

EQUALITY IMPACT ASSESSMENT (EqIA)

Summary results of the EqIA

Title of policy/practice/process/service:

Special Leave Policy - Human Resources

Is the policy new (proposed), a revision to an existing policy or a review of current policy?

Revision of an existing policy.

Key findings from this assessment (or reason why an EqIA is not required):

The need for time off work can affect all staff however the equality groups we found most likely to be impacted by the policy and changes to the policy are age, sex (caring responsibilities), pregnancy/maternity, and religion or belief.

It is recognised in terms of caring responsibilities, more generous provisions can positively impact some equality groups, for example women are more likely to require time to care for others, and older people can be more likely to care for older relatives. We have updated the policy to better reflect the different relationships people may have which can impact positively for people of different ages, people who identify as lesbian, gay, bisexual, trans and queer, and people who are care experienced. We have also included examples that relate to specific equality groups to improve the equity and fairness in application of the policy.

Summary of actions taken because of this assessment:

A consultation conducted with employees on the current and proposed policy provided further evidence to inform the policy. Key changes include:

- Provided paid leave for domestic emergency time off for dependents (five days) with further explanation of whom is considered as a dependant
- Provided paid leave (two days) in rolling 12 months for domestic emergency time off (non-dependant)
- Distinction drawn between bereavement leave and compassionate leave
- Increased or introduced paid leave for bereavement with changes to how we set out for whom time off may apply
- Provided explanation and examples where appropriate and including where equality is likely to apply to support fair and equitable access to the policy
- Revised wording to use more inclusive and plain language.



Ongoing actions beyond implementation include:

There is an ongoing action to review our Parental policy to address that those with caring responsibility for dependants with a disability are entitled to more flexibility in taking time off.

Lead person(s) for this assessment (job title and department only):

Head of HR & OD, Human Resources

Senior responsible owner agreement that the policy has been fully assessed against the needs of the general duty (job title only):

Director of Corporate Services

Publication date (for completion by Communications):

20/07/2022

Document control		
Document control:	V1.0	
Date policy live from:	February 2022	
Review/ Approval Group:	n/a	
Last reviewed:	n/a	
Review cycle:	3 years	
Document change log		
Version/ Author	Date	Comment
V0.1		



Step 1 - Framing the planned change

Discussing step 1 and step 2 with the Corporate Policy Officer (Equalities) at an early stage will help identify appropriate evidence. This may include support from the wider Policy and Development team.

1.1 Briefly describe the aims, objectives and purpose of the policy/practice/process/service.

SLAB is committed to helping our employees achieve a good work-life balance. We understand there may be occasions when you need time off for reasons that do not fall within the scope of other leave policies. This policy explains the types of leave available to deal with these different situations.

The Special Leave Policy is intended to provide guidance on circumstances where leave (with or without pay), may be authorised by SLAB to help staff deal with domestic crises or emergencies that occur from time to time and certain other non-domestic situations in circumstances that are not covered by other HR policies, for example annual leave, sickness absence and flexible working.

1.2 Why is the change required?

Legislative change: The Special Leave policy requires updating to align with new legislation under the [Parental Bereavement \(Leave and Pay\) Act 2018](#) and [The Statutory Parental Bereavement Pay \(General\) Regulations 2020](#) which took effect from 6 April 2020 and outlines statutory requirements for paid and unpaid leave as relates to the death of child under 18. Employees can take two (2) weeks' statutory parental bereavement leave, with statutory parental bereavement pay from the first day of their employment for each child who has died or was stillborn, if eligible.

Public sector policy: In the context of the Public Sector Pay Policy, pay coherence relates to greater standardisation of terms and conditions. The policy expectation for public bodies intending to address pay coherence issues is that Scottish Government will be the main benchmark both for salary levels and for terms and conditions.

The review is also an opportunity to ensure that the policy and any updates remain fit for purpose in terms of current employment and equality law, current guidance as well as and good practice from an HR and equalities perspective.

1.3 Who is affected by this policy/practice/process/service?

The policy applies to all SLAB employees.

