

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

Paternity Policy

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

- To review, update and amend the existing policy in line with the general review of all college HR policies;
- To provide guidance and assistance to all employees by setting out a procedure that is compliant with following recent legislative changes.
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**3. Who defines or defined the policy and who implements it?**

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

**4. Is the policy applied uniformly throughout the College?**

Yes	Yes
No	

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

**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	
Sex		No	
Race		No	
Gender Reassignment		No	
Pregnancy or Maternity		No	
Religious belief		No	
Sexual orientation		No	
Marriage/Civil Partnership		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:

N/A
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**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	
Sex		No	
Race		No	
Gender Reassignment		No	
Pregnancy or Maternity		No	
Religious belief		No	
Sexual orientation		No	
Marriage/Civil Partnership		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:

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

Please comment:

- TU's have been consulted prior to the implementation of the policy
- No evidence that any particular group will be disadvantaged by the policy

**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	
No	No

Please elaborate:

N/A

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

Please specify:

No specific groups require to be consulted – Policy applies to all staff and TU consultation has been undertaken.

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

- HR Team will monitor compliance with the checklist process, Equality training and DSE Training.

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

Yes	
No	No

Please elaborate:

Policy applies to all staff and no evidence of risk that any of the protected groups will be disadvantaged is available.

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

None

<b>Policy Name</b>	<b>Induction</b>
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1. On a scale of high, medium or low assess the policy in terms of priorities for impact assessment.

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

Year	June 2011
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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	
No	No

Please elaborate:

n/a

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

Costs of monitoring and review (direct HR Salary Costs).

**Preliminary screening by:** Joe Wright (HR Manager) 1<sup>st</sup> December 2010