

Equality Impact Assessment

Title:	Compassionate Leave Policy	
Version:	1.0	
Date of draft:		December 2017
Date approved by Equalities Group		14 June 2018

Section 1A: Overview

Name of Policy, Procedure, Practice, Strategy or Service:	Compassionate Leave Policy
Service, Group, Team:	Personnel
Equality Assessment Lead Officer:	Jo Watts
Head of Service	Jennifer Browne

1B: Please state the intended outcomes of the policy

How will you know these have been achieved? *What performance monitoring is in place?*

To ensure that employees and managers are aware of the policy and that all requests for compassionate leave will be considered sympathetically and fairly in accordance with the guidelines (the policy takes into consideration ACAS guidance and government advice).

To ensure all employees are aware of the procedure which aims to help employees come to terms with the death of a loved one, or the serious illness or injury of a loved one.

To ensure that all Managers are aware of the policy and compassionate leave guidelines and they know how to apply them consistently.

Employee satisfaction in the process.

Manager satisfaction and confidence in applying the process in consultation with the appropriate Director.

Section 2A: The policy. How will the policy/plan/strategy impact on residents, visitors, businesses or other agencies that we work with? *What work has been undertaken to advise these groups about the changes planned in the policy/plan/strategy?*

- Well run efficient services without any staff complaints or dissatisfaction will have a positive impact on all service users, both directly and indirectly; this policy will ensure that all requests for compassionate leave will be considered consistently and fairly across the council.
- Consultation has been undertaken with recognised Trade Unions.

2B: What needs is the policy/service designed to meet? *You could also refer to your current Service Plans and how the policy/service fits into EBC's Corporate Plan Priorities. How does the policy, procedure, practice, strategy or service align with Corporate Priorities*

- To support employees and help employees come to terms with the death of a loved one or a serious illness or injury involving a loved one.

- To ensure that employees are aware of the situations (e.g. urgent leave to deal with an emergency, time off for dependents, bereavement etc.) that qualify for requesting compassionate leave.
- To ensure employees are aware of the situations that qualify for unpaid or paid time off work and the process they should follow to request a period of compassionate leave.
- To provide a clear, fair and consistent process for sympathetically considering requests for compassionate leave across the council.
- To provide well run efficient services.

2C: Is the service provided subject to any element of outsourcing? Is the service delivered in part, or in its entirety by an outside company or organisation? If challenged about a service delivered on our behalf you must show that the organisation meets the expectations with regard to equalities in its customer service and recruitment and retention of staff.

No

Section 3A: Gathering Information

What equality monitoring information do you gather and how is this information used to develop services, functions and policies at the current time. *You could look at the take up of services, customer satisfaction (complaints and compliments) and enforcement action.*

This is a new Policy and no monitoring information has been gathered at this point. We will monitor the take up of this policy once implemented.

Information regarding the number of requests for compassionate leave will be collected each year in accordance with existing systems which will include an analysis of equality data against the requests received.

3B: What does available data and the results of any consultations show about the take up of services? What is the impact on different groups? (qualitative and quantitative). *You could look at previous community consultation exercises, customer*

reviews, census data, staff feedback etc.

Remember: by law you are required to be able to demonstrate, through data analysis and evidence, that you have considered the impact of your service on **ALL** of the relevant protected groups. This document is just a short summary of this process and a tool to help you to check that you have taken the Equality Act 2010 and the Council's equality objectives into consideration.

See 3A above

Section 4: Impact Assessment *Here you need to analyse the needs of different groups and the possible impacts the service may have on them. How is the policy or decision likely to affect the **promotion of equality** and the **elimination of discrimination** in each of the groups?*

Stake Holder Group	Is this group likely to be affected in a positive way?	In what way will they be affected?	Is this group likely to be affected in a negative way?	In what way will they be affected?
Age (older people, young people)	Yes	This policy allows employees of all ages to be aware of their entitlement to submit a request for compassionate leave		
People with Disabilities (Both physical and mental impairments)	Yes	This policy is available to all employees regardless of disabilities		
Gender (Women, Men, Transgender, Transsexuals)	Yes	This policy is available to all employees regardless of their gender		
Race (Black, Asian,	Yes	This policy is available to all		

Minority Ethnic groups. Include people whose first language is not English)		employees regardless of their race		
Sexual Orientation	Yes	This policy is available to all employees regardless of their sexual orientation		
Religion and belief	Yes	The policy allows employees of all religions and beliefs to be aware of their entitlement to make a request for compassionate leave		
Dignity, Human Rights and Socio-economic disadvantage	Yes	This policy is available to all employees		
Marriage and Civil partnerships	Yes	This policy is available to all employees		
Pregnancy and maternity/paternity	Yes	This policy is available to all employees		

Section 5A: Actions How will you monitor the ongoing effect of the policy/strategy/plan?	When will this be undertaken?	Expected outcomes / performance measures	Which Corporate Plan aim will this action meet?
Monitor the number of requests submitted for compassionate leave	Ongoing		

5B: If you have identified any negative impacts on any of the groups in section 4 how will you mitigate the effect?

Negative impact	Action required to mitigate any potential negative impact	Outcome / performance measure	Lead Officer – who will the monitoring of this action be reported to?	Date that the monitoring will be undertaken, how often will it be done?	Which of the current Equality Objectives does this action meet? (State number *)

*The objectives are:

1. **Provide a welcoming and safe place for our communities, visitors and businesses which embraces equality and is free from discrimination.**
2. **Provide relevant services that are free from discrimination and delivered in a way that is responsive and accessible.**
3. **Understand and value the diversity of our communities through community engagement**
4. **Foster an accessible and inclusive working environment for all our staff and strive to achieve a workforce that is representative and diverse.**