1.4 Policy/practice/process/service implementation date *e.g. project end date, date new legislation will take effect.*

01/02/2022

1.5 What other SLAB policies or projects may be linked to or affected by changes to this policy/practice/process/service?

The EqIA for related policies might help you understand potential impacts, and/or your findings might be relevant to share. Refer to SLAB's business plan, our current equality outcomes, current project list etc.

Parental Policy (see step 6).

Step 2: Consider the available evidence and data relevant to your policy/practice/process/service

2.1 What information is available about the experience of each equality group in relation to this policy/practice/process/service? *Note: If you proceed to a full EqIA you should continue to add to this section as you develop the policy/practice/process/service, come across new evidence and/or undertake a consultation.*

Equality characteristics	Evidence source (e.g. web link, report, survey, complaint)	What does the evidence tell you about the experiences of this group in relation to the policy/practice/process/service? Lack of evidence may suggest a gap in knowledge/need for consultation (step 3).
Age	(1) Staff Demographics (2) Carerpositive (3) Caresuk (4) UNISON (5) National Education Union Special Leave Model Policy	(1) The % of total SLAB staff who declared some form of caring responsibility is 30-35%. 20-25% of SLAB staff have child care responsibilities only, <5% care for an adult only, and <5% have responsibilities for both a child and adult. (2) 90% of working carers are over the age of 30, with the peak age for caring between the ages of 45 - 64. Almost half of carers (46%) were people aged 46-65. The percentage of carers who are aged 31 to 45 and 66+ increases with greater hours of care. By contrast, the share of carers aged 15 to 30 and aged 46 to 65 falls with weekly hours of care.

Equality characteristics	Evidence source (e.g. web link, report, survey, complaint)	What does the evidence tell you about the experiences of this group in relation to the policy/practice/process/service? Lack of evidence may suggest a gap in knowledge/need for consultation (step 3).
		<p>(3) Among those who care for 50+ hours per week, more than 1 in 3 are carers aged 46 to 65 and 66+ (34% and 37% respectively). Caring at this intensity occurs less frequently among those aged 15 to 30 and 31 to 45 (6% and 23% respectively).</p> <p>(4) UNISON's <i>Older Workers Guide</i> states that It is common that many older workers having caring responsibilities for older relatives or grandchildren.</p> <p>(5) Dependent can be someone who lives in the same household but can also be an elderly relative who does not live in the same household as an employee.</p>
Disability	<p>(1) Staff Demographics</p> <p>(2) UK Government Department of Health and Social Care and Scottish Government Health Survey</p> <p>(3) Mental Health Foundation</p> <p>(4) Inclusion Scotland</p> <p>(5) Carerpositive</p> <p>(6) UK Government Parental Leave</p>	<p>(1) 15-20% of all SLAB employees have disclosed disability. Our 2019 Mental Health Check (MHC) found that 36% of respondents had experienced of a mental health condition (70% of employees participated in that survey).</p> <p>(2) The Scottish Health Survey 2018 states 32% of Scottish Adults have a long term mental or physical health condition or disability. Around one fifth of Scotland's population have a disability:</p> <p>(3) The Mental Health Foundation indicates 1 in 6 adults experience a common mental health problem, such as anxiety or depression.</p> <p>(4) Survey that highlights the impact of covid-19 on carers and people with disabilities in terms of the reduction in social care support and increased pressure on carers to cover gaps in care.</p> <p>(5) All employees also have the right to take time off for emergencies to respond to unexpected situations involving a dependant (someone they look after). This is regardless of how long they have worked for their employer. Time off is unpaid, but at the discretion of the employer, can be, and often is, paid. A dependant includes a husband, wife or partner, child or parent, or someone living with the employee as part of their family. It can also include others who rely on the employee for help in an emergency.</p>

