The policy needs to be accessible to all, regardless of ability or disability.	Policy available in different formats on request. Available on the Intranet, via HR or line manager. See general comments.	
Race / Ethnicity	The policy needs to be accessible to all, regardless of race/ethnicity.	Interpreting service available and details are given in the policy. Staff have mandatory equality and diversity training. See general comments.	
Gender	The policy needs to be accessible to all. Applications seem to be greater from female employees however this reflects the workforce.	See general comments.	
Gender Reassignment	The policy needs to be accessible to all.	See general comments.	
Marriage & Civil Partnership	Wording of the policy needs to apply to people of all sexual orientations. E.g. not just use 'husband', 'wife' etc.	Wording has been considered and changed appropriately. See general comments.	
Pregnancy & Maternity	The policy needs to be accessible to all.	See general comments.	
Religion & Belief	The policy needs to be accessible to all, regardless of religion and belief.	Dignity and care training given to all staff as well as Equality and Diversity training. See general comments.	
Sexual Orientation	Wording of the policy needs to apply to people of all sexual orientations. E.g. not just use 'husband', 'wife' etc.	Wording has been considered so that it does not exclude people with a particular sexual orientation. See general comments.	
General Comments across all equality strands	Equality monitoring data is not currently collected regarding who is accessing the special leave policy. Therefore at present it is not possible to analyse whether uptake is representative across all equality groups.	Going forward, collect equality monitoring data for applications to the policy and compare with Trust data from ESR to ensure uptake is representative across all equality groups.	Lizzi Rutter/ Tracey Eatchells

EIA Sign-Off	Your completed EIA should be sent to Sarah Thomas, Equality and Diversity Officer for approval and publication: sarah.thomas@stockport.nhs.uk 0161 419 5827
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