

## EQUALITY IMPACT ASSESSMENT – TRAFFORD COUNCIL

A. Summary Details		
1	Title of EIA:	Extension to Mandatory Unpaid Leave 2017/2018 and leave purchase scheme.
2	Person responsible for the assessment:	Deborah Lucas, Acting Director of Human Resources
3	Contact details:	0161 912 4326 Katherine.Lowndes@trafford.gov.uk
4	Section & Directorate:	Workforce Strategy Team, HR Service, T&R
5	Name and roles of other officers involved in the EIA, if applicable:	Katherine Lowndes

B. Policy or Function		
1	Is this EIA for a policy or function?	Policy <input checked="" type="checkbox"/> Function <input type="checkbox"/>
2	Is this EIA for a new or existing policy or function?	New <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Change to an existing policy or function
3	What is the main purpose of the policy/function?	To detail employees' terms and conditions of employment with the Council, i.e. what they will receive in return for working for the Council.
4	Is the policy/function associated with any other policies of the Authority?	Annual leave policy
5	Do any written procedures exist to enable delivery of this policy/function?	The 'Green Book', The Constitution, Contract of Employment
6	Are there elements of common practice not clearly defined within the written procedures? If yes, please state.	No

7	Who are the main stakeholders of the policy? How are they expected to benefit?	Employees – the proposed extension to mandatory unpaid leave and the scheme to purchase additional leave are being driven by a need to make significant budget savings within the Council over the next 12 months. It is hoped that the changes will achieve in the region of £0.5m in savings per annum. If the monies are not found in this manner they will need to be found elsewhere, which may mean further service reorganisation/cuts leading to redundancies in addition to those that have already been undertaken and any planned.
8	How will the policy/function (or change/improvement), be implemented?	<p>In terms of the extension to mandatory unpaid leave, there has been a period of formal consultation, during which we tried to reach collective agreement with our Trade Unions. Unfortunately agreement could not be reached so we shall continue to ask employees to voluntarily sign up to the changes. Where employees do not sign up there will be a process whereby we will give them notice of the termination of their contract and offer immediate re-engagement with the new contract.</p> <p>With regards to the scheme for purchasing additional leave, this has been supported by the Unions as a means of achieving savings through voluntary measures. However the scheme doesn't need collective or individual agreement as it is a voluntary scheme. As a result of offering the voluntary scheme for 2017/2018, the proposal for implementing mandatory unpaid leave has been reduced from 3 days in previous years to 1.5 days for the annual leave year 2017/2018.</p>
9	What factors could contribute or detract from achieving these outcomes for service users?	Possible resistance from staff due to concerns about impact on workload, TOIL, (time off in lieu), pay.
10	Is the responsibility for the proposed policy or function shared with another department or authority or organisation? If so, please state?	This is being led by the HR Service, however owned by the organisation with final sign off to be given by Executive Members.

### C. Data Collection

1	What monitoring data do you have on the number of people (from different equality groups) who are using or are potentially	The extension to unpaid leave will affect all Council employees except teachers and those who come under the purview of a school governing body (i.e. are directly employed by a school) because such employees are under the control of the School
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	impacted upon by your policy/ function?	<p>Governing Body and not the council. Apprentices will also be excluded.</p> <p>There are also some staff groups that have received an exemption, these are on the basis that they were either providing direct services to SEN/children or are in a trading position – they are: Catering Operations; Cleaning Support; Trafford Transport Provision; Sanyu Daycare Centre; Partington &amp; Carrington Children’s Centre and SEN Teaching Assistants. These tend to be females on lower pay bands.</p> <p>Currently 1,181 employees are subject to mandatory unpaid leave. Employees who have elected to take Voluntary Additional Leave in excess of 1.5 days for the annual leave year 2017/2018 are not included in these figures, as they have elected to take additional leave on a voluntary basis.</p>
2	Please specify monitoring information you have available and attach relevant information*	Workforce monitoring data on the staff subject to mandatory unpaid leave is provided at Appendix 1 below.
3	If monitoring has NOT been undertaken, will it be done in the future or do you have access to relevant monitoring data?	N/A

