



## EQUALITY IMPACT ASSESSMENT (EQIA): SCREENING FORM

Introduction to the EQIA screening process

A successful EQIA screening will look at 5 key areas:

- 1. Identify the Policy, Project, Service Reform or Budget Option to be assessed**  
A clear definition of what is being screened and its aims
- 2. Gathering Evidence & Stakeholder Engagement**  
Collect data to evidence the type of barriers people face to accessing services (research, consultations, complaints and/or consult with equality groups)
- 3. Assessment & Differential Impacts**  
Reaching an informed decision on whether or not there is a differential impact on equality groups, and at what level
- 4. Outcomes, Action & Public Reporting**  
Develop an action plan to make changes where a negative impact has been assessed. Ensure that both the assessment outcomes and the actions taken to address negative impacts are publically reported
- 5. Monitoring, Evaluation & Review**  
Stating how you will monitor and evaluate the **Policy, Project, Service Reform or Budget Option** to ensure that you are continuing to achieve the expected outcomes for all groups.



**1. IDENTIFY THE POLICY, PROJECT, SERVICE REFORM OR BUDGET OPTION:**

- a) Name of the Policy, Project, Service Reform or Budget Option to be screened

MATERNITY, ADOPTION AND SHARED PARENTAL LEAVE AND PAY PROVISIONS

- b) List main outcome focus and supporting activities of the Policy, Project, Service Reform or Budget Option

With the introduction of the Children and Families Act 2014 there was a requirement to change our current policy in line with the Act. Its purpose is to give parents more flexibility in considering how to best care for, and bond with, their child. All eligible employees have a statutory right to take Shared Parental Leave (SPL). There may also be an entitlement to Shared Parental Pay dependent on meeting certain qualifying conditions. Shared Parental Leave enables eligible parents to choose how to share the care of their child during the first year of birth or adoption.

Our Maternity, Adoption, and Shared Parental Leave & Pay Provisions are available to all eligible employees who are expecting a baby or have been newly matched with a child for adoption. Our generous provisions go beyond current legislative statutory requirements. This is indicative of City Building's commitment to ensuring that all employees receive valuable support in the early days of parenthood. This will reduce the risk of sex discrimination challenges from male employees wishing to take SPL. If the decision was taken not to offer the same enhanced rates, there is a potential risk that men receiving statutory SPL could raise discrimination challenges comparing themselves to women in receipt of enhanced maternity pay.

The conclusion of this initial equality impact assessment screening is that there are no adverse impacts on any part of the workforce covered by equalities legislation. It will help to promote equality of opportunity and take account of particular needs of people, as required by our equality duties.

c) Name of officer completing assessment (signed and date)

Robert McGarry/Marie McGloan

d) Assessment Verified by (signed and date)

*Marie McGarry 27/11/15*

## 2. GATHERING EVIDENCE & STAKEHOLDER ENGAGEMENT

The best approach to find out if a policy, etc is likely to impact negatively or positively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. This will provide you with what do you need to know that will provide you with evidence of the needs of the diverse population and their needs.

Please name any research, data, consultation or studies referred to for this assessment:	Please state if this reference refers to; Gender, BME, Disabled people, LGBT, older people, children & young people or faith & belief.	Do you intend to set up your own consultation? If so, please list the main issues that come from this consultation.
<p>The research used comprises:</p> <ul style="list-style-type: none"> <li>• review of other local authorities policy's eg South Lanarkshire, Glasgow City Council</li> <li>• review of private sector policy's – Data Input of Management &amp; Learning</li> </ul>	<p>This Policy will relate to:</p> <ul style="list-style-type: none"> <li>• Gender</li> <li>• Pregnancy &amp; Maternity</li> </ul>	<p>No</p>



### 3. ASSESSMENT & DIFFERENTIAL IMPACTS

Use the table below to tick where you think the **Policy, Project, Service Reform or Budget Option** has either a negative impact (could disadvantage them) or a positive impact (contributes to promoting equality or improving relations within an equality group), based on the evidence you have collated

		Positive Impact – it could benefit an equality group	Good Practice/ Promotes Equality or improved relations	Negative Impact – it could disadvantage an equality group	Reason for Change in Policy or Policy Development
<b>GENDER</b>	Women	✓	✓		Introduction of the Children and Families Act 2014. This relates to employees entitlement to Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP) AS ABOVE
	Men	✓	✓		
<b>RACE</b>	Asian People				
	Black People				
	Chinese People				
	White People				
	People of mixed race				
	European People (Polish, Greek, Italian, etc)				
	Physical disability				
<b>DISABILITY</b>	Sensory Impairment (sight, hearing, )				



