



# Pregnancy and Maternity

Status	Final
Document Version	Version 9.00
Author	HR & Development
SLB Sponsor	Area Commander Prevention
Directorate/ Department	Prevention
Date Approved	Tbc
Review frequency	3 Years
Next Review	March 2027

Version History		
Version	Date	Description
3.00	25.07.2012	Pregnancy and Maternity updates following practical changes suggested by Unions
4.00	06.11.2014	Changes in relation to unpaid time off to accompany Antenatal appointments for partners
5.00	February 2015	Changes in support of Shared Parental Leave
6.00	February 2021	Reformatted
7.00	July 2024	To reflect NJC-5-24 - Maternity Pay and Service (decision to also apply to Green Book)
8.00	August 2024	Minor amendment
9.00	February 2025	Amendments to reflect enhancement to maternity pay. Update to reflect extended redundancy protection for pregnant employees and those taking maternity leave in line with legislation.

## Executive Summary - The Service has a responsibility to ensure that:

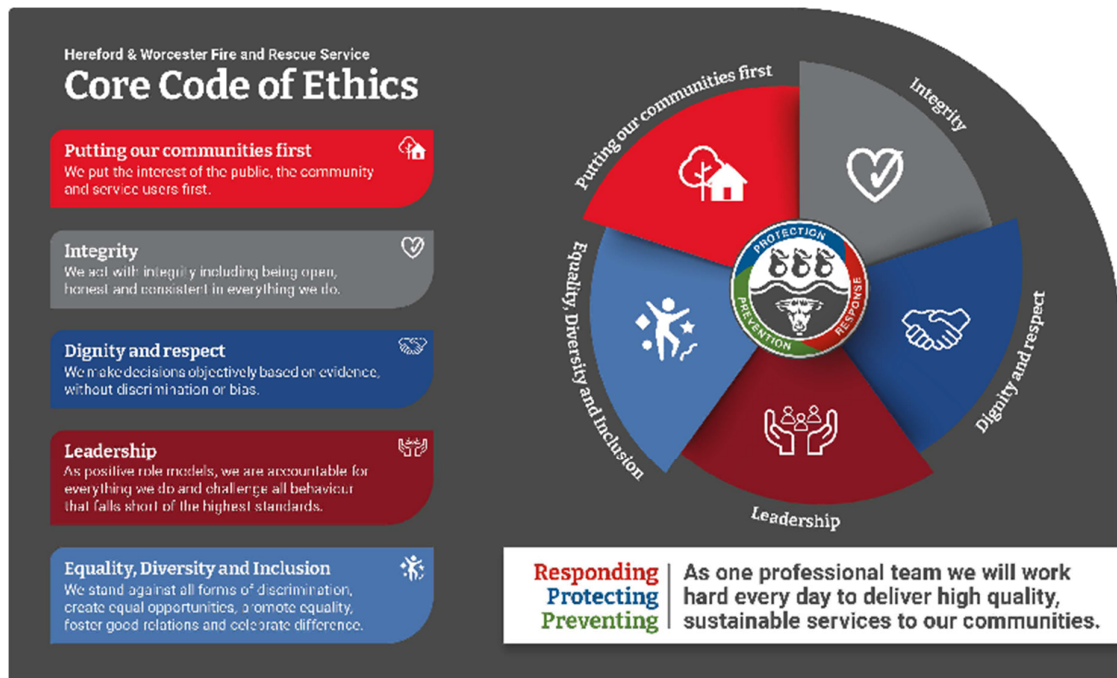
Protection is provided for all its pregnant employees and their unborn child/ren, ensuring their health, safety, well-being and welfare is maintained as they progress through pregnancy.

When dealing with pregnancy and maternity related issues at work, they are handled in a manner that is fair and equal, with no less favourable treatment being displayed to employees who are pregnant or on maternity leave (including breast feeding).

The policy and supporting Pregnancy and Maternity Provisions Guidance Toolkit supports managers and employees ensuring that any additional risks arising as a result of pregnancy are reduced and managed efficiently and effectively. The policy and guidance document also seeks to promote family friendly working practices to ensure that, as far as practicable, staff are able to reconcile work with family responsibilities.

## Core Code of Ethics

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.

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

### **Alternative Formats**

If you require this document in another format please contact the Human Resources and Development Department.