Equality characteristics	Evidence source (e.g. web link, report, survey, complaint)	What does the evidence tell you about the experiences of this group in relation to the policy/practice/process/service? Lack of evidence may suggest a gap in knowledge/need for consultation (step 3).
		<p>(6) Employees who have worked for their employer for at least 12 months (continuous service) are entitled to unpaid Parental Leave if they are responsible for a child under the age of 18. This provides 18 weeks (unpaid) parental leave per child. Leave can be taken in blocks of 1 week up to a maximum of four weeks leave in a year (for each child); or in one day, or multiples of a day if the leave is to care for a disabled child. For parents of a child in receipt of Disability Living Allowance, leave may be taken any time up to the child's 18th birthday.</p>
Race	<p>(1) Staff Demographics (2) NRS</p>	<p>The demographics of SLAB staff by race are as follows: 85-90% white majority, <5% white minority, <5 non-white minority ethnic, and 5-10% prefer not to say, we know from latest Scottish Census data 2011 that this is comparable to the general Scottish population. We have no evidence in relation to SLAB employees or from wider desk research that there is a significant impact, positive or negative, for this group in terms of this policy. However, employees with families who live abroad may require some flexibility within the policy to travel to attend a funeral.</p>
Sex	<p>(1) Staff Demographics - Payroll Report 21/10/20 (2) Carers UK (3) Close the Gap (4) Engender (5) Keystone Law (6) National Education Union Special Leave Model Policy</p>	<p>(1) Women make up to 65% of our workforce. Female staff are more likely to be primary care givers - 58% of carers nationally are women (2) - and our data suggests higher instance of female employees applying for special leave than male employees (41 vs 26 in a given period). It is more likely that our female workforce will either utilise or be impacted more by the Special Leave policy. For same sex couples this may be experienced differently. (3) Close the Gap and (4) Engender have reported emerging evidence that shows an amplifying women's disproportionate responsibility for unpaid care. Also as females are more likely to be lower/secondary income earners they may not be given equal access to being able to work. (5) Fertility treatment is included in some special leave policies and affects males and females. There is no statutory right to take time off for this treatment.</p>

Equality characteristics	Evidence source (e.g. web link, report, survey, complaint)	What does the evidence tell you about the experiences of this group in relation to the policy/practice/process/service? Lack of evidence may suggest a gap in knowledge/need for consultation (step 3).
	<p>(7) Trades Union Congress</p> <p>(8) Carerpositive</p>	<p>(6) Example policy includes paid leave for employees experiencing domestic abuse and other leave options for counselling, recovery or respite. Employees will be granted up to fifteen days' paid leave of absence to attend medical appointments or when hospitalised in relation to infertility treatment.</p> <p>(7) In the UK, in any one year, more than one in five victims of domestic violence take time off work because of abuse and two per cent lose their jobs as a direct result of the abuse.</p> <p>(8) By the time they are aged 46, half of women have been a carer. Men have the same 50:50 chance by age 57.</p>
Gender Reassignment	<p>(1) Staff Demographics</p> <p>(2) Government Equalities Office</p> <p>(3) Keystone Law</p> <p>(4) Citizen's advice</p>	<p>(1) Fewer than 5% of SLAB's staff indicated that they are not the same gender identity they were assigned at birth.</p> <p>(2) The Government Equalities Office estimates that there are approximately 200,000 to 500,000 trans people living in the UK. It is likely that more employers will be faced with trans employees seeking time off for treatment or counselling.</p> <p>(3) It may be prudent to seek to agree a period of time off to undergo gender reassignment or counselling if not included in absence management policies. Source states there is no statutory time off for medical treatment or counselling because of someone's gender reassignment.</p> <p>(4) If you need to take time off in relation to your gender reassignment, your employer mustn't treat you less favourably than they would if you were to take time off for reasons other than sickness.</p>
Sexual orientation	<p>(1) Staff Demographics</p> <p>(2) Scottish Government</p>	<p>(1) Fewer than 5% of SLAB's staff indicated they are either lesbian, gay or bisexual; this is comparable to national statistics (2).</p> <p>We have no evidence in relation to SLAB employees or from wider desk research that</p>