*\*Your monitoring information should be compared to the current available census data to see whether a proportionate number of people are taking up your service*

<b>D. Consultation &amp; Involvement</b>		
1	Are you using information from any previous consultations and/or local/national consultations, research or practical guidance that will assist you in completing this EIA?	<p>We have undertaken employee consultation and have collated all feedback.</p> <p>Out of 1,181 employees subject to the consultation – only 7 provided formal feedback which equates to 0.6 %. Those who provided written feedback did not agree with the proposal to extend mandatory unpaid leave for 2017/2018. The majority of those felt that the necessary savings should be achieved through voluntary means.</p> <p>The main concerns raised in the feedback included: the proposal being a pay cut;</p>

		<p>unfair; adverse effect on workload; difficult to take leave/flexi/TOIL; shouldn't be compulsory. There were no particular comments relating to the protected characteristics, comments were more around the effect on those staff on lower pay.</p> <p>There were positive comments made verbally about how the additional leave helps with childcare and family commitments and that payments being spread across the year lessens the financial impact.</p>
2	Please list any consultations planned, methods used and groups you plan to target. (If applicable)	We have undertaken consultation via team meetings, communications on the intranet, individual letters to all staff affected. Employees have been able to submit feedback during the consultation period.
3	**What barriers, if any, exist to effective consultation with these groups and how will you overcome them?	It can be more difficult to engage with staff that do not have access to e-mail or the Council's intranet system. However we have given several routes for staff to give feedback: e-mail comments to a central mailbox, hard copy feedback posted to HR and through line management. These have been detailed in a letter that was sent to all employees involved in the consultation.

*\*\*It is important to consider all available information that could help determine whether the policy/ function could have any potential adverse impact. Please attach examples of available research and consultation reports*

**E: The Impact – Identify the potential impact of the policy/function on different equality target groups**

*The potential impact could be negative, positive or neutral. If you have assessed negative potential impact for any of the target groups you will also need to assess whether that negative potential impact is high, medium or low*

	Positive	Negative (please specify if High, Medium or Low)	Neutral	Reason
<b>Gender – both men and women, and transgender;</b>	X – low	X – low		The gender profile of the staff subject to mandatory unpaid leave is: Female 70% to Male 30%. There will therefore automatically be more women affected by the proposal. It should be noted that a significant number of women work in those services that are exempt from the

				<p>proposal, such as Catering, Cleaning, Children's Centres and SEN Teaching Assistants.</p> <p>As women still tend to have greater child-care commitments than men the additional leave may help with caring responsibilities if the days can be taken during school holidays. This may therefore have a positive impact. However it is also a good opportunity for male staff with childcare commitment to have greater flexibility.</p> <p>For staff with other caring responsibilities, such as parents, this may be positive, giving them more flexibility.</p>
Pregnant women & women on maternity leave			X	No likely impact. When on maternity leave, staff are not subject to the mandatory unpaid leave payments so it has no effect during this period.
Gender Reassignment			X	No likely impact.
Marriage & Civil Partnership			X	No likely impact.
<b>Race-</b> include race, nationality & ethnicity (NB: the experiences may be different for different groups)			X	No likely impact.
<b>Disability</b> – physical, sensory & mental impairments	X – Low impact			There may be a slight positive impact for disabled staff as they may need more time off work than employees who are not disabled so the additional unpaid leave and option to buy additional leave may be supportive of this need.
<b>Age Group</b> - specify eg; older, younger etc)		X – Low impact (younger and older employees)		<p>On average the younger element of the workforce are more likely to be on lower salaries than the older element, which means that the financial implications of all of the proposals may have a greater impact on these employees.</p> <p>There may be an impact on pension benefits for the older element of</p>

				the workforce due to the loss of pay - however this is mitigated by the APC provision to buy back any loss of pension.
<b>Sexual Orientation</b> – Heterosexual, Lesbian, Gay Men, Bisexual people			X	No likely impact.
<b>Religious/Faith groups</b> (specify)	X - low			All staff in scope will be required to take the mandatory leave but are entitled to choose when to take it, so they may be able to use these days for religious holidays other than the statutory/Christian holidays.

