

TITLE <i>Name/description of the issue being assessed</i>	Family Friendly Policies
DATE <i>Date the DIA is completed</i>	4th December 2019
LEAD OFFICER <i>Name of person responsible for carrying out the DIA.</i>	Samantha Beck-Farley Head of HR

1 Summary description of the proposed change

- *What is the change to policy/service/new project that is being proposed?*
- *How does it compare with the current situation?*

2 Summary of evidence used to support this assessment

- *Eg: Feedback from consultation, performance information, service user records etc.*
- *Eg: Comparison of service user profile with Medway Community Profile*

As part of Medway Council's commitment to being a Family Friendly employer a series of improvements are proposed to ensure we keep up to date with current ACAS guidelines and standard good practice.

These include revisions to:

- the Parental Leave policy
- Shared Parental Leave policy
- Maternity & Paternity policy, and
- additional entitlement and guidelines relating to employees going through In Vitro Fertilization (IVF).

Medway Council HR are committed to continuously reviewing our policies to ensure we are up to date with current legislation and ACAS guidance. We are also committed to being a family friendly employer and therefore look to improve how we support our employees through our policies.

Diversity impact assessment

3 What is the likely impact of the proposed change?

Is it likely to :

- Adversely impact on one or more of the protected characteristic groups?
- Advance equality of opportunity for one or more of the protected characteristic groups?
- Foster good relations between people who share a protected characteristic and those who don't?

(insert ✓ in one or more boxes)

Protected characteristic groups	Adverse impact	Advance equality	Foster good relations
Age			
Disability			
Gender reassignment			
Marriage/civil partnership			
Pregnancy/maternity		X	X
Race			
Religion/belief			
Sex			
Sexual orientation			
Other (e.g. low income groups)			X (FTA)

4 Summary of the likely impacts

- Who will be affected?
- How will they be affected?

Diversity impact assessment

Parents/Careers

Shared Parental Leave: The Shared Parental Leave policy has been reviewed in order to improve clarity and accessibility. This has included re-drafting of the application form.

An entitlement change has also been made to bring Medway's policy in line with ACAS guidance. Previously our policy states that 20 Shared Parental Leave Keeping in Touch Days (SPLIT days) will be offered. The new policy allows for 30 SPLIT days to be shared between both parents.

Maternity, Adoption and Shared Parental Leave:

These policies are currently unclear when it comes to the entitlement of those on a Fixed Term Contract. In order to bring Medway Council's policy in line with current ACAS and government guidance the below section will be added to each policy:

Individual leaving employment prior to 11th week before expected week of childbirth (EWC)

If the individual ceases employment with the council on or before the 11th week before their EWC they will not be entitled to contractual maternity leave or pay. The employee may be entitled to Statutory Maternity Pay in these circumstances and can check their entitlement on the Gov.Uk website <https://www.gov.uk/maternity-pay-leave>.

Parental Leave: Two changes are recommended for the Parental Leave Policy to bring us in line with current ACAS guidance. Managers must now let employees know within 7 days if they need to postpone the requested Parental Leave. The policy previously was 14 days. Employees previously had to give their managers notice equivalent to twice the amount of leave requested or 21 days whichever was longer. This has been changed to just 21 days' notice.

IVF Special Leave: Medway Council currently have no extra provision for paid time off in these circumstances, and considering our commitment to being a family friendly employer, the recommendation is that we adopt a policy which allows for the provision of some Special Leave. The proposed entitlement will be as follows:

- Eligibility: would be from day one in line

Diversity impact assessment

- with other Special Leave entitlements.
- Entitlement: Up to five days paid leave within a twelve month period to cover necessary treatment during a fertility cycle.
 - The twelve month period will run from the date the first day of special leave is taken.

5 What actions can be taken to mitigate likely adverse impacts, improve equality of opportunity or foster good relations?

- *Are there alternative providers?*
- *What alternative ways can the Council provide the service?*
- *Can demand for services be managed differently?*

Not applicable

6 Action plan

- *Actions to mitigate adverse impact, improve equality of opportunity or foster good relations and/or obtain new evidence*

Action	Lead	Deadline or review date
Not applicable		

Diversity impact assessment

7 Recommendation

The recommendation by the lead officer should be stated below.

This may be:

- *to proceed with the change implementing action plan if appropriate*
- *consider alternatives*
- *gather further evidence*

If the recommendation is to proceed with the change and there are no actions that can be taken to mitigate likely adverse impact, it is important to state why.

Not applicable

8 Authorisation

The authorising officer is consenting that:

- *the recommendation can be implemented*
- *sufficient evidence has been obtained and appropriate mitigation is planned*
- *the Action Plan will be incorporated into service plan and monitored*

Assistant

Director -

Transformation

Samantha Beck-Farley

Date

25 November 2019

Contact your Performance and Intelligence hub for advice on completing this assessment

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Send completed assessment to the Corporate Performance & Intelligence Hub (CPI) for web publication