

## Equality impact assessment form

An equality impact assessment should take place when considering doing something in a new way.

Please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to [‘report clearance’](#) (please refer to report writing guidance).

Please keep your answers brief and to the point. Consideration needs to be reasonable and proportionate.

Please also remember that this will be a public document – do not use jargon or abbreviations.

### **Section 1: Details**

<b>Service</b>	Governance
<b>Title and brief description (if required)</b>	Annual and Statutory Leave Policy
<b>New or existing</b>	Existing policy
<b>Author/officer lead</b>	Angela Jackson
<b>Date</b>	25.05.16

#### **Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

**No** Please return the equality form as above.

### **Section 2: Summary**

#### **What is the purpose, aims and objectives?**

The Annual & Statutory Leave Policy details the arrangements for Lancaster City Council employees that apply in respect of the accrual and taking of periods of annual and statutory leave.

#### **Who is intended to benefit and how?**

The document exists to ensure that employees and managers understand the arrangements that apply to them in respect of the provision of annual and statutory leave.

**Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
<ul style="list-style-type: none"> <li>- A brief description of what information you have and from where e.g. getting to know our communities data, service use monitoring, views of those affected i.e. discussions or consultation results?</li> <li>- What does this tell you i.e. negative or positive affect?</li> </ul>	
Age  including older and younger people and children	
Disability	
Faith, religion or belief	
Gender  including marriage, pregnancy and maternity	
Gender reassignment	
Race	
Sexual orientation  Including Civil Partnership	

Rural communities	
People on low incomes	

#### **Section 4: Next steps**

**Do you need any more information/evidence e.g. statistics, consultation? If so, how do you plan to address this?**

No. The Annual and Statutory Leave Policy has been in place for a number of years and is based on the JNC terms and conditions (Green Book). Any changes are minor in nature to ensure that the policy remains reflective of current practice.

**How have you taken/will you take the potential impact and evidence into account?**

N/A

**How do you plan to monitor the impact and effectiveness of this change or decision?**

Employment policies are reviewed on an ongoing basis.

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