**As a result of completing the above what is the potential negative impact of your policy?**

High

Medium

Low

<b>F. Could you minimise or remove any negative potential impact? If yes, explain how.</b>	
Race:	N/A
Gender, including pregnancy & maternity, gender reassignment, marriage & civil partnership:	N/A
Disability:	N/A
Age:	There may be an impact on pension benefits for the older element of the workforce due to the loss of pay. However, to some extent this can be mitigated by the APC provision to buy back any loss of pension. During the period when staff are subject to mandatory unpaid leave, each year the Council will write to employees to give them the opportunity to make an APC and the Council will pay 2//3 of the cost provided the employee makes the request within the agreed timescales.
Sexual Orientation:	N/A

Religious/Faith groups:		N/A
Also consider the following:		
1	If there is an adverse impact, can it be justified on the grounds of promoting equality of opportunity for a particular equality group or for another legitimate reason?	
2	Could the policy have an adverse impact on relations between different groups?	
3	If there is no evidence that the policy <i>promotes</i> equal opportunity, could it be adapted so that it does? If yes, how?	<p>Staff subject to mandatory leave will have additional time off work, which gives more flexibility for home/family commitments. This is useful for those with caring commitments, however those without caring commitments may also appreciate the time to pursue interests.</p> <p>We have received 435 applications for Voluntary Additional Leave, which demonstrates that a high volume of staff welcome the opportunity to have greater flexibility to balance the demands of their personal/caring commitments against their workplace commitments.</p>

Signed

*K. Lowndes*

Lead Officer  
Date

Katherine Lowndes  
4/1/17

Signed



Service Head  
Date

Deborah Lucas  
4<sup>th</sup> January 2017

## Appendix 1 – Equalities Monitoring of staff subject to mandatory unpaid leave

<b><u>Gender</u></b>	<b>% of staff</b>
Female	69.62%
Male	30.38%

<b><u>Ethnic Origin</u></b>	<b>% of staff</b>
Asian or Asian British Bangladeshi	0.26%
Asian or Asian British Indian	0.95%
Asian or Asian British Kashmiri	0.09%
Asian or Asian British Other Asian	0.17%
Asian or Asian British Pakistani	1.46%
Black or Black British African	1.03%
Black or Black British British	0.17%
Black or Black British Caribbean	1.72%
Black or Black British Other Black	0.17%
Chinese or Other Chinese	0.52%
Mixed Other Mixed	0.77%
Mixed White & Black African	0.43%
Mixed White & Black Caribbean	0.52%
Mixed White & Indian	0.34%
Mixed white & Pakistani	0.17%
Prefer not to state	1.55%
White British	50.95%
White Irish	1.38%
White Other White	1.29%
White Other White European	0.43%
(blank)	35.63%



<b><u>Sexual Orientation</u></b>	<b>% of staff</b>
Bisexual	0.77%
Declined to specify	5.59%
Gay	1.64%
Heterosexual	51.89%
Lesbian	1.12%
Not stated	0.52%
(blank)	38.47%

<b><u>Religion</u></b>	<b>% of staff</b>
Atheist	0.17%
Buddhist	0.34%
Christian	31.67%
Hinduism	0.17%
Judaism	0.17%
Muslim	2.32%
No Religion	20.31%
Other	2.15%
Prefer not to state	4.48%
Sikh	0.17%
(blank)	38.04%

<b><u>Disability</u></b>	<b>% of staff</b>
<i>Declined to specify</i>	2.07%
Disabled	4.3%
Not disabled	49.48%
Not known	0.43%
(blank)	43.72%