Equality characteristics	Evidence source (e.g. web link, report, survey, complaint)	What does the evidence tell you about the experiences of this group in relation to the policy/practice/process/service? Lack of evidence may suggest a gap in knowledge/need for consultation (step 3).
		there is a significant impact, positive or negative, for this group in terms of the proposed changes in this policy.
Religion or Belief	<p>(1) ACAS bereavement and ACAS - Religious Festivals</p> <p>(2) Staff Demographics</p> <p>(3) Scottish Government</p> <p>(4) Religion Media Centre</p> <p>(5) Wikipedia - Mourning</p> <p>(6) Funeral Partners</p> <p>(7) National Education Union Special Leave Model Policy</p>	<p>(1) Employers should consider time off to attend a religious ceremony after a death, balanced against the needs to run a business. It is also important to ensure that such requests are handled in a tactful and consistent manner. Example bereavement policy includes a short section on culture and diversity and acknowledges that different cultures respond to death in significantly different ways. Whilst showing some consideration to a religious group during holy days and festivals can be beneficial, it is also important not to disproportionately favour that group to the disadvantage of colleagues with different (or no) religious beliefs. Employers should consider the fact that requests may, depending on the individual circumstances involved, be dealt with by using other forms of leave.</p> <p>(2) Of all staff 25-30% of employees have declared religious observance to SLAB. This is below the Scottish national statistics (3) of 49.5% declaring any sort of religion or belief.</p> <p>(4), (5) & (6) provide insight into examples of religious bereavement observances.</p> <p>(7) Recognition that attending Hajj is a once-in-a-lifetime obligation for most Muslims who are financially and physically able. Employees will be authorised four days paid leave and the remaining leave will be unpaid.</p>
Pregnancy or maternity	<p>(1) Staff demographic data</p> <p>(2) The Scottish Public Health Observatory</p>	<p>(1) During the financial year 2019-2020, SLAB had 11 employees on maternity leave, four employees on paternity leave and one employee on shared parental leave. Although very low in numbers there have been cases within our workforce of babies being still born, and also experiences of known miscarriages.</p> <p>(2) In Scotland in 2019 was 3.5 per 1,000 total births. We could also have male staff on paternity or shared parental leave that may be impacted.</p>

Equality characteristics	Evidence source (e.g. web link, report, survey, complaint)	What does the evidence tell you about the experiences of this group in relation to the policy/practice/process/service? Lack of evidence may suggest a gap in knowledge/need for consultation (step 3).
Marriage or civil partnership		We have no evidence in relation to SLAB employees or from wider desk research that there is a significant impact, positive or negative, for this group in terms of this policy.
Care Experienced (<i>corporate parenting duty</i>)	(1) SLAB Staff Survey (2) Who Cares Scotland	<p>(1) We know that <5% of all staff members declare they are care-experienced. This aligns with the national comparator of Who Cares Scotland (2).</p> <p>(2) Leaving care - Scottish Government, 2020 Leaving care destinations indicate the potential for non-traditional relationships for people who are care experienced:</p> <ul style="list-style-type: none"> • 59% - Home with biological parents • 14% - With kinship carers • 7% - Adoption • 6% - Other (includes residential care, homeless, in custody among other destinations) • 5% - Supported accommodation /own tenancy • 4% - Continuing Care • 3% - Former foster carers • 2% - Kinship Care Orders • 0% - Unknown (a total of 22 care leavers, compared to 19 in previous year's stats). <p>We found no further evidence in relation to SLAB employees or from wider desk research that there is a significant impact, positive or negative, for this group in terms of this policy.</p>

2.2 Using the information above and your knowledge of the policy/practice/process/service, summarise your overall assessment of how important and relevant the policy/practice/process/service is likely to be for equality groups.

The evidence suggests there are a number of potential impacts across the protected characteristics that need to be addressed in the policy. The most significant impacts are likely to be experienced on account of age, disability, sex, religion and pregnancy or maternity. Investigation into the data gaps we have in reporting in order to better measure the equality impacts is required.

2.3 Outcome of step 2 and next steps. Complete the table below to inform the next stage of the EqIA process. Consult with the project group and or Corporate Policy Officer (Equalities) on completing this section.

