



South Gloucestershire Clinical Commissioning Group

EQUALITY IMPACT ASSESSMENT

NAME OF SERVICE/POLICY/STRATEGY BEING ASSESSED:

Annual Leave Policy

DETAILS OF LEAD COMMISSIONER OR CSU STAFF COMPLETING THIS SCREENING:

Name	(Ellen Hembrough)
Title	(Employee Relations Manager)
Dept/Service	(NBT ASK HR)
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APPROVED AND SIGNED BY RELEVANT DIRECTOR:

Name	Anne Morris
Title	Director of Nursing and Quality
Date	May 2016

N.B.

1. Once this Equality Impact Assessment has been approved and signed off, an electronic copy will need to be sent to the CCG's Equalities and Patient and Public Involvement Officer for publication on the CCG website.
2. Please read the background to the EqIA at the back of this document prior to starting.

1. PLEASE GIVE A BRIEF DESCRIPTION OF THE SERVICE/POLICY/STRATEGY AND ITS AIMS/OBJECTIVES:

This is an HR policy for staff and managers setting out the procedures to manage annual leave

The policy references the Sickness Absence Policy, Maternity Policy and Reckonable Service document.

The policy applies to all staff members of the CCG.

2. IS THIS SERVICE/POLICY ...

New <input type="checkbox"/>	Existing <input type="checkbox"/>	Refreshed <input checked="" type="checkbox"/>
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3. WHO IS THIS SERVICE/POLICY/STRATEGY LIKELY TO HAVE AN IMPACT ON?

Patients <input type="checkbox"/>	Carers <input type="checkbox"/>	Visitors <input type="checkbox"/>	Staff <input checked="" type="checkbox"/>
Other <input type="checkbox"/> [Please state who]			

4. WHAT EVIDENCE ARE YOU USING TO INFORM THIS ASSESSMENT?

SOURCE	<input checked="" type="checkbox"/>	Date	Details of Evidence [hyperlink to documents]
Demographic (including Census) data	<input type="checkbox"/>		None. The CCG's workforce profile is contained in its annual report available on its website.
Research Findings	<input type="checkbox"/>		None.
Recent Consultations and Surveys	<input type="checkbox"/>		None. The CCG does not take part in the national NHS Staff survey.
Results of: ethnic monitoring data; and any equalities data from the local authority / joint	<input type="checkbox"/>		None.

SOURCE	<input checked="" type="checkbox"/>	Date	Details of Evidence [hyperlink to documents]
services; or Health inequality data			
Anecdotal information from groups and agencies within South Gloucestershire	<input type="checkbox"/>		Not applicable.
Comparisons between similar functions / policies elsewhere	<input type="checkbox"/>		Annual Leave provisions which can be found in Section 13 of the NHS Terms and Conditions of Service Handbook
Analysis of PALS, complaints and public enquires information	<input type="checkbox"/>		None.
Analysis of audit reports and reviews	<input checked="" type="checkbox"/>		None.

5. ASSESSMENT OF THE EFFECTS OF THE SERVICE/POLICY/STRATEGY ON THE PROTECTED CHARACTERISTICS [EQUALITY GROUPS]

Assess whether the Service/Policy has a positive, negative or neutral impact on the Protected Characteristics.

- **Positive impact** means promoting equal opportunities or improving relations within equality groups
- **Negative impact** means that an equality group(s) could be disadvantaged or discriminated against
- **Neutral impact** means that it has no effect currently on equality groups

Please answer Yes or No in the following table and provide reasons accordingly:

Assessment of Impact of Policy/Service on Protected Characteristics [Equality Groups]				
Protected Characteristic	Positive Impact ✓	Negative Impact ✗	Neutral Impact ✓	Please provide reasons for your answer and any mitigation required
Age [Children and Young people 0 to 19; Older People 60+]			Yes	The CCG does not employ children and young people. The policy applies equally to all staff.
Disability Physical Impairment; Sensory Impairment; Mental Health; Learning Difficulty; Long-Term Condition			Yes	The policy applies equally to all staff. The Equality Act says that a person has a disability if they have a physical or mental impairment which has a long term and substantial adverse effect on their ability to carry out normal day-to-day activities. Long term means that the impairment has lasted or is likely to last for at least 12 months or for the rest of the affected person's life and substantial means more than minor or trivial. If a member of staff is on long term sick leave, during their paid and unpaid sick leave they will continue to accrue Annual Leave.

