



Title of policy/service/function/procedure/ programme/ or strategy being assessed: **HR016 Ante-natal Care Policy and Procedure**

Is it new or revised

(If revised, please attach a copy of the original Equality Impact Assessment.)

Senior Manager Responsible Senior Human Resources Manager - South

Department Human Resources

Section Human Resources

Equality Impact Assessment Screening Team

Name	Department	Role
Hazel Smith	Human Resources	Human Resources Manager
Greta Jenkins	Human Resources	Human Resources Manager
Martyn Tillett	A&E Operations	DSO Tower Hamlets

Date of screening 23rd June 2010



Please summarise below the aims and objectives of this policy/service/function etc. including any intended outcomes.

This policy is aimed at all employees wishing to apply for time off for ante-natal care.
The policy outlines the facility for employees to request time off for medical appointments, relaxation classes or parentcraft classes as long as they are advised by a medical professional.
The policy outlines the maximum number of hours and that staff are entitled to reasonable paid time off.

Please state below who is intended to benefit from this policy/service/function etc. and in what way.

This policy benefits pregnant females, biological and adoptive fathers, nominated carers and same sex partners.

Please state in the table below whether the policy/service/function etc. could have any potential impact on any of the equality strand groups, whether service users, staff or other stakeholders

Equality Strand Group	Is there likely to be a positive or neutral impact in regard to:	If the impact is adverse, can this be justified on the grounds of promoting equality of opportunity for an equality strand group or for another reason?
Age	Neutral	
Disability	Neutral	
Gender	Neutral	
Race	Neutral	
Religion or Belief	Neutral	
Sexual Orientation	Neutral	

Please provide and summarise below any relevant evidence for your declaration above – this could include for example the results of specific consultations, complaints or compliments, customer satisfaction or other surveys, service monitoring and take-up, comments from stakeholders and demographic data.



All time off is recorded on the weekly absence return so that data can be assessed against different groups of staff. Staff are asked, as far as possible to arrange appointments outside of shifts/working hours or at the start or end of the working day.

Are there any gaps in the evidence you have which make it difficult for you to determine whether there would be an adverse impact?

No Yes

If yes, please state below how you intend to acquire this evidence and your timescales for doing so.

If you have identified a positive or negative potential impact for any equality strand group, which is not legal or justifiable, then you must complete a full Equality Impact Assessment. Please insert below any issues you have identified/recommendations for the full Equality Impact Assessment.

If you have only identified a neutral or positive impact on any equality strand group then no further action is required, other than having your Director sign off this form, a copy stored on the shared drive and sent to Communications for publication on the Trust's website.

Name of Director: Caron Hitchen

Signature: 

Date: 18 January 2011

Title: Equality Impact Assessment Guidance and Form	Version: 3.0
Date: 16/03/2010	Owner: Equality and Inclusion