

Equality Impact Assessment (EqIA) for Policies, Procedures and Services

Proposal name	Employment Policies		
Directorate	Resources and Transformation		
Service	Strategic HRM		
Responsible Officer	Rebecca Lloyd		
Proposal planning start	December 2003	Proposal start date (due or actual date)	06 April 2024

1	What is the purpose of the proposal?	Yes / No	New / revision
	Policy	Yes	Revision
	Procedure	N/A	
	Guidance	N/A	
	Is this a service to customers/staff/public?	N/A	
	If yes, is it contracted or commissioned?	N/A	
	Other - give details	N/A	
2	What is the business case for this proposal? Please provide the main purpose of the service, intended outcomes and reasons for change?		
<p>This report covers the revision of 3 existing employment policies as follows;</p> <ul style="list-style-type: none"> a) Redundancy Policy (last updated March 2020) b) Family Friendly Policy (last updated Dec 2022) c) Leave and Time Off Policy (last updated April 2020) <p>Revisions are required to the above polices due to changes in legislation and statutory entitlements which are due to be come into force from 6 April 2024.</p> <p>The revised Redundancy Policy includes the forthcoming legislation change in relation to the extension of the special redundancy protection. Currently where an employee is at risk of redundancy during maternity leave they have a legal entitlement to be offered any suitable alternative vacancy (if one is available). The special redundancy protection now covers employee who are pregnant (from the date they notify their manager of their pregnancy), on maternity leave, adoption leave or shared parental leave (where shared parental leave is for 6 weeks or more), or in the six month period following their return to work from maternity, adoption or shared parental leave.</p>			



The Family Friendly Policy includes the forthcoming legislation changes related to paternity leave and redundancy protection (as above). Changes to the paternity policy are that;

- employees can now take their two-week paternity leave entitlement as two separate one-week blocks (rather than having to either take one week in total or two consecutive weeks).
- paternity leave can be taken at any time from birth up to 52 weeks after the birth (rather than with the first 56 days following birth).
- employees will only need to give 28 days' notice of their intention to take paternity leave (rather than the previous position that required notice to be given 15 weeks before the Expected Week of Childbirth).

The revised Leave and Time Off Policy includes the forthcoming legislation on the introduction of a statutory right to one weeks' unpaid carer's leave to provide or arrange care for a dependent with a long term care need. The changes to the policy include (from the legislation);

- a definition for a dependent and long term care need.
- confirmation that the employee is required to give notice when making a request and the length of time required.
- confirmation that a manager may only postpone a request and that they must reschedule (for the leave to be taken within a month of the original request) in consultation with the employee.

Statutory carer's leave is at paragraphs 5.8.1 to 5.8.5 of the policy.

Currently Walsall Council offers up to 12 months unpaid carers leave. The policy has been amended to split out statutory (1 week) from the 12 months offered by the council, with the other 51 weeks now called extended carers' leave (paragraphs 5.8.6 to 5.8.11 of the policy).

The extended carer's leave now uses the same definitions as the regulations which extends who can meet the criteria as a dependent for extended leave. The main difference between the statutory leave and the extended leave is that under the regulations the statutory leave cannot be declined (only postponed and rescheduled), whereas the extended leave is discretionary, and could be refused or postponed depending on the circumstances. The extended leave is intended for longer time off for care needs (usually blocks of weeks/months) for example an employee requesting time off to support / care for a dependent through cancer treatment.

3	Who is the proposal likely to affect?		
	People in Walsall	Yes / No	Detail
	All	No	All corporate employees including Directors, Executive Directors and the Chief Executive, but excludes those in schools where the Governing Body has delegated authority for staffing.
	Specific group/s	No	
	Council employees	Yes	
Other (identify)	N/A		

