



Glasgow Kelvin College

Equality Impact Assessment
Family Friendly and Flexible Working Policy
2019

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Title of Policy, Procedure or Practice:

Family Friendly and Flexible Working Policy

Type of Policy, Procedure or Practice:

New

Existing, Reviewed or Revised

Team Leading Impact Assessment:

Human Resources

Lead Person:

D Shiels

Date of Assessment:

June – November 2019

Aims and Outcomes

What are the intended aims / outcomes of the policy, procedure or practice? Who is the target audience and who is it intended to benefit?

The Family Friendly and Flexible Working Policy was developed as part of the College's commitment to Equal Opportunities and family-friendly measures, the College supports the principle of work-life balance. The Policy provides an outline of the types of leave and support available to staff for time off and in order assist them achieve a work-life balance while maintaining an appropriate service. The revised document was updated to include parental bereavement leave introduced under the Parental Bereavement (Leave and Pay) Act 2018.

Target audience and benefits – staff.

Evidence and Information

What information has been used as the basis for this EIA?

Legislation;
 Parental Bereavement (Leave and Pay) Act 2018.
 Equality Act 2010;
 EHRC - Code of Practice on Employment;
 ACAS Guides
 ACAS - The right to request flexible working: an ACAS guide (including guidance on handling requests in a reasonable manner to work flexibly);
 ACAS – Code 5 - Handling in a reasonable manner requests to work flexibly;
 CIPD – Factsheets
 Case law and case studies;
 Website – Gov.uk;
 Terms and Conditions for Staff;
 Fair Work Framework;
 Websites and other organisations policies; and
 EHRC - Code of Practice on Employment.

Which individuals, groups or organisations representing protected characteristics have been involved in the undertaking of this assessment?

Trade Union representatives – Unison in consultation with staff;
 Trade Union representatives – EIS/FELA in consultation with staff;
 Managers;
 Staff; and
 College Legal Advisors.

What does the information indicate about potential positive, neutral or negative impacts for each protected characteristic?

Protected Characteristics	Potential Impact
Age	<p>The policy applies to all regardless of age and leave entitlements are applied equally to all staff.</p> <p>This policy has a positive impact as it takes into account the Equality Act 2010 and provides up to 3 days paid leave of absence for staff who have elderly dependents who require care or assistance in an emergency or non-emergency situation. It provides for paid leave under the parental leave procedure for children under the age of 18.</p>
Disability	<p>The policy applies to all regardless of disability and leave entitlements are applied equally to all staff. Policy is available on intranet and therefore available in different fonts, text size and through assisted technology.</p> <p>This policy has a positive impact as it takes into account the Equality Act 2010 and provides up to 3 days paid leave of absence for staff who have dependents who have a disability who require care or assistance in an emergency or non-emergency situation.</p>
Gender Reassignment	<p>The policy applies to all regardless of gender reassignment and leave entitlements are applied equally to all staff.</p> <p>This policy has a positive impact as a transsexual person will be fully supported during the process and paid time off is permitted for appointments and counselling.</p>
Marriage and Civil Partnership	<p>The policy applies to all regardless of marital status or civil partnership and leave entitlements are applied equally to all staff.</p>
Pregnancy and Maternity	<p>The policy applies regardless if the woman is pregnant. A two tier maternity entitlement is provided which provides employees with a choice of scheme.</p> <p>The policy will have a positive impact as it provides a generous maternity scheme. Time off is granted for staff for antenatal appointments for male/female staff and employees who are supporting their pregnant partner. Paid time off is granted for fertility treatment.</p>

Race	The policy applies to all regardless of race and leave entitlements are applied equally to all staff.
Religion or Belief	The policy applies to all regardless of religion or belief and leave entitlements are applied equally to all staff. The policy includes arrangements for religious and cultural observance.
Sex	The policy applies to all regardless of gender and leave entitlements are applied equally to all staff. Gender specific entitlements apply where they are governed by gender or legislation such as maternity leave for woman.
Sexual Orientation	The policy applies to all regardless of sexual orientation and leave entitlements are applied equally to all staff.

Are you able to reduce any potential negative impacts identified? If so, how?

None identified

Compliance with General Equality Duty

Does the policy, procedure or practice comply with the three parts of the general duty?

- Eliminate discrimination, harassment and victimisation and other conduct prohibited by the [Equality Act \(2010\)](#)
- Foster good relations between people from different groups - this involves tackling prejudice and promoting understanding between people from different groups
- Advance equality of opportunity between people from different groups

Yes No

If no, what arrangements could be implemented to better comply with the duty?

NA

What is the EIA outcome?

A positive impact is likely A negative impact is not foreseen

A negative impact is likely A negative impact is probable or certain

Are you able to introduce the policy, procedure or practice without changes? Yes No

If no, what changes will you make before implementation?

Action and Monitoring

What action will be taken, by whom and when?

Policy issued to all existing staff to raise awareness;
 Policy issued to all new staff as part of induction process;
 Workforce Profile gathers information on new starts such as number and age of children under 18 – staff are then informed of their entitlement to parental leave;
 Policy available on the intranet and internet;
 Training for managers in managing the procedure;
 Training for managers in equalities legislation;
 Briefings for staff in the policy, procedure and the leave available; and
 Promotion activities informing staff of leave entitlements.

Once implemented how the policy will, procedure or practice be monitored?

Monitoring and reporting of types of leave taken by staff across protected characteristics to the Board of Management and HR Committee.

Signed: Doreen M Shiels

Date: 15.11.19

NB: Finalisation of central monitoring & identification of compound impact will be undertaken within Equalities Management. Please return to the EDI manager for approval by the EDI Committee

Approval –

This document was considered and approved by

Name – Audrey Miller, Vice Principal HR and OD Date – 18 November 2019

Name - Monica McKerlie, Head of Learner Services Date – 19 November 2019

Appendix

Equality Act General Duty requires colleges to have **due regard** to the need to:

1. Eliminate

- a) discrimination,
- b) harassment,
- c) victimization; or
- d) any other prohibited conduct

2. Advance equality of opportunity by

- a) removing or minimising disadvantage
- b) meeting the needs of particular groups that are different from the needs of others
- c) encouraging participation in public life

3. Foster good relations – tackle prejudice, promote understanding

Protected Characteristics:

- 1. Age
- 2. Disability
- 3. Gender Reassignment
- 4. Marriage And Civil Partnership (applies only in relation to (1a) discrimination in *employment*, not to students)
- 5. Pregnancy And Maternity
- 6. Race
- 7. Religion Or Belief
- 8. Sex/ Gender
- 9. Sexual Orientation.