



Paternity Leave and Pay

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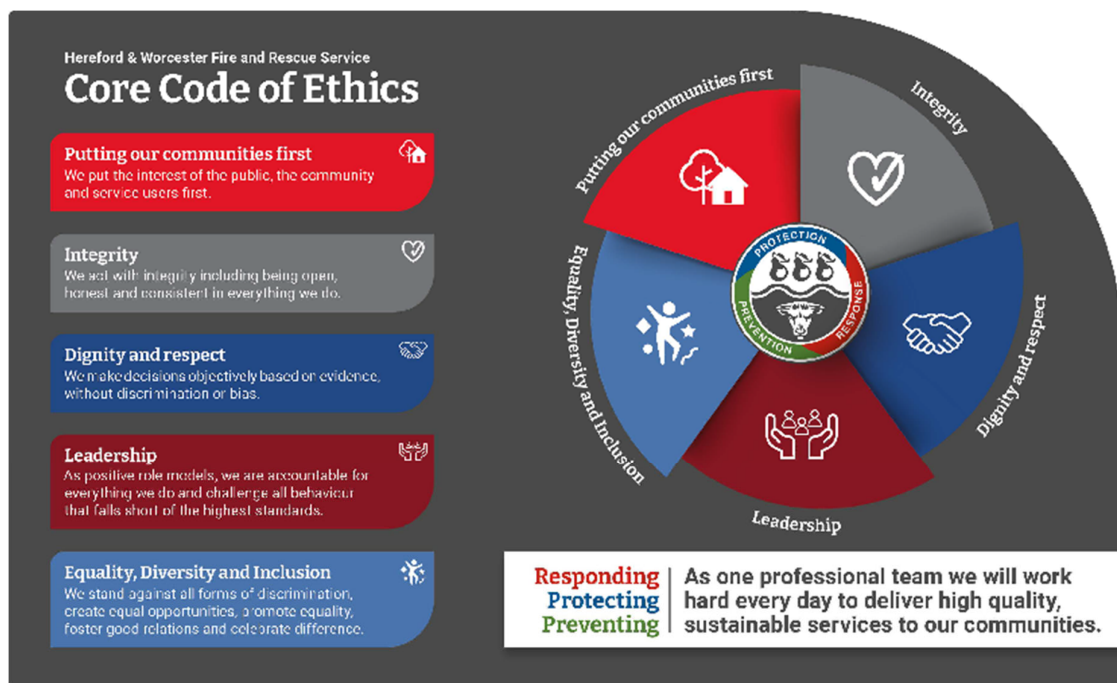
Executive Summary

An employee, whose spouse, civil partner or partner gives birth to a child, is entitled to paternity leave, provided they meet certain qualifying conditions, and this is granted in addition to an employee's normal annual holiday entitlement.

Paternity leave is also available to adoptive parents where a child is matched or newly placed with them for adoption. Either adoptive parent may take paternity leave where the other adoptive parent has elected to take adoption leave. (A separate policy is available in respect of adoption leave).

Paternity leave entitlement is for up to two weeks leave taken either individually or consecutively within 52 weeks of the child's birth (unless the baby is born early) or when the adoption placement starts.

The Core Code of Ethics for Fire and Rescue Services sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The Service is committed to the ethical principles and professional behaviours contained in the Core Code of Ethics, which sets expectations on governance, behaviour and integrity in the Fire Sector. The principles of the Code are reflected in this policy as well.



Safeguarding Policy Statement:

Safeguarding is everyone's responsibility, and Hereford & Worcester Fire and Rescue Service (HWFRS) are committed to safeguarding children, young people and adults from abuse and neglect. The Service strives to promote the safety, dignity and wellbeing of staff and people in the community.

Safeguarding practices within HWFRS align to the Safeguarding Fire Standard which aims to ensure that Service support and promote the safeguarding of those within the community, employees and volunteers. [Safeguarding - Fire Standards Board](#). All HWFRS staff will adhere to the Service's Adult Safeguarding Policy and Children and Young People Safeguarding Policy and associated Guidance's. g

[SPI Management & Administration Site - D - Personnel – All Items \(sharepoint.com\)](#)

Alternative Formats - If you require this document in another format please contact the HR and Development Department.