Outcome of Step 2 following initial evidence gathering and relevance to equality characteristics	Yes/ No (Y or N)	Next steps
There is no relevance to equality or our corporate parenting duties	N	Proceed to Step 5: agree with decision makers that no EqIA is required based on current evidence
There is relevance to some or all of the equality groups and/ or our corporate parenting duties	Y	Proceed to Step 3: complete full EqIA
It is unclear if there is relevance to some or all of the equality groups and/or our corporate parenting duties	N	Proceed to Step 3: complete full EqIA

Step 3 - stakeholder involvement and consultation

This step will help you to address any gaps in evidence identified in Step 2. Speaking to people who will be affected by your policy/practice/process/service can help clarify the impact it will have on different equality groups.

Remember that sufficient evidence is required for you to show ‘due regard’ to the likely or actual impact of your policy/practice/process/service on equality groups. An inadequate analysis in an assessment may mean failure to meet the general duty.

The Policy and Development team can help to identify appropriate ways to engage with external groups or to undertake research to fill evidence gaps.

3.1 Do you/did you have any consultation or involvement planned for this policy/practice/process/service?

Yes



3.2 List all the stakeholder groups that you will talk to about this policy/practice/process/service.

Planned consultations with SLAB leadership team, employees and our recognised Trade Union. For employees we have undertaken consultation on the current policy to inform proposed changes.

3.3 What did you learn from the consultation/ involvement? Remember to record relevant actions in the assessment action log.

Consultation response - April 2021: For the following parts of the special leave policy there were no responses that indicated a positive or negative impact of those parts of the policy in terms of equality or care experience:

- Time off for dependents
- Time off for Trade Union or employee representation activities
- Time off for court attendance
- Time off for study leave or exams
- Time off for training with the reserve or cadet forces.

Time off for the loss of a dependent or other close relative.

A few respondents noted they may have had personal experience of positive or negative impacts of the policy due to their protected characteristics or care experience but did not give details of how. Sixty percent of people did not think this part of the policy met their needs with key themes including the policy did not give enough paid time off and discretion was needed in terms of which relationships are deemed closer or more important.

Time off for voluntary public service.

One person thought the policy might be used more by younger or older employees who might have fewer caring responsibilities.

Specific responses in terms of the impact on equality groups or people with care experience which focused on age, sex, sexual orientation and care experience:

- Age may be a factor when dealing with the loss of a parent; younger people perhaps needing more time to process their bereavement

- Women are more likely to require time to care for others
- Older people are more likely to care for older relatives as compared to slightly younger people needing time to care for children - suggested that more generous provision would have a positive impact on these groups
- Where the definition of the relationship was key to accessing assistance under the policy, the potential for negative impacts on those who relationship may not follow a traditional pattern was highlighted, for example younger people, lesbian, gay, bisexual, trans and queer people, and those who are care experienced.

Other general comments

Six responses focused on scope of the policy; linking paid time off to specific relationships was questions as was whether other scenarios were included such as pregnancy loss or where a dependant/relative had a serious illness.

There were comments about how manager discretion can be reduced, possibly by providing examples to illustrate a reasonable approach and by there being an overall cap on the number of days that might be expected as compassionate leave in any year as a control where the definition of a close relationship becomes more subjective.

Step 4 - Impact on equality groups and steps to address these

You must consider the three aims of the general duty for each protected characteristic. The following questions will help:

- **Is there potential for discrimination, victimisation, harassment or other unlawful conduct that is prohibited under the Equality Act 2010? How will this be mitigated?**
- **Is there potential to advance equality of opportunity between people who share a characteristic and those who do not? How can this be achieved?**
- **Is there potential for developing good relations between people who share a relevant protected characteristic and those who do not? How can this be achieved?**

4.1 Does the policy/practice/process/service have any impacts (whether intended or unintended, positive or negative) on any of the equality characteristics?

In the tables below, record the impact of the policy/practice/process/service, as it is planned or as it operates, might

have on each equality characteristic and describe what changes in policy/practice/process/service or actions will be required to mitigate that impact. Copy any actions across to the project action log.

Age	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impact	Negative impact	No impact	
potential for discrimination			X	
potential for developing good relations			X	
potential to advance equality of opportunity	X			Although employees of all ages may have dependants, older workers are more likely to have more dual role in dependants care (for example, a child and parent to care for) and may need more time off. The policy has been changed to provide paid time off for the care of dependants which will have a positive impact. Although staff of all ages might experience bereavement this is likely to increase with age. To support people experiencing bereavement we have more paid leave and have recognised and broadened the range of relationships for whom an employee may need time off.

