



Equality Impact Assessment (EIA).

As part of the University's commitments in relation to the Equality Act 2010, we are legally bound to show "due regard" to the aims of the Public Sector Equality Duty (PSED) when making decisions and setting policies. This duty focuses on the need to pay due regard to:

- Eliminate discrimination, harassment and victimization
- Advance equality of opportunity between different groups, and
- Foster good relations between different groups.

It is therefore essential that consideration is given to the 9 protected characteristics identified in the Equality Act 2010 in regards to any change, with positive and negative impact identified. Change in this context refers to, but is not limited to the following: strategy development; projects and plans; initiatives, policy and procedure creation or amendment; restructure. Evidence of consideration should be logged accordingly, to be referred to in response to any potential legal challenge, whereby the university would be expected to justify their actions and decisions.

An Equality Impact Assessment (EIA) is a process designed to ensure that policies, practices and initiatives are fair, meet the needs of our staff and students and that they do not unlawfully discriminate against any protected characteristic.

An EIA should form part of any decision-making process and not be seen as an add-on at the final stage. Assessing impact early avoids wasted time and resource, as changes and mitigations can be applied at the outset of the journey, using reliable data and/or engagement with key groups to inform and guide the change. The Equality and Human Rights Commission (EHRC) are clear that engagement should be proportionate and relevant to the size of the organisation and the significance of decision.

It is imperative that the EIA is completed by the lead colleague responsible for the change in the university, to draw on their specialist knowledge and take ownership from the moment of conception, to the final decision and in regards to future monitoring. Further development will be required to record and measure original expectation, alongside possible further equality action.

The form on page 2 will enable you to reflect on the proposed change and assess the potential positive and negative impact from an equalities perspective on our university community.

Title of EIA:	Family Friendly Policy and Procedure Review – March 2024
Lead colleague and contact details:	Hayley Stubbs, Assistant HR Business Partner

Step 1: Identify the proposed change e.g. strategy development; projects and plans; initiatives, policy and procedure creation or amendment; restructure
<p>The Family Friendly Policy and Procedure was due for review as it had not undergone a formal review since February 2017.</p> <p>The proposed Family Friendly Policy and Procedure has been modernized to make it easier to read in recognition to increase its inclusivity and to review any legislative changes. The main changes are as follows,</p> <ul style="list-style-type: none"> • The transactional instructions have been reviewed and updated where necessary, for example to include completing E-Forms in MyHR where this has replaced previous paper-based forms. • To align with ACAS guidance the previously named “occupational” pay elements have been renamed to “enhanced”. • The proposed Paternity Leave legislative changes due to take place in April 2024 (Paternity Leave (Amended) Regulations 2024) has been reflected in the policy review. Mainly, the notice period of taking paternity leave has been reduced to 4 weeks, paternity leave can be taken within the first 52 weeks rather than the first eight weeks and the flexibility to split the two weeks leave rather than having to take it within one continuous block. Furthermore, the ability to attend 2 antenatal appointments were previously stated as unpaid. However, to align the university enhanced paternity offering this policy now stipulates 2 antenatal appointments are paid. Due to the capped nature of 2 paternity antenatal appointments the risk to the university is minimal. • For fairness, consistency and inclusivity adoption appointments were previously capped at 5 this has been amended to mirror maternity antenatal appointments which are uncapped. For ease of comparison, maternity appointments are uncapped and paid, adoption appointments for the main adopter are now uncapped and paid and paternity (including the secondary adopter) are capped at 2 appointments and are now paid. • To reflect the complicated nature of Shared Parental Leave the approach to refer directly to the GOV.UK guidance in the first instance is to ensure statutory guidance and information is up to date and to avoid translation errors. • A definition appendix has been added to the end of the policy for ease of use and clarity.

Step 2: Please reference sources of data/information, consultation, or individuals/groups you have identified to explore equalities impact

Sources of information regarding changes in legislation have been from government information, ACAS, CIPD and HR Inform, see below for links.

The diversity data provided below was a snapshot taken on 21st September 2023. Where the data set hasn't been included is due to low numbers and therefore due to GDPR individuals may be identifiable by the process of elimination.

There have been a series of consultation meetings with the wider HR Team, Payroll and Trade Union members. Furthermore, HR Business Partners included previous experience and feedback to inform the review.

This EIA has been subject to a clinic session with the EDI officer on 22nd January 2024 to check the suitability of the content.

A consultation session invitation was sent to all the University Networks, however there were no confirmed attendees and so the session was subsequently cancelled.

A Union consultation session took place on 07 February 2024, there were 2 in attendance with a third sending written feedback ahead of the meeting representing UCU and UNISON members.

The Space Utilisation Manager provided confirmation regarding the availability and facilities of the campus feeding rooms.