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Paternity Leave and Pay

1. Introduction

- 1.1 Paternity leave and pay are available to eligible employees following the birth of a child, enabling support to be given to the mother, or the child to be cared for. There are also provisions for those adopting a child.
- 1.2 This policy sets out the rights, entitlements and obligations of employees who wish to take up Paternity Leave benefits. Whilst the policy is intended to be comprehensive, it may not cover all eventualities. If further advice is required, please contact the HR& Development Department.
- 1.3 Additional Paternity Leave was replaced with Shared Parental Leave. For more details regarding Shared Parental Leave and Pay please refer to this policy.

2. Definitions

- 2.1 **Partner:** A partner is someone who lives with the mother of the baby or the adopter of a child, in an enduring family relationship, but is not immediately related. A partner may include either a male or female partner in a same sex couple.

3. Paternity Leave Entitlement

- 3.1 If your spouse, civil partner or partner gives birth to a child, or if you are the biological father of the child, you are entitled to take up to two weeks' paternity leave. Paternity leave is also available to adoptive parents where a child is newly placed for adoption.
- 3.2 To qualify for paternity leave you must meet all the following criteria:

You must have been continuously employed by the Service for a period of at least 26 weeks, by either :-

- the end of the 15th week before the expected week of childbirth (EWC), or
- the end of the week you are notified that you are matched with your child (for UK adoptions), or
- the intended start date of the paternity leave (for overseas adoptions).

and you must be either :-

- the biological father of the child, or
- the spouse, the civil partner or partner of the child's mother or are the spouse or partner of the primary adopter.

- 3.3** In the case of a birth child, you must have or expect to have responsibility for the child's upbringing. In the case of adoption, you must have been newly matched with the child for adoption and have or expect to have responsibility for the child's upbringing. Paternity leave is not available where a child is not newly matched for adoption, for example, when a step-parent is adopting a partner's child.
- 3.4** You must be taking leave to care for the child, or to support the mother/adopter.
- 3.5** You must follow the notification arrangements set out in section 4.
- 3.6** If you do not meet the above eligibility requirements, you may still be entitled to take leave under the Parental Leave Policy. You may also be granted annual leave.
- 3.7** If eligible for paternity leave, you will be entitled to take up to two weeks' paternity leave. This leave can be taken as two weeks together or as two separate blocks of one-week (but not as individual days).

What is 'a week'?

- 3.8** One weeks' paternity leave is equal to the length of time that you are normally required to work in a week. This means, for example, that a weeks' leave for an employee who normally works from Monday to Friday is equal to 5 days, while for an employee who normally works Monday and Tuesdays only, a weeks' leave is equal to 2 days.

Multiple Births/Placement

- 3.9** The entitlement to paternity leave remains the same regardless of how many babies are born as the result of the same pregnancy or placed together as a result of the adoption.

General Considerations

- 3.10** Please note that you will be required to provide a self-certificate form as evidence that you meet all the necessary criteria (see Appendix A and B for details).
- 3.11** You may only take paternity leave in order to care for a new baby, to support the mother of the baby, to support the adopter, or to look after a newly adopted child, not for any other reason.

4. Notification Requirements

- 4.1** If you are eligible, you are required to provide the following notice:
- An initial notification in writing to confirm your entitlement to take paternity leave – this needs to be given by the 15th week before the mothers' expected week of child birth.
 - After this, you must give 4 weeks written notice of your intention to take each period of paternity leave.

- In the case of an adopted child, you must give written notice of your intention to take paternity leave no later than 7 days after the date on which notification of the match with the child was given by the adoption agency. In the case of overseas adoptions, you must notify the Service in writing within 28 days of the receipt of your official notification.

4.2 Either Form Pers 117a (Birth) or Pers 117b (Adoption) – “Application for Paternity Leave” (available via the intranet) is to be completed. This form is also the self-certificate needed as evidence of your entitlement to Statutory Paternity Pay and/or Paternity Leave. You may also apply via the HR system.

4.3 Your application will be considered by your line manager, who will approve the request (provided they are satisfied that all eligibility criteria are met). The HR and Development Department will receive notification and arrange for pay to be recalculated as appropriate.

