



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:

People and Culture

Lead Person:

D Shiels

Date of Assessment: Jan – May 2024

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.

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 – New guide on - The right to request flexible working
 CIPD – Factsheets
 Case law and case studies
 Website – Gov.uk
 Terms and Conditions for Staff
 Fair Work Framework
 Websites and other organisations policies
 EHRC - Code of Practice on Employment
 Paternity Leave (Amendments) Regulations 2024
 Carer's Leave Regulations 2024
 Employment Relations (Flexible Working) Act 2023

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
 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?

N/A

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 the 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
 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 in the College PSED Report

Signed: Doreen M Shiels Date: 12 May 2024

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 – Morag Kinnear, Head of HR and OD Date – 15 May 2024

Name - Amrit Bedi, EI Lead Date – 17 May 2024

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.