	Mental Health Issues				
<b>LGBT</b>	Lesbians				
	Gay Men				
	Bisexual				
<b>AGE</b>	Transgender				
	Older People (60 +)				
	Younger People (16-25)				
<b>MARRIAGE &amp; CIVIL PARTNERSHIP</b>	Children (0-16)				
	Women				
	Men				
<b>PREGNANCY &amp; MATERNITY</b>	Lesbians				
	Gay Men				
	Women	✓	✓		As Above
<b>RELIGION &amp; BELIEF</b>	All faiths				

\* There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts

Continue to answer or tick the following questions where the initial screening (above) indicated that there may be a negative impact on certain equality groups. \*\* Equality Legislation listed a back of this document.

IMPACT	YES	NO
There is substantial evidence and/or concern that people from different groups or communities are (or could be) differently affected by the policy.		
<b>MEDIUM</b>		
There is some evidence and/or some concern that people from different groups or communities are (or could be) differently affected		
<b>LOW</b>		
There is little or no evidence that some people from different groups or communities are (or could be) differently affected.		
<b>Does the negative impact breach any of the equality legislation? **</b>		
	<b>Immediately</b>	<b>Within next 6 months</b>
The negative impact requires action to be taken		

\*\* See summary of legislation in appendix at the back of this form (you may also require to refer directly to the Equality Act 2010)



#### 4. OUTCOMES, ACTION & PUBLIC REPORTING

##### SCREENING ASSESSMENT OUTCOME ACTIONS

Screening Outcome	Yes /No /Not At This Stage	Further Action Required	Lead Officer	Timescale for Resolution
Was a significant impact from the project, policy or strategy identified?	No			
Does the project, policy of strategy require to be amended to have a positive impact?	No			
Does a Full Impact Assessment need to undertaken?	No – offering the same rate of enhanced pay for SPL as female employees will reduce the risk of sex discrimination challenges from male employees wishing to take SPL			

<p>If none of the above is required, please recommend the <b>next steps</b> to be taken.</p> <p>(i.e. is there a strategic group that can monitor any future impacts as part of implementation?)</p>		<p>Monitoring and review on implementation and uptake of the Policy.</p>	<p>Marie McGloan</p>	<p>March 2016</p>
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**PUBLIC REPORTING OF SCREENING ASSESSMENT**

All completed EQIA Screenings are required to be publically available on the Council website once they have been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. (See EQIA Guidance: Pgs. 11-12)





## 5. MONITORING OUTCOMES, EVALUATION & REVIEW

The Equalities Impact Assessment (EQIA) screening is not an end in itself but the start of a continuous monitoring and review process. The relevant Strategic, Policy, or Operational Group responsible for the delivery of the Policy, Project, Service Reform or Budget Option, is also responsible for monitoring and reviewing the EQIA Screening and any actions that may have been taken to mitigate impacts.

Individual services are responsible for conducting the impact assessment for their area, staff from **Corporate Strategic Policy and Planning** will be available to provide support and guidance.

## Legislation

### Equality Act (2010) - the Equality Act 2010 (Specific Duties) Scotland Regulations 2012

The 2010 Act consolidated previous equalities legislation to protect people from discrimination on grounds of:

- race
- sex
- sexual orientation (whether being lesbian, gay, bisexual or heterosexual)
- disability (or because of something connected with their disability)
- religion or belief
- being a transsexual person (transsexuality is where someone has changed, is changing or has proposed changing their sex – called gender reassignment<sup>1</sup> in law)
- having just had a baby or being pregnant
- being married or in a civil partnership, and
- age.

Further information: <https://www.gov.uk/equality-act-2010-guidance>

As noted the Equality Act 2010 simplifies the current laws and puts them all together in one piece of legislation. In addition the **Specific Duties (Scotland Regulations 2012)** require local authorities to do the following to enable better performance of the general equality duty:

- report progress on mainstreaming the general equality duty
- publish equality outcomes and report progress in meeting those
- impact assess new or revised policies and practices as well as making arrangements to review existing policies and practices
- gather, use and publish employee information
- publish gender pay gap information and an equal pay statement
- consider adding equality award criteria and contract conditions in public procurement exercises.

Further information: <http://www.equalityhumanrights.com/about-us/devolved-authorities/the-commission-in-scotland/legal-news-in-about-us/devolved-authorities/the-commission-in-scotland/articles/understanding-the-scottish-specific-public-sector-equality-duties>

## Enforcement

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.