4.4 If you subsequently wish to change the timing of your paternity leave, you must give 28 days’ written notice of the new dates, unless this is not reasonably practicable e.g. if the baby is born early.

4.5 You must inform your line manager of the actual date of childbirth/adoption, or for overseas adoptions, the actual date of the child’s entry into the UK, as soon as reasonably practicable, in order that your line manager can inform HR and Payroll.

5. When Can Paternity Leave Start and Finish?

5.1 Paternity leave can start on any day of the week as long as the required notice has been given (as above).

5.2 Paternity leave can’t start until the birth of the baby and therefore the earliest it can begin is the day the baby arrives. Employees may be able to take some annual leave before the date the baby arrives if needed.

5.3 Employees can take paternity leave at any time in the first 52 weeks after birth. However, if the child is premature or born early, the employee can choose to take their paternity leave from the date the baby is born but their leave must end within 52 weeks of the start of the week the baby was due.

5.4 A period of Paternity leave when adopting a child can start:

- On the date the adoption placement starts.
- A date which falls after the date of placement.
- On the date the child arrives in the UK or an agreed number of days after (for overseas adoption).
- The day the child is born or the day after for surrogate parents.

5.5 In the case of adoption, Paternity Leave can be taken;

- a) In the case of a child adopted within the UK, within 52 weeks of the date on which the child was placed for adoption with you and your partner; or.

- b) In the case of a child adopted from overseas, within 52 weeks of the child's entry into the UK.

6. Paternity Pay

- 6.1** If you meet the qualifying criteria for Paternity Leave, you will be entitled to pay as follows :-
- 6.2 Week One** – You will receive full pay as determined by your conditions of service during the first week of Paternity Leave.
- 6.3 Week Two** - For the second week, most employees will be eligible for Statutory Paternity Pay (SPP). SPP is paid at a standard per week or 90% of your average weekly earnings (whichever is less). The rate of SPP is set by Government and is subject to revision each April. If you receive weekly earnings below the lower earnings limit for National Insurance purposes, you will not qualify for SPP. If you do not qualify for SPP, or are normally low paid, you may be due other benefits. For advice regarding benefits, see www.direct.gov.uk or contact a Jobcentre Plus office.

General Considerations

- 6.4** SPP can start from any day of the week in accordance with the date you start your paternity leave
- 6.5** SPP is treated as earnings and is therefore subject to PAYE and national insurance deductions.
- 6.6** Taking other employment during your paternity leave period will disqualify you from SPP.

7. Contractual Entitlements

- 7.1** Whilst you are on Paternity Leave, you will:
- retain continuity of employment,
 - continue to accrue paid annual leave entitlement (Public Holidays that fall in the period are also accrued),
 - continue to accrue sick leave entitlement (where accrual rate depends on continuous service).
- 7.2** Pension rights and contributions will be dealt with in accordance with the relevant Schemes. During Paternity Leave, contributions will continue to be deducted, based on paternity pay rather than usual earnings.

8. Other Considerations

In the Event of Death/Stillbirth

- 8.1** Paternity rights still apply if the baby is stillborn after 24 weeks of pregnancy or is born alive at any stage of the pregnancy but only lives for a short time. You can take paternity

leave at the time it was planned for if you had already booked the leave before the baby died or within 8 weeks of the baby's death if you had not already booked paternity leave.

If you are eligible for parental bereavement leave and pay, you have the right to take this after you finish your paternity leave (see Special Leave policy).

9. Other Associated Rights

9.1 You should be aware that you may also be entitled to take other types of parental leave, and to request flexible working, as outlined below.

9.2 Shared Parental Leave. Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP) are available to eligible employees and their partners. The leave allows them to choose how to share leave arrangements providing flexibility in order to care for their child during the first year of birth or adoption - see Shared Parental Leave Policy.

9.3 Ordinary Parental Leave. An employee who has parental responsibility for a child can take up to 18 weeks' unpaid ordinary parental leave to care for the child at any time up to the child's 18th birthday. Please see Ordinary Parental Leave Policy.

9.4 Dependents Leave. Unpaid dependents leave is a right allowing employees to take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies and to make any necessary longer-term arrangements - see Special Leave Policy.