4	Please provide service data relating to this proposal on your customer's protected characteristics.																						
	<p>As of 31 March 2023 the total number of Walsall Council employees (excluding Schools) were 3015. The Council's workforce is made up of 67.23% females. 24.65% of the workforce are classified as minority ethnic. In total there were 161 employees (5.34% of the workforce) who declared they had a disability, as defined by the Equality Act 2010. 3.35% of the workforce are under 25 years of age, 33.20% of the workforce are 55 years or older, 39.07% of the workforce are aged between 40-54 years old and 55-59 years old are the largest age group making up 16.65% of the workforce.</p>																						
5	Please provide details of all engagement and consultation undertaken for this proposal. (Please use a separate box for each engagement/consultation).																						
	<p>Consultation was undertaken with Senior Managers and Trade Union Colleagues 16-31 January 2024.</p> <p>The Pay Policy is subject to endorsement with CMT on 15 February 2024.</p> <p>The Pay Policy is subject to approval with Personnel Committee on 04 March 2024.</p>																						
	<p>Consultation Activity Complete a copy of this table for each consultation activity you have undertaken.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;">Type of engagement/consultation</td> <td style="width: 35%;">Senior Managers via email</td> <td style="width: 10%;">Date</td> <td style="width: 20%;">16-31 January 2024</td> </tr> <tr> <td>Who attended/participated?</td> <td colspan="3">SMG</td> </tr> <tr> <td>Protected characteristics of participants</td> <td colspan="3">A range of protected characteristics including, gender, race, age, disability.</td> </tr> <tr> <td colspan="4">Feedback and response</td> </tr> <tr> <td colspan="4">No concerns or queries were raised.</td> </tr> </table>			Type of engagement/consultation	Senior Managers via email	Date	16-31 January 2024	Who attended/participated?	SMG			Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.			Feedback and response				No concerns or queries were raised.			
Type of engagement/consultation	Senior Managers via email	Date	16-31 January 2024																				
Who attended/participated?	SMG																						
Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.																						
Feedback and response																							
No concerns or queries were raised.																							

	Type of engagement/consultation	Trade Unions via email	Date	16-31 January 2024
	Who attended/participated?	Unison, GMB and Unite		
	Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.		
	Feedback and response			
No concerns or queries were raised.				
6	Concise overview of all evidence, engagement and consultation			
Formal consultation raised no concerns over protected characteristics.				
7	How may the proposal affect each protected characteristic or group? The effect may be positive, negative, neutral or not known. Give reasons and if action is needed.			
	Characteristic	Affect	Reason	Action needed Yes / No
	Age	Neutral	The policy applies to all employees, it sets out clear guidelines to reduce the risk of discrimination – no impact foreseen.	No
	Disability	Neutral	The policy applies to all employees, it sets out clear guidelines to reduce the risk of discrimination – no impact foreseen. Policy includes statutory entitlement to carers leave which supports employees who may have caring responsibilities for a dependent with disability. Potential impact on employees who require reasonable adjustments for communication	No Yes

		and for those who do not understand the policy e.g. employees with learning disabilities.	
Gender reassignment	Neutral	The policy applies to all employees, it sets out clear guidelines to reduce the risk of discrimination – no impact foreseen.	No
Marriage and civil partnership	Neutral	The policy applies to all employees, it sets out clear guidelines to reduce the risk of discrimination – no impact foreseen.	No
Pregnancy and maternity	Positive	The policies include statutory entitlements related to pregnancy, maternity and paternity, setting out clear guidelines to reduce the risk of discrimination – no impact foreseen.	No
	Neutral	Potential impact for people who are on maternity or paternity leave and are not updated about the policy.	Yes
Race	Neutral	The policy applies to all employees, it sets out clear guidelines to reduce the risk of discrimination – no impact foreseen.	No
Religion or belief	Neutral	The policy applies to all employees, it sets out clear guidelines to reduce the risk of discrimination – no impact foreseen.	No
Sex	Neutral	The policy applies to all employees, it sets out clear guidelines to reduce the risk of discrimination – no impact foreseen.	No
Sexual orientation	Neutral	The policy applies to all employees, it sets out clear guidelines to reduce the risk of discrimination – no impact foreseen.	No
Other (give detail) Carers	Positive	The policies include statutory entitlements to carer's leave, setting out clear guidelines to reduce the risk of	No

			discrimination – no impact foreseen.	
	Further information	N/A		
8	Does your proposal link with other proposals to have a cumulative effect on particular equality groups? If yes, give details.			(Delete one) No
9	Which justifiable action does the evidence, engagement and consultation feedback suggest you take?			
	A	No major change required		
	B	Adjustments needed to remove barriers or to better promote equality		
	C	Continue despite possible adverse impact		
	D	Stop and rethink your proposal.		

Action and monitoring plan				
Action Date	Action	Responsibility	Outcome Date	Outcome
Day of Launch	The policy to be explained/made available to employees	Employee's line manager should make themselves available to explain the policy to ensure understanding and offer support to allow individuals to achieve the requirements	As and when required	
Day of Launch	The procedure will be explained/made available in other languages on request for employees whose first language is not English.	Appropriate liaison as required with the council's Interpretation, Translation, Transcription and Easy Read service (ITTE)	As and when requested	
Day of Launch	Alternative formats (audio and Easy Read) for disabled employees of the new policy will be made available on request.	Liaison as required with the appropriate council procured services; audio formats from Walsall Society for the Blind and Easy Read from the Community,	As and when requested	

		Equality and Cohesion team.		
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Update to EqIA	
Date	Detail

Contact us

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Inside Walsall: [http://int.walsall.gov.uk/Service information/Equality and diversity](http://int.walsall.gov.uk/Service_information/Equality_and_diversity)