



LA035

EQUALITY ANALYSIS

INITIAL SCREENING TOOL

Title of policy/service/function/procedure/programme/ or strategy being assessed: HR033 Employment Break Policy and Procedure

(Please remember that even informal policies & procedures need to be equality analysed.)

Is it new or revised

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

Senior Manager Responsible Andrew Buchanan

Department Human Resources

Section

Title: Equality Analysis Tool & Guidance	Version: 1.1
Date: 12/07/2011	Owner: Equality and Inclusion

EQUALITY ANALYSIS SCREENING TEAM (Please enter below the names of the project team members who carried out this initial screening with you and their role in the screening (e.g. team colleague or critical friend).

Name	Department	Role
Andrew Buchanan	HR	
Lindsay Koppenhol	HR	
Steve Sale	HR/Ops.	Critical friend

Date of screening 15/6/15

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

To set out the employees' opportunity to apply for a long- term break (between 3 months and 5 years) and to support the retention of valued and dedicated staff.

Reasons for leave may include enabling employees to:

- manage their caring responsibilities e.g. childcare, eldercare;
- undertake training or study;
- undertake long term travel;
- undertake charity work at home or abroad.

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

All employees can apply to undertake an employment break.

Please state in the table below whether the policy/service/function etc. could have any potential impact on anyone from a “protected characteristic” group, whether service users, staff or other stakeholders

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“Protected Characteristic 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 a “protected characteristic” group or for another reason?
Age	No	
Disability	No	
Gender Reassignment	No	
Marriage and Civil Partnership (duty only applies to elimination of discrimination)	No	
Pregnancy and Maternity	No	
Race	No	
Religion or Belief	No	
Sex	No	
Sexual Orientation	No	

Can the policy/service/function etc. be used to advance equality and foster good relations, including for example, participation in public life? If so, how?

No.

Please provide and summarise below any relevant evidence for your declaration above, including any engagement activities – 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.

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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.

You must complete a full Equality Analysis if you have identified a positive or negative potential impact for any “protected characteristic” group, which is not legal or justifiable or if you have identified any gaps in evidence which make it difficult for you to determine whether there would be adverse impact. Please insert below any issues you have identified/recommendations for the full Equality Analysis.

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If you have only identified a neutral or positive impact on any “protected characteristic” 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 Assistant Director: Tony Crabtree

Signature:

Date: 15/6/15

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