9.5 Flexible Working – see Flexible Working Policy.

9.6 Special Leave. The Service has provisions for various types of leave, including Bereavement Leave, Critical Illness of a Close Relative or Dependent, Compassionate Leave and Carers Leave - see Special Leave Policy.

9.7 Time off to Accompany to Antenatal Appointments. An employee who will be taking parental leave can take unpaid time off work to attend 2 pregnancy-related or adoption appointments, of up to six and a half hours for each appointment. For further information please see Pregnancy and Maternity Policy.

10. Monitoring and Review

10.1 This policy will be reviewed by the Human Resources & Development Department within 3 years of this policy being issued or sooner if there are legislative or organisational changes.

APPENDIX A

Pers 117a - Paternity Leave: Notice of entitlement (birth child) (Please read the Paternity Leave and Pay SPI before completing this form).		
Name of Employee:		
Service Number:		
Work Location:		
Date started with HWFRS:		
Expected week of child's birth (the Sunday at the beginning of the week in which the child is expected to be born):		
I declare that:		Please tick as appropriate:
I am the child's biological father OR		
I am married to the child's mother OR		
I am the civil partner of the child's mother OR		
I am the partner of the child's mother		
AND		
I will have responsibility for the child's upbringing		
I meet the eligibility criteria laid out in the SPI		
Signature (Employee):	Date:	
Signature (Line Manager):	Date:	
Name of Line Manager (Please Print):		
Notes:		

This notice must be submitted to your line manager at least 15 weeks before the expected week of childbirth. The purpose of this form is to check that you are entitled to paternity leave. Once it has been completed, please forward it on to the HR Department.

You can start your paternity leave on any day from the child's birth, but it must end within 52 weeks of the birth (or the expected week of childbirth if the child is born early). You can take up to two weeks' paternity leave if you are eligible. You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week.

For each occasion that you wish to take a period of paternity leave, you must submit further notice using the Pers 117c form.

You have three options for when to start a period of paternity leave:

- **On the date of your child's birth:** Your period of leave notice should be received by us at least 28 days before the first day of the expected week of childbirth.
- **A set number of days after your child's birth:** Your period of leave notice should be received by us at least 28 days before the date falling that set number of days counted from the first day of the expected week of childbirth.
- **On a predetermined date (which has to be no earlier than the first day of the expected week of childbirth):** Your period of leave notice should be received by us at least 28 days before that predetermined date.

APPENDIX B

<p>Pers 117c - Paternity Leave: Period of leave notice (birth child) (Please read the Paternity Leave and Pay SPI before completing this form).</p>	
Name of Employee:	
Service Number:	
Work Location:	
Actual date of child's birth (if applicable):	
I hereby give notice of my intention to take paternity leave and pay starting:	Please tick as appropriate:
on the date on which the child is born OR	
[] days after the child is born OR	
on [] (a date later than the first day of the child's expected week of birth)	
I understand that I can take my leave in one single block of two weeks or split it into two separate blocks of one week. On this occasion, I intend to take:	Please tick as appropriate:
One week's leave OR	
Two weeks' leave	
I declare that:	Please tick as appropriate:

I will be absent from work for the purpose of caring for the child or supporting the child's mother		
Signature (Employee):		Date:
Signature (Line Manager):		Date:
Name of Line Manager (Please Print):		
<p>Notes</p> <p>This notice is to confirm to the Service when you intend to take your paternity leave. You must have already submitted a notice of entitlement using a Pers 117a form before using this form (or you can submit it at the same time). <u>Once it has been completed, please forward it on to the HR Department.</u></p> <p>You can start your paternity leave on any day from the child's birth, but it must end within 52 weeks of the birth (or the expected week of childbirth if the child is born early). You can take up to two weeks' paternity leave if you are eligible. You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week.</p> <p>You have three options for when to start a period of paternity leave and pay:</p> <ul style="list-style-type: none"> • On the date of your child's birth: Your period of leave notice should be received by us at least 28 days before the first day of the expected week of childbirth. • A set number of days after your child's birth: Your period of leave notice should be received by us at least 28 days before the date falling that set number of days counted from the first day of the expected week of childbirth. • On a predetermined date (which has to be no earlier than the first day of the expected week of childbirth): Your period of leave notice should be received by us at least 28 days before that predetermined date. <p>If you begin your statutory paternity leave and paternity pay on the day the child is born or, where you are at work on that day, the following day, or a date falling a specified number of days after the child's birth, you should give further notice to your line manager/the HR department as soon as reasonably practicable after the child's birth, of the date the child was born.</p>		