Sex	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	Negative impacts	No impact	
potential for discrimination			X	

potential for developing good relations	X			The policy has been written in a way to highlight to policy users the need for more time off and paid leave to help cope with caring responsibilities and may promote understanding of the differences in caring responsibilities.
potential to advance equality of opportunity	X			The policy has been changed to provide paid time off for the care of dependants which is likely to positively impact on women who are more likely to be the main carer/have caring responsibilities. The policy change to better set out compassionate leave and to allow more flexibility in workplace and working hours, for example working hours beyond normal office opening hours will also have a positive impact.

Disability	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	Negative impacts	No impact	
potential for discrimination	X	X		An employee who is a carer of person with disability, may need more leave and flexibility in dependant's leave. This will be addressed in the Parental Policy and it is highlighted in this policy that managers should give careful consideration to people who care for a dependant with a disability. This will help to mitigate any indirect discrimination.
potential for developing good relations	X			The examples provided in the policy may promote understanding of the differences in experience with regards the leave provided for under this policy.

potential to advance equality of opportunity	X			The policy enables managers to support employees with a disability or where a dependent has a disability through the provision of examples and where reasonable adjustments may be required, for example flexibility in workplace and working hours. The guarantee of paid leave will benefit all employees' physical and mental wellbeing, and particular those with pre-existing mental health condition or other relevant disabilities.
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Gender Reassignment	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	Negative impacts	No impact	
potential for discrimination			X	
potential for developing good relations			X	
potential to advance equality of opportunity			X	Other HR policies address the issues with evidence gathered under step 2.

Race	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	Negative impacts	No impact	
potential for discrimination			X	
potential for developing good relations			X	

potential to advance equality of opportunity			X	The policy allows for discretion and encourages discussion with managers where employees may need further time off to travel to, for example, attend a funeral. Other leave options will be considered sympathetically which may have some impact on employees from minority ethnic groups whose close relatives may be more likely to live abroad although we have no evidence or feedback from employees to support this.
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Religion or Belief	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	Negative impacts	No impact	
potential for discrimination			X	
potential for developing good relations			X	
potential to advance equality of opportunity	X			Support in terms of compassionate leave will be given to any employee who has made their line manager aware of their needs in relation to a religious practice relevant in adopting this policy.

Sexual Orientation	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	Negative impacts	No impact	
potential for discrimination			X	

potential for developing good relations			X	
potential to advance equality of opportunity			X	

Pregnancy & Maternity	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	Negative impacts	No impact	
potential for discrimination			X	
potential for developing good relations			X	
potential to advance equality of opportunity	X			More consideration will be given to those who are pregnant in the form of reasonable adjustments as appropriate. As a reasonable adjustment SLAB might allow more short term flexibility in place of work and working hours. The policy extends the paid bereavement leave for parents (incorporating other protected groups - sex, sexual orientation) during loss at any of stage of pregnancy.

Marriage & Civil Partnership	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	Negative impacts	No impact	
potential for discrimination			X	
potential for developing good relations			X	

potential to advance equality of opportunity			X	
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Care experienced young people	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	Negative impacts	No impact	
potential for discrimination			X	
potential for developing good relations			X	
potential to advance equality of opportunity			X	

4.2 Describe how the assessment so far might affect other areas of this policy/practice/process/service and/or project timeline?

HR team undertook a cost analysis of potential changes to the policy and this was taken into account into our pay remit submissions to Scottish Government. More resource may be required by way of management information services for HR data analysis and possibly to provide training and/or guidance to those involved in making decisions under this policy. This may incur additional cost post-implementation.