ACAS

[Checking your rights - Maternity leave and pay - Acas](#)

[Leave and pay - Adoption leave and pay - Acas](#)

[Paternity leave rights - Paternity leave and pay - Acas](#)

[Taking parental leave - Ordinary parental leave - Acas](#)

[How shared parental leave works - Shared parental leave and pay - Acas](#)

GOV.UK

[Shared Parental Leave and Pay: How it works - GOV.UK \(www.gov.uk\)](#)

[Shared Parental Leave and Pay: employer guide: Starting Shared Parental Leave - GOV.UK \(www.gov.uk\)](#)

[Pregnancy and birth - GOV.UK \(www.gov.uk\)](#)

[Child adoption: Adopting a child from overseas - GOV.UK \(www.gov.uk\)](#)

HR Inform CIPD

[CD v ST - Surrogacy | CIPD HR-inform](#)

University of Cumbria Policy/Information

[Family Friendly Policy and Procedure - Oct 21.docx \(sharepoint.com\)](#)

[HUMAN RESOURCES - Equality-Diversity---Inclusion-Policy.pdf - All Documents \(sharepoint.com\)](#)

[Intersectionality \(sharepoint.com\)](#)

[Pregnancy and Maternity \(sharepoint.com\)](#)

Other Sources

[Careers After Babies](#)

[News Item - enhancements to parental leave pay | Portal \(lancaster.ac.uk\)](#)

[Proposed amendments to paternity leave regulations \(vww.co.uk\)](#)

[Proposed paternity leave changes: what HR needs to know \(peoplemanagement.co.uk\)](#)

[An employer's guide to shared parental leave | HR Rely \(weightmans.com\)](#)

	Acknowledge Potential Positive, Negative or Neutral Impact on Groups (please include relevant data if possible)				
		Action required	Person responsible	Target date	Progress to date
Age	Neutral Impact Considered but no impact identified.				
Disability	Positive Consideration on a case-by-case basis to ensure specific support is appropriate.	Consideration will be given to reasonable adjustments where relevant.	Line manager / HR	Ongoing	Disability confident status Sunflower lanyard scheme Reasonable adjustment passport is in development
Gender reassignment	Positive Gender neutral language has been used throughout.	Consideration on a case-by-case basis.	Line manager / HR	Ongoing	

	<p>The policy includes clarity where required to ensure there is equity for people of all gender identities.</p> <p>The language the individuals are referenced are irrespective of their gender identity. For example, the main adopter and the secondary adopter have no gender assigned.</p> <p>The policy's appendix also showcases inclusivity by providing a definition in relation to gender reassignment, marriage, sex and sexual orientation.</p>	Consideration will be given to reasonable adjustments where relevant.			
Marriage and civil partnership	<p>Positive</p> <p>The language doesn't specify individuals have to be married. For example, there is no requirement to be married/civil partnership to access entitlement such as leave.</p>				
Pregnancy, adoption and maternity	<p>Positive</p> <p>The Parents and Careers network were invited to the network consultation session; however, no attendees confirmed their attendance.</p>	The Family Friendly Policy and Procedure is deemed as having a positive impact on maternity, those who are pregnant or pursuing adoption.	Line Manager / HR	Ongoing	
Race	<p>Neutral Impact</p> <p>Considered but no impact identified.</p>				
Religion and belief	<p>Neutral Impact</p> <p>Considered but no impact identified.</p>				
Sex	<p>Positive</p> <p>See gender resignation</p>				Athena Swan Action Plan-consideration given to completing the EIA and

	Female = 690 (564.4fte) Male = 339 (287.4fte)				accompanying the policy with a robust communication plan to raise awareness once the revised policy is approved and live on Staff Hub.
Sexual orientation	Positive See gender resignation				
Other International	Neutral Impact Considered but no impact identified. However, the following link has been included for overseas adoption information showcasing consideration for potential international employees. Child adoption: Adopting a child from overseas - GOV.UK (www.gov.uk)				

Step 4: Next steps. Please consider:

- Is further monitoring/engagement required? *Consideration of monitoring of approvals/appeals re any trends/patterns*
- How will you measure mitigation in regards to potential negative impact? *Consideration of numbers rejected/appeals/reasons - to check not linked to any protected characteristics*
- How will you measure maximizing potential positive impact? *Staff surveys re wellbeing / work:life balance*
- When will you review this EIA?

Following the Union consultation session, I have considered the feedback obtained, made changes where appropriate and escalated matters which require further discussion/negotiation to the Director of People and Culture. Whilst this has been raised ahead of JNCC it is expected further discussion is likely to take place following JNCC and continue throughout the approval process.

Step 5: Final review. Please confirm the lead colleague has reviewed this EIA and is satisfied it can be considered for final consultation/sign-off.

Name:	Hayley Stubbs, Assistant HR Business Partner	Date:	23/02/2024
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Step 6: Institutional approval confirming that this EIA is satisfactory in terms of analysis, consultation and mitigation, acknowledging that future monitoring and review will be undertaken to assess actual impact.	
Chair of Committee/Director of Institute/Head of Service:	EDIW Monitoring Group
Date:	8/03/2024