APPENDIX C

<p>Pers 117b - Paternity Leave: Notice of entitlement (adoption within the UK or overseas) - (Please read the Paternity Leave and Pay SPI before completing this form).</p>	
Name of Employee:	
Service Number:	
Work Location :	
Date started with HWFRS:	
<p>Date on which adopter was notified that they have been matched for adoption: OR</p> <p>Date on which adopter received official notification:</p>	
<p>Date on which child is expected to be placed for adoption with adopter (or, if they have already been placed for adoption, the date of placement) OR</p>	
<p>Date on which child is expected to enter Great Britain (or, if they have already entered Great Britain, the date of entry):</p>	
I declare that:	Please tick as appropriate:
I am married to the child's adopter OR	
I am the civil partner of the child's adopter OR	
I am the partner of the child's adopter	
AND	
I will have responsibility for the child's upbringing	
I meet the eligibility criteria laid out in the SPI	

Signature (Employee):	Date:
Signature (Line Manager):	Date:
Name of Line Manager (Please Print):	
<p>Notes:</p> <p>Adoption within the UK: This notice must be submitted to your line manager within seven days after the date on which the child's adopter is notified that they have been matched for adoption. The purpose of this form is to allow us to check that you are entitled to paternity leave. <u>Once it has been completed, please forward it on to the HR Department.</u></p> <p>At the same time, you must give further notice using the Pers 117d form for each occasion that you wish to take paternity leave.</p> <p>You have three options for when to start a period of paternity leave:</p> <ul style="list-style-type: none"> • on the date on which the child is placed for adoption; • a set number of days after the child is placed for adoption; or • on a predetermined date, which has to be no earlier than the first day of the child's placement for adoption. <p>You must take your paternity leave in full within 52 weeks of the date on which the child was placed for adoption with the adopter. You can take up to two weeks' paternity leave if you are eligible. You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week.</p> <p>Adoption from Overseas: This notice must be submitted to your line manager within 28 days after the date on which the child's adopter received the official notification (or the date on which you complete 26 weeks' continuous employment with us if that is later). The purpose of this form is to allow us to check that you are entitled to paternity leave. <u>Once it has been completed, please forward it on to the HR Department.</u></p> <p>You must take your paternity leave in full within 52 weeks of the date on which the child entered Great Britain. You can take up to two weeks' paternity leave if you are eligible. You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week.</p> <p>For each occasion that you wish to take a period of paternity leave, you must give further notice using the Pers 117d form.</p> <p>You have two options for when to start a period of paternity leave:</p> <ul style="list-style-type: none"> • On the date of your child's entry into Great Britain: Your period of leave notice should be received by us at least 28 days before the date on which the child is expected to enter Great Britain. 	

- **On a predetermined date (which has to be no earlier than the date of your child's entry into Great Britain):** Your period of leave notice should be received by us at least 28 days before that predetermined date.

APPENDIX D

Pers 117d - Paternity Leave: Period of leave notice (adoption within the UK or overseas) – (Please read the Paternity Leave and Pay SPI before completing this form).	
Name of Employee:	
Service Number:	
Work Location:	
Date on which adopter was notified that they have been matched for adoption: OR Actual date of child's entry into Great Britain:	
I hereby give notice of my intention to take paternity leave and pay starting:	Please tick as appropriate:
on the date on which the child is placed for adoption or enters Great Britain OR	
[] days after the child is placed for adoption OR	
on [] (a date on or after the first day that the child is placed for adoption or has entered Great Britain)	
I understand that I can take my leave in one single block of two weeks or split it into two separate blocks of one week. On this occasion, I intend to take:	Please tick as appropriate:
One week's leave OR	

