



1. What is the policy? (Name/description of the policy)

Maternity Policy

2. What is the aim, objective or purpose of the policy?

- To provide effective guidance to Managers and to staff who are pregnant or have recently given birth.
- To provide information to assist those staff who are affected to help staff and line managers understand entitlements under the legislation.
- To replace the old policy upgrading the level of support provided to most staff
- To end an anomaly whereby some staff were paid more when absent from work than they were paid when they were in work.

3. Who defines or defined the policy and who implements it?

- Policy defined by SMT and by Legislation
- Policy written and updated by HR
- Policy implemented by Section managers

4. Is the policy applied uniformly throughout the College?

Yes	Yes
No	

If 'no' what are the consequences in terms of the screening process?

n/a

5. Who are the stakeholders in relation to this policy (for example the Funding Councils, UCAS)?

Senior Management
HR Team
Section Managers
Staff who are pregnant or have recently given birth

6. What data are available to facilitate the screening of this policy?

None

7. Is there any evidence of higher or lower participation or uptake by the following characteristics?

	Yes	No	Not known
Age		No	
Disability		No	
Gender	Yes		
Racial group		No	
Religious belief		No	
Sexual orientation		No	

Note: A broad interpretation should be taken of the word 'evidence'. It should include anecdotal evidence and evidence derived from qualitative or quantitative analysis where available.

Please comment:

The policy can only apply to female employees so there is a differential impact according to gender.

8. Is there any evidence that different groups have different needs, experiences, issues and priorities in relation to this policy?

	Yes	No	Not known
Age		No	
Disability		No	
Gender	Yes		
Racial group		No	
Religious belief		No	
Sexual orientation		No	

Note: A broad interpretation should be taken of the word 'evidence'. It should include anecdotal evidence and evidence derived from qualitative or quantitative analysis where available.

Please comment:

This policy can only affect pregnant women so the policy has been written to support legislation aimed at providing equality of opportunity for that group.

9. Have previous consultations with relevant groups, Organisations or individuals indicated that policies of this type create problems specific to them?

Please comment:

- Tus have been consulted and their comments incorporated into the policy
- Maternity legislation applies only to women. Provision is made under separate arrangements for men and women adopting children and for men who wish to take a period of paternity leave following the birth of a child.

10. Is there an opportunity to promote equality of opportunity or community relations more effectively by altering the policy, or by working with others?

Yes	Yes
No	

Please elaborate:

The policy reflects current legislation and existing terms within the College for maternity leave and pay. Together, these arrangements help the College to deal fairly with any employees who are absent from work due to pregnancy or who are on maternity leave. They also help to ensure that those employees who take maternity leave are able to return to their existing jobs, wherever possible, thereby enabling employees to develop and progress within the College and also supporting the retention of talent within the College.

11. In the context of question 9 are there any relevant groups which you believe should be consulted?

Please specify:

TUs have been consulted.

12. What data are required in the future to ensure effective monitoring?

n/a

13. Please indicate whether a full impact assessment is recommended.

Yes	
No	No

Please elaborate:

The impact has been created by legislation and supporting legislative measures and policies are already in place to mitigate the impact.

14. Any other comments on the policy and/or screening exercise?

None

Impact Assessment Summary

Policy Name	Maternity Policy
--------------------	-------------------------

1. On a scale of high, medium or low assess the policy in terms of priorities for impact assessment.

High		Medium		Low	Low
------	--	--------	--	-----	-----

Please indicate when you think this policy should be reviewed next:

Year	2010
------	------

Upon the introduction of further maternity legislation due April 2010

2. Is the Policy affected by a strategic planning document, for example Agenda for Action, Institutional Plan, Strategic Development Plan?

3.

Yes	
No	No

Please elaborate:

--

4. Is the policy affected by the timetable established by other relevant public authorities or organisations in relation to common functions?

5.

Yes	Yes
No	

Please elaborate:

Parliament due to pass new legislation April 2010

4. Are there any particular resource implications incurred by the policy?

Minimal costs associated with improved support to staff who are on maternity leave. Partially mitigated by the reduction of some payments to staff who were previously paid in excess of their normal weekly wage.

Preliminary screening by: Joe Wright (HR Manager) 15th February 2010