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# Employment Equality Impact Assessment Screening Form

PLEASE READ EMPLOYMENT EQUALITY IMPACT ASSESMENTS GUIDANCE FOR SERVICE HR TEAMS WHEN COMPLETING THIS FORM

1. Summary Information	
Date screening completed	13 <sup>th</sup> May 2020
Name of policy / project/ service reform?	Application of annual Leave Provision During COVID-19
Project duration	Unknown- arrangements are being kept under review
What is the aim or purpose of the policy, strategy or service reform?	<p>The council has a duty of care for all its employees' health and wellbeing. To maintain good health and wellbeing it is important that employees take regular periods of leave. Our conditions of service advise all employees with the exception of term time employees to use two thirds of all their leave between April-September.</p> <p>The government has recently made an amendment to the Working Time Regulations 1998 to include The Working Time (Coronavirus) (Amendment) Regulations 2020. This change allows an employee to carry forward up to 20 days annual leave where they have been unable to take annual leave due to the current situation and the demands of the role they undertake. <b>The majority of employees won't be affected by this as they are not in an essential front line role.</b></p> <p><b>The following key principles have been adopted by the council:</b></p> <p>We will aim to honour any leave which was approved before Covid-19. New leave requests will be considered and approved by line managers, this is important to make sure that employees are not working for protracted periods without a break.</p> <p>We are all responsible for managing our annual leave entitlement therefore employees and managers should discuss and agree leave to be taken during this period as usual.</p> <p>We would expect that employees will continue to take annual leave. This provides employees the opportunity to take a break from work. We will take a balanced and fair approach.</p> <p>If due to the current situation employees wish to cancel or amend annual leave this should be discussed and agreed with line management.</p> <p>When the normal delivery of our services resume, we will need to manage annual leave requests in line with our operational requirements and in line with</p>

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	the conditions of service.
Which employees may be affected?	All employees with the exception of term time employees
Who is responsible developing this policy, strategy or service reform?	Head of HR

2. Does this proposed change have a potential impact on employees?			
	No	Yes	If yes provide summary explanation
a) Introduce a new policy or amends an existing policy affecting employees?	x		
b) Involve a change of departmental or service structure?	x		
c) Involve a reduction or increase in workforce?	x		
d) Change employees' terms and conditions	x		
e) Change employees' working hours?	x		
f) Change employees' work location?	x		
g) Change aspect of employees' physical work environment?	x		
h) Introduces new or amends existing working practices for employees?	x		

3. Equality Act 2010 Screening Questions				
Question	Protected Characteristic	Potential Impact		
		Positive	Negative	Neutral/Unknown
a) Will this policy, strategy or service reform impact on any employee groups shown opposite in different or particular ways?  Please provide summary explanation(s) in the appropriate column(s).	Employees of different ages			Neutral – Annual leave provisions applied to all employees regardless of age.
	Employees with a disability			Neutral – Annual leave provisions applied to all employees regardless of whether they have a disability or not.
	Employees who intend, plan to undergo are under going or have undergone gender reassignment			Neutral – Annual leave provisions applied to all employees

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				regardless of whether they intend, plan to undergo are undergoing or have undergone gender reassignment.
	Employees who are pregnant or subject to maternity arrangements	Those employees who are on maternity /adoption leave will accrue annual leave in line with maternity/adoption provisions.		Neutral – Annual leave provisions applied to all employees regardless whether they are pregnant or subject to maternity arrangements.
	Employees belonging to race, cultural and ethnic groups			Neutral – Annual leave provisions applied to all employees regardless of whether they belong to race, cultural or ethnic groups.
	Employees who have a religion or belief, or who do not			Neutral – Annual leave provisions applied to all employees regardless of whether they have a religion or belief or not.
	Female and Male			Neutral – Annual



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	employees			leave provisions applied to all employees regardless of gender.
	Employees who are gay, lesbian, bisexual, heterosexual			Neutral – Annual leave provisions applied to all employees regardless whether they are gay, lesbian, bisexual, heterosexual
	Employees with caring responsibilities			Neutral – Annual leave provisions applied to all employees whether they have caring responsibilities or not.
	Full Time Employees			Neutral – Annual leave provisions applied to all employees regardless whether they are full time or not
	Part Time Employees			Neutral – Annual leave provisions applied to all employees regardless whether they are part time or not



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Question	Protected Characteristic	Potential Impact	Activity to stop or minimise impact
<p>b) Is there a risk that any part of this policy, strategy or service reform could cause discrimination (either directly or indirectly), harassment or victimisation to any of the groups opposite?</p> <p>If so please provide a summary explanation of the impact along with any activity you will take to stop or minimise impact.</p>	Employees of different ages	No impact	
	Employees with a disability	No impact	
	Employees who intend, plan to undergo are under going or have undergone gender reassignment	No impact	
	Employees who are pregnant or subject to maternity arrangements	No impact	
	Employees belonging to race, cultural and ethnic groups	No impact	
	Employees who have a religion or belief, or who do not	No impact	
	Female and Male employees	No impact	
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	No impact	
	Employees with caring responsibilities	No impact	
	Full Time Employees	No impact	
	Part Time Employees	No impact	
Question	Three needs of Equality Act 2010	Summary explanation	
<p>c) Please review how this policy, strategy or service reform may help us to achieve the three needs of the Equality Act as shown opposite and provide a summary explanation in the end column.</p>	Eliminate unlawful discrimination, harassment and victimisation.	<p>There is no difference in the council's leave provisions for those employees who share a protected characteristics and those who don't.</p> <p>The council takes a balanced approach to authorising leave. Line manager considers individual employee circumstances against service delivery requirements.</p>	
	Advance equality of opportunity between people who share a relevant protected characteristic and those who don't		
	Foster good relations between people who share a protected characteristic and those who don't.		

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<b>4. Conclusion</b>			
	Yes	No	Explanation
a) Should you proceed to a full EEqIA for this policy or decision?  Please provide a brief statement explaining why you have made this decision.		No	No change to the council current leave provisions
<ul style="list-style-type: none"><li>• <b>If you are proceeding to a full EEqIA please refer to the template EEqIA.</b></li><li>• <b>If you are not proceeding to a full EEqIA please answer the questions below:</b></li></ul>			
b) Did you identify anything in parts 2 or 3 which you have incorporated into the policy development or policy, strategy or service reform implementation plan? If yes, please provide a brief statement about this opposite.		No	
c) Have you identified anything which is likely to change during the implementation stages of the policy, strategy or service reform which would result in your reviewing this screening?  If yes, please provide a brief statement opposite.		N/A	
d) Have you added Equality into the implementation plan for this policy, strategy or service reform?			Any change to these provisions will include an equality impact assessment
<b>5. Screening Sign off</b>			
I confirm I have reviewed the guidance and agree with the information detailed on this EEqIA screening document:			
<b>Signature of HR Manager: Lynn Norwood, Senior Strategic Human Resources Manager</b>			

WHEN COMPLETE PLEASE EMAIL A COPY OF THIS FORM TO [CORPORATE HR EQUALITY & DIVERSITY](#)