Two weeks' leave		
I declare that:	Please tick as appropriate:	
I will be absent from work for the purpose of caring for the child or supporting the child's adopter		
Signature (Employee):	Date:	
Signature (Line Manager):	Date:	
Name of Line Manager (Please Print):		
<p>Notes:</p> <p>Adoption within the UK: This notice is to confirm to the Service when you intend to take your paternity leave. You must submit this form at the same time as your notice of entitlement using the Pers 117b form. <u>Once the forms have been completed, please forward it on to the HR Department.</u></p> <p>You have three options for when to start a period of paternity leave:</p> <ul style="list-style-type: none"> • on the date on which the child is placed for adoption; • a set number of days after the child is placed for adoption; or • on a predetermined date, which has to be no earlier than the first day of the child's placement for adoption. <p>You must take your paternity leave in full within 52 weeks of the date on which the child was placed for adoption with the adopter. You can take up to two weeks' paternity leave if you are eligible. You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week.</p> <p>If you begin your statutory paternity leave and paternity pay on the day the child is placed for adoption or, where you are at work on that day, the following day, or a date falling a specified number of days after the date of placement, you should give further notice to your line manager and the HR Department as soon as reasonably practicable after the child's placement, of the date on which the child was placed for adoption.</p> <p>Adoption from Overseas: You must take your paternity leave in full within 52 weeks of the date on which the child entered Great Britain. You can take up to two weeks paternity leave if you are eligible. You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week.</p> <p>You have two options for when to start a period of paternity leave and pay:</p> <ul style="list-style-type: none"> • On the date of your child's entry into Great Britain: Your period of leave notice should be received by us at least 28 days before the date on which the child is expected to enter Great Britain. 		

- **On a predetermined date (which has to be no earlier than the date of your child's entry into Great Britain):** Your period of leave notice should be received by us at least 28 days before that predetermined date.

Please note, that you must give your line manager written notice of the date your child entered Great Britain within 28 days of entry, or written notice that the child will not be entering Great Britain as soon as possible after you become aware of this fact. Once this form has been completed, please forward it on to the HR Department.



Appendix 1

No: 126

People Impact Assessment (PIA)

Policy / Project / Function:	Paternity Leave SPI			Date of Assessment:	02/04/24		
Analysis Rating: please tick 1 box ✓ (The analysis rating is identified after the analysis has been completed - See Completion Notes).	RED	AMBER	GREEN	✓	Proportionate means achieving a legitimate aim/can be objectively justified.	Action Plan included?	
Please list methods used to analyse impact on people (e.g. consultations forums, meetings, data collection)	All policies undergo informal and formal consultation with SLB and Rep Bodies as part of the normal process and therefore this SPI would have gone through this scrutiny when implemented. Although this policy is already in place, this people impact assessment has been produced as part of the review of it.						
Please list any other policies that are related to or referred to as part of this analysis	Special leave policy Flexible working policy Shared Parental leave policy						
Please list the groups of people potentially affected by this proposal. (e.g. applicants, employees, customers, service users, members of the public)	Employees						
What are the aims and intended effects of this proposal (project, policy, function, service)?							
This policy sets out the rights, entitlements and obligations of employees who wish to take up Paternity Leave benefits.							
Is any Equality Data available relating to the use or implementation of this proposal (policy, project, or function, service?) Please Tick ✓ (See Completion notes)							
YES: ✓ Equality data is available for our employees			NO:				
List any Consultations e.g. with employees, service users, Rep Bodies or members of the public that has taken place in the development or implementation of this proposal (project, policy, function)?							
All policies undergo informal and formal consultation with SLB and Rep Bodies as part of the normal process and therefore this SPI would have gone through this scrutiny when implemented.							