Assessment of Impact of Policy/Service on Protected Characteristics [Equality Groups]				
Protected Characteristic	Positive Impact ✓	Negative Impact ✗	Neutral Impact ✓	Please provide reasons for your answer and any mitigation required
				However, they will not accrue Bank Holiday entitlement for any bank holidays that fall within the period of their sickness absence.
Gender Reassignment [Trans people]			Yes	The policy applies equally to all staff.
Race			Yes	As above.
Religion or Belief			Yes	As above. Additionally, the policy requires that managers should be sympathetic to staff requests for annual leave to celebrate a religious festival whilst also ensuring service requirements are met
Sex [Male or Female]			Yes	Applies equally to all staff.
Sexual Orientation			Yes	As above.
Pregnancy and Maternity			Yes	As above. If a member of staff is taking maternity leave and is intending to return to work, they will continue to accrue Annual Leave and Bank Holidays throughout their maternity leave and; the carry over rules apply as per Maternity Leave policy.

- **Positive impact** means promoting equal opportunities or improving relations within equality groups
- **Negative impact** means that an equality group(s) could be disadvantaged or discriminated against
- **Neutral impact** means that it has no effect currently on equality groups

6. ELIMINATING DISCRIMINATION, HARASSMENT AND VICTIMISATION

The policy is generally applicable to all staff.

The policy specifically ensures that disabled staff on long term sick leave and staff who are on maternity leave do not lose out on their annual leave.

7. ADVANCE EQUALITY OF OPPORTUNITY

Not applicable.

The policy has a neutral impact across all protected characteristics.

The CCG is a small organisation [less than 50] and all policies are considered by a staff group and their recommendations taken into account by the CCG's Quality and Governance committee before being adopted.

8. FOSTER/PROMOTE GOOD RELATIONS BETWEEN PEOPLE

Not applicable.

The policy by itself is does not provide the means to foster and promote good relations between people.

9. HAVE YOU SET UP OR ARRANGED FOR ANY OF THE FOLLOWING:

Attribute	Yes	No	If Yes, please describe what these are, If No, please give reasons.
Equality Monitoring Systems		No	Universal policy. Not applicable.
Equality Related Performance Indicators		No	Universal Policy. Not applicable.

10. ACTION PLAN

None required.

11. RECOMMENDATIONS FOR THE PROJECT BOARD/CCG GOVERNING BODY

a) Use this section to also draw attention to any issue where there has been a significant impact, and demonstrate how you either propose to mitigate it [cross reference to action plan] or if you cannot, why you cannot.

The assessment has confirmed that the policy treats all staff equally.

b) Explain how the results of this assessment have influenced your service/policy/strategy

The policy has a neutral impact on all the protected characteristics. However, the policy needs to be available in an alternative format should the CCG have a member of staff that requires it e.g. braille.

12. DATE EQIA COMPLETED: MAY 2016

13. REVIEW DATE: APRIL 2019

Equality Impact Assessment – Background Information

Before you start, please ensure that you have completed the online training available on the MLE <http://nhssw.e2train.com/southwest>

In completing this assessment you should keep the Equality Duty set out in the Equality Act 2010 in mind. The Duty has three aims. It requires public bodies to have **due regard** to the need to:

- **eliminate unlawful discrimination**, harassment, victimisation and any other conduct prohibited by the Act;
- **advance equality of opportunity** between people who share a protected characteristic and people who do not share it; and
- **foster good relations** between people who share a protected characteristic and people who do not share it.

This EqIA is based on the following principles, drawn from case law and provides the essential information to enable us to fulfil our Equality Duty. Public bodies are expected to ensure:

Knowledge – those who exercise the public body’s functions need to be aware of the requirements of the Equality Duty. Compliance with the Equality Duty involves a conscious approach and state of mind.

Timeliness – the Equality Duty must be complied with before and at the time that a particular policy is under consideration or decision is taken – that is, in the development of policy options, and in making a final decision. A public body cannot satisfy the Equality Duty by justifying a decision after it has been taken.

Real consideration – consideration of the three aims of the Equality Duty must form an integral part of the decision-making process. **The Equality Duty is not a matter of box-ticking; it must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision.**

Sufficient information – the decision maker must consider what information he or she has and what further information may be needed in order to give proper consideration to the Equality Duty.

No delegation – public bodies are responsible for ensuring that any third parties which exercise functions on their behalf are capable of complying with the Equality Duty, are required to comply with it, and that they do so in practice. It is a duty that cannot be delegated.

Review – public bodies must have regard to the aims of the Equality Duty not only when a policy is developed and decided upon, but also when it is implemented and reviewed. The Equality Duty is a continuing duty

Completing this assessment will help us demonstrate compliance with the Equality Duty

Please use a minimum 12 pt font size. This assessment must be signed off by the relevant director and will be made publicly available on our website.