4.3 Having considered the potential or actual impacts of your policy/practice/process/service on equality groups, you should now record the outcome of this assessment below. Choose from one of the following (mark with an X or delete as appropriate):

Please select (X)	Implications for the policy/practice/process/service
	No major change

	Your assessment demonstrates that the policy/practice/process/service is robust. The evidence shows no potential for unlawful discrimination and that you have taken all opportunities to advance equality of opportunity and foster good relations, subject to continuing monitoring and review.
X	Adjust the policy/practice/process/service You need to take steps to remove any barriers, to better advance equality of to foster good relations. You have set actions to address this and have clear ways of monitoring the impact of the policy/practice/process/service when implemented.
	Continue the policy/practice/process/service with adverse impact The policy/practice/process/service will continue despite the potential for adverse impact. You have justified this with this assessment and shown how this decision is compatible with our obligations under the public sector equality duty. When you believe any discrimination can be objectively justified you must record in this assessment what this is and how the decision was reached.
	Stop and remove the policy/practice/process/service The policy/practice/process/service will not be implemented due to adverse effects that are not justified and cannot be mitigated.

Step 5 - Discuss and review the assessment with decision makers and governance structures

You **must** discuss the findings of this assessment with senior decision makers during the lifetime of the project/review and before you finalise the assessment. Relevant groups include, but are not limited to, a Project Board, Executive Team or Board members. EqlA should be on every project board agenda therefore only note dates where key decisions have been made (e.g. draft EqlA sign off, discussion about consultation response).

5.1 Record details of the groups you report to about this policy/practice/process/service and impact assessment. *Include the date you presented progress to each group and an extract from the minutes to reflect the discussion.*

Regular discussions have taken place between Human Resources, Policy team and Director in developing the EqlA.

Project Board 31 May 2021: progress with the equality impact assessment was noted and it was useful to see it. It was noted that equalities considerations and the general overview of the public sector position were the key drivers. The EQIA flagged that for various equalities groups there are clear implications of any given policy. The EQIA had initially said that there was no major change but this should be updated to reflect that we had identified changes to be made. It was noted that the changes and actions taken were clear at the start of the EQIA and that the later stages on the EqIA needed to be updated to reflect the changes identified and actions taken. The group agreed sign off on the EQIA subject to the updates required from section 4 onwards.

Trade Union sign off in January 2022.

Step 6 - Post-implementation actions and monitoring impact

There may be further actions or changes planned after the policy/practice/process/service is implemented and this assessment is signed off. It is important to continue to monitor the impact of your policy/practice/process/service on equality groups to ensure that your actual or likely impacts are those you recorded. This will also highlight any unforeseen impacts.

6.1 Record any ongoing actions below. *This can be copied from the project action log or elsewhere in this assessment and should include timescales and person/team responsible. If there are no outstanding items please make this clear.*

Action	Owner	Comment
To review Parental policy and address issue of need for those with caring responsibility of dependant with disability to have more flexibility in taking blocks of time off - that is, days instead of weekly blocks of days.	Human Resources	Actively being addressed as part of current review of HR policies with support from external consultants (as at April 2022).

6.2 Note here how you intend to monitor the impact of this policy/practice/process/service on equality groups.

In the table below you should:

- *list the relevant measures,*
- *Identify who or which team is responsible for implementing or monitoring any changes,*
- *Where the measure will be reported to ensure any issues can be acted on as appropriate.*

Measure	Lead department/ individual	Reporting (where/ frequency)
To monitor the use of the policy in terms of each section and time requested/offered and disaggregated by protected characteristics where possible.	Human Resources	Annually post implementation and longer term to be agreed in line with wider HR policy review.

6.3 EqlA review date. This EqlA should be reviewed as part of the wider post-implementation review of the policy/practice/process/service. The date should not exceed three years from the policy/practice/process/service implementation date.

28/02/2025

Step 7 - Assessment sign off and approval

All equality impact assessments must be signed off by the relevant Director or Senior Responsible Owner (SRO), even where an EqlA is not required, and be reviewed by the Director of Strategic Development for quality assurance purposes. The Chief Executive must approve all equality impact assessments. Note the relevant dates here:

Director/ SRO sign off: 04/06/2021

Quality assurance by Director of Strategic Development: 04/06/2021

Chief Executive approval: 01/02/2022

All full equality impact assessments must be published on SLAB's website as early as possible after the decision is made to implement the policy, practice, process or service.