What impact will the implementation of this proposal have on people who share characteristics protected by <i>The Equality Act 2010</i> ? Please Tick ✓(See Completion notes)				
Protected Characteristic:	Neutral Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification if determining proportionate means of achieving legitimate aims exists
Sex (Men and Women)		✓		80% of the workforce are male, which are the group most likely to apply for paternity leave. This policy has a positive impact on this group of people as it clearly sets out the information relating to this benefit.
Race (All Racial Groups)	✓			Neither a positive or negative impact has been identified for this protected characteristic.
Disability (Mental, Physical, and Carers of Disabled people)	✓			Neither a positive or negative impact has been identified for this protected characteristic.
Religion or Belief	✓			Neither a positive or negative impact has been identified for this protected characteristic.
Sexual Orientation (Lesbian, Gay, Bisexual and Straight)		✓		The policy sets out the definitions of 'partner' which could include either a male or female partner in a same sex couple. 2.6% of the workforce have identified themselves as being lesbian, gay or bisexual and so the clear inclusive language used is likely to have a positive impact on staff with this protected characteristic.
Pregnancy and Maternity	✓			As the group most likely to apply for paternity leave are male, neither a positive or negative impact has been identified for this protected characteristic.
Marital Status (Married and Civil Partnerships)		✓		This policy uses clear, inclusive language throughout, setting out the definition of partner to include either a male or female partner in a same sex couple, which may have a positive impact on staff with this protected characteristic.
Gender Reassignment (Includes non-binary)	✓			Neither a positive or negative impact has been identified for this protected characteristic
Age (People of all ages)	✓			Neither a positive or negative impact has been identified for this protected characteristic.

What impact will the implementation of this proposal have on people who are impacted by and / or local factors that sit outside the Equality Act 2010 (non-legislative). Examples include social economic factors (i.e. poverty and or isolation), caring responsibility, unemployment, homelessness, urbanisation, rurality, health inequalities, any other disadvantage. ✓ (See Completion notes)				
Identified impact non-legislative factor	Neutral Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification if determining proportionate means of achieving legitimate aims exists

This People Impact Analysis was completed by: (Name and Department):Kathryn Berry, EDI Officer, HR & Development.....

Action Plan Owner:		Commencement date:		Sign off date:	
As a result of performing this analysis, what actions are proposed to remove or reduce any negative impact of adverse outcomes identified on people (employees, applicants, customers, members of the public etc) who share characteristics protected by <i>The Equality Act 2010</i> or are non-legislative characteristics?					
Action Planning					
Identified Impact Protected Characteristic or local non-legislative factor	Recommended Actions			Responsible Lead	Completion Date for Any Actions Listed

NOTE: People Impact Assessments should be reviewed whenever the policy/project/function that has been assessed, is reviewed

Document quality assured by:K Berry, EDI Officer – 02/04/24.....
 (Quality assured by appropriate person, eg EDI Officer, Inclusion & OD Manager)

Completion Notes:	
Analysis Ratings:	<p>The analysis rating is located at the top of the document so that if you have several impact assessments you will be able to determine priority impact status. To assure the assessment determines the rating, the rating should not be determined before the assessment has been completed.</p> <p>Red: As a result of performing this assessment, it is evident a risk of discrimination exists (direct, indirect, unintentional, or otherwise) to one or more of the nine groups of people who share Protected Characteristics (and / or local non-legislative factors). In this instance, it is recommended that the use of the activity or policy be suspended until further work or analysis is performed.</p> <p>If it is considered this risk of discrimination (is objectively justified, and/or the use of this proposal (policy, activity, function) is a proportionate means of achieving a legitimate aim; this should be indicated and further professional advice taken.</p> <p>Amber: As a result of performing this assessment, it is evident a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p> <p>Green: As a result of performing this assessment, no adverse effects on people who share Protected Characteristics and/or local non-legislative factors are identified - no further actions are recommended at this stage. (However, there may still be actions listed in the <i>Action Planning</i> section, reinforcing positive outcomes).</p>
Equality Data:	<p>Equality data is internal or external information that may indicate how the activity or policy being analysed can affect different groups of people who share the nine Protected Characteristics and / or local non-legislative factors. Examples of Equality Data include: (this list is not definitive)</p> <p>1: Application success rates by Equality Groups 2: Complaints by Equality Groups 3: Service usage and withdrawal of services by Equality Groups 4: Grievances or decisions upheld and dismissed by Equality Groups</p>
Legal Status:	<p>This document is designed to assist organisations in “<i>Identifying and eliminating unlawful Discrimination, Harassment and Victimisation</i>” as required by The Equality Act Public Sector Duty 2011.</p> <p>The NFCC/FRSs may be keen to extend “due regard” to local/non-legislative factors such as social economic factors (i.e. poverty and or isolation), caring responsibility, unemployment, homelessness, urbanisation, rurality, health inequalities any other disadvantage. ✓ (See Completion notes). What impact will the implementation of this proposal have on people for which there is no legal requirement? (consider each local non-legislative factor separately).</p> <p>Doing this analysis may also identify opportunities to <i>foster good relations</i> and <i>advance opportunity</i> between those who share Protected Characteristics and / or local non-legislative factors and those that do not.</p> <p><i>An EqIA is not legally binding and should not be used as a substitute for legal or other professional advice.</i></p>
Objective and/or Proportionate	<p>Certain discrimination may be capable of being defensible if the determining reason is:</p> <p>(i) <i>objectively justified</i> (ii) <i>a proportionate means of achieving a legitimate aim</i> of the organisation</p> <p>For <i>objective justification</i>, the determining reason must be a real, objective consideration, and not in itself discriminatory. To be ‘<i>proportionate</i>’ there must be no alternative measures available that would meet the aim without too much difficulty that would avoid such a discriminatory effect. Where (i) and/or (ii) is identified it is recommended that professional (legal) advice is sought prior to completing an People Impact Assessment.</p>



