**Equality Impact Assessment - Preliminary Assessment Form**

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| *Title of the strategy, policy, service or project:*  | Maternity Procedure  |
| *Service Area:* | Organisational Development and Performance |
| *Lead Officer:* | Adele Parker |
| *Date of assessment:* | 04/2024 |
| *Is the strategy, policy, service (procedure) or project:*  |  |
| *Changed* | [x]  |
| *New*  | 🞎 |

**Section 1 – Clear aims and objectives**

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| 1. What is the aim of the strategy, policy, procedure or project?
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| The intention of the Procedure is to ensure the fair and equal treatment of pregnant women and those who have recently given birth by detailing the requirements of the Council, guidance for managers and the rights and benefits of the employee leading up to, during and after the Maternity Leave period. |

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| 1. Who is intended to benefit from the strategy, policy, procedure or project and how?
 |
| Pregnant women and those who have recently given birth. |

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| 1. What outcomes do you want to achieve?
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| All managers and employees will follow the Maternity Procedure for pregnant women and those who have recently given birth, to ensure that the appropriate considerations and entitlements are provided to employees leading up to, during and after the Maternity Leave period. This will promote consistency in approach and payments; promote the different options that are available to employee at the end of their maternity leave and ensure that employees are supported throughout and have choice on their working options when the employee is looking to return to work. |

**Section 2 – What is the impact?**

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| 1. **Summary of anticipated impacts.** *Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories e.g. older people, younger people, people with hearing impairment etc****. Hyperlinks to supporting information about the protected characteristics listed below can be found*** [***here.***](file:///C%3A%5CUsers%5Cfurra%5CDownloads%5C3%20Definitions%20to%20support%20the%20Equality%20Impact%20Assessment%20Forms.docx)
 |
|  | **Potentially positive impact** | **Potentially negative impact** | **No disproportionate impact** |
| Age  | [ ]   | [ ]   | [x]   |
| Disability and long-term conditions | [x]   | [ ]   | [ ]   |
| Gender reassignment | [x]   | [ ]   | [ ]   |
| Marriage or civil partnership | [ ]   | [ ]   | [x]   |
| Pregnant women and people on parental leave | [x]   | [ ]   | [ ]   |
| Sexual orientation | [ ]   | [ ]   | [x]   |
| Race | [ ]   | [ ]   | [x]   |
| Religion or belief | [ ]   | [ ]   | [x]   |
| Sex (Gender) | [ ]   | [ ]  | [x]   |

**Section 3 – Recommendations and monitoring**

If you have answered that the strategy, policy, procedure or project could potentially have a negative impact on any of the above characteristics then a full Equality Impact Assessment will be required.

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| 1. **Should a full EIA be completed for this strategy, policy, procedure or project?**
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| [ ]  *Yes* | [x]  *No* |  |
| This policy has a positive impact on pregnant women and individuals on parental leave. Any individual who is pregnant or on parental leave will be able to access this policy including any individual who is protected under gender reassignment or sex and therefore there is no disproportionate impact on these characteristics. Disability – a stress risk assessment is completed on all employees that notify the Council or their pregnancy that will enable reasonable adjustments to be amended if already in place or considered to support the employee throughout their pregnancy and when they return to work |

**Section 4 – Approval**

Please note the assessment should be reviewed and approved by the appropriate Head of Service **before** the Committee report (if required) is produced.

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| Reviewed by Head of Service | Name: | Fiona Pittam |
| Date: | 02/04/2024 |

If further information regarding this assessment is required, please contact the Lead Officer for this assessment (outlined in Section 1.)