Organisational Impact Assessment

1. Preliminary Questions:			
Policy, Project or Activity:	Policy	Author:	Charlotte Graham
Department:	HR & Development	Title:	HR Operations Manager
New /existing?	Existing	Date:	07.05.24
2. Information on the Policy, Project or Activity:			
How does the Policy, Project or Activity fit in with our core purpose and strategies?	Supports delivery of CRMP, core organisational strategies and People Strategy by setting out a framework for the application and granting of Paternity Leave.		
3. Are there any implications for the following? If yes, please provide brief description:			
Operational	Yes – supports employees who require time off for paternity leave		
Legal	Aligns with appropriate legislative duties for statutory right to time off		
Human Resources	Yes – as a supporting function		
Training and Development	No		
ICT	No		
FRA	Yes – as the employer		
Resource	No		
Service Delivery	Yes – supports employees who require time off for paternity leave		
Consultation with Rep Bodies	N/A minor amendment to policy		
Corporate Communications	No		
Health and Safety	No		
Sustainability	No		
Partnership Working	No		
Other Implications/ Considerations?	N/A		

4. What are the risks in carrying out / delivering the activity described?

Consider: financial, reputational, environmental, health and safety, information management etc.
 N.B. Please make your SLB member aware of any significant risks for elevation to their Risk Register.

No.	Risk	Risk			Potential control measures	Residual Risk			Outstanding exposures
		Likelihood	Impact	Risk Score		Likelihood	Impact	Risk Score	
1	Policy not fit for purpose and does not support the statutory right to time off	3	1	3	Effective employment practices consistently and fairly applied Providing appropriate guidance and training to managers on procedures	3	1	3	None

Please use the matrix below to assess likelihood and impact:

IMPACT	Severe (5)	5	10	15	20	25
	Major (4)	4	8	12	16	20
	Moderate (3)	3	6	9	12	15
	Minor (2)	2	4	6	8	10
	Minimal (1)	1	2	3	4	5
		Low (1)	Low/ Medium (2)	Medium (3)	Medium/ High (4)	High (5)
	LIKELIHOOD					

5. Data Protection

A Data Protection Impact Assessment (DPIA) will assist in identifying and managing any project privacy implications and risks; for example, when making significant changes to existing practice, when developing a new project or when changing suppliers or processors.

The Screening Questions below are intended to help identify whether a DPIA is required. Answering 'Yes' to any of these questions indicates that a DPIA is necessary.

Screening Questions	Yes/No
Will the policy, project or activity involve the collection of new information about individuals?	No
Will the policy, project or activity compel individuals to provide information about them?	No
Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?	No
Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	No
Does the policy, project or activity involve you using new technology that might be perceived as being privacy intrusive? For example, recording images, biometrics or facial recognition.	No
Will the policy, project or activity result in your making decisions or taking action against individuals in ways that can have a significant impact on them?	No
Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be private.	No
Will the policy, project or activity require you to contact individuals in ways that they may find intrusive?	No

You will find a DPIA template and guidance notes on the Information Governance SharePoint page. Follow the link and click on 'DPIA Instruction' - [Information Governance](#).

If you require any assistance in completing the data protection impact assessment or need further guidance, contact the Information Governance Officer in Legal Services on informationrequests@hwfire.org.uk