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# Pregnancy and Maternity Policy

## 1. Introduction

- 1.1 Hereford & Worcester Fire and Rescue Service (the Service) has a responsibility for providing protection for pregnant employees and their unborn child/ren. The Service also recognises the positive benefits that family friendly working practices can achieve and will continue to consider existing working practices to ensure that, as far as practicable, staff are able to reconcile work and family responsibilities.
- 1.2 The Service applies the various National Conditions of Service concerning maternity leave and also provides enhanced maternity pay for eligible employees. This policy is designed to give organisational direction: it may not cover all eventualities and therefore should be read in conjunction with the Pregnancy and Maternity Provisions Guidance Pack and other appropriate Scheme of Conditions of Service. More detailed advice can be obtained from the Human Resources and Development Department at Service Headquarters.
- 1.3 Pregnancy and Maternity provisions are periodically amended by new legislation; this document will be reviewed to take account of any future amendments.
- 1.4 As soon as the employee knows or thinks that they may be pregnant they must inform their manager. The line manager is responsible for ensuring that risk assessments are undertaken and any changes made to working conditions to protect the employee and her unborn child/ren. The manager is responsible for providing ongoing support for the pregnant employee. The Human Resources and Development Department will provide any necessary support and guidance on request as soon as the employee has confirmed that they are pregnant for example the notification periods that is required in order to be eligible for maternity leave and pay.

## 2. Aims and Responsibilities of the Service

- 2.1 The Service has a duty under the Management of Health and Safety at Work Regulations to assess risks at work and to provide a safe and healthy working environment. These regulations place specific duties on the Service in respect of new and expectant mothers. Additionally, under the Equality Duty 2010 to ensure that pregnant women and women on maternity leave (including breastfeeding mothers) are not treated any less favourably than other employees.

The Service aims:

- To provide protection for the pregnant employee and their unborn child/ren, ensuring their health, safety, well-being and welfare are maintained as they progress through their pregnancy.
- To assess any additional risks arising as a result of being an expectant or new mother.
- To ensure confidentiality is maintained where requested, unless this compromises the Service.

- To provide family friendly working practices to ensure that, as far as practicable, staff are able to reconcile work and family responsibilities.
- To provide a fair, equitable and dignified place of work for all employees, ensuring that pregnant employees and employees on maternity leave (including breastfeeding) are not treated less favourably due to their condition.

### **3. Purpose**

- 3.1 Maternity provisions refer to the leave (compulsory and ordinary) and pay to which the pregnant employee may be entitled and their right to resume employment with the Service following the period of leave. The employee has the right not to be treated less favourably on the grounds of pregnancy, childbirth or maternity, irrespective of hours of work or length of service.
- 3.2 If the pregnant employee is seeking to take maternity leave, they must produce medical evidence of the Expected Week of Childbirth (EWC). This will normally be in the form of a Maternity Certificate (MATB1), available from the doctor or midwife and will be issued approximately 14 weeks before the expected week of birth.
- 3.3 Maternity leave is available after 24 weeks of pregnancy.
- 3.4 This policy applies to all pregnant employees regardless of the number of hours worked per week or length of service.

### **4. Health and Safety**

#### **4.1 Risk Assessment**

- 4.1.1 The Management of Health and Safety at Work Regulations 1999 require the Service to carry out a risk assessment in respect of new or expectant mothers. As soon as the employee knows or suspects that they are pregnant they should inform their line manager so that a risk assessment can be undertaken as a priority with the expectant mother. To identify and remove any risk that may be present, temporary adjustments in working arrangements may be required and this will be discussed during the Risk Assessment Meeting and recorded within the Risk Assessment.
- 4.1.2 Hereford & Worcester Fire and Rescue Service (HWFRS) have a duty to identify hazards and to assess and control the risks that could have a detrimental effect upon the pregnant employee or their unborn child.
- 4.1.3 A Generic Risk Assessment to identify hazards in the workplace can be requested from the Health & Safety Department. This form is used to identify potential risk to any new, expectant, or breast feeding mothers. This is for use as a guide only, each individual will be required to have a specific risk assessment conducted by their line manager in conjunction, if necessary with the Health and Safety Advisor or Occupational Health Service, to ensure that all risks and hazards are identified, eliminated or minimised.

4.1.4 Further risk assessments must be carried out at appropriate intervals throughout the duration of the pregnancy and upon the individuals return to work. Further information to enable decision making can be found within the toolkit.

4.1.5 Any changes to the duty system/shift pattern, workplace and/or Watch worked by the pregnant employee should be done in consultation with the employee, unless the employee specifically requests this, or a risk assessment highlights a significant risk which cannot be removed, or on the advice of OH.

4.1.6 If this is the case, then the employee must be redeployed to suitable alternative work on no less favourable terms and conditions. If redeployment is not possible, then the employee must refrain from carrying out the work until the risk is eliminated.

4.1.7 All training exercises will be properly risk assessed by the person responsible for the training exercise and should take into account each trimester. In the case of On-Call fire-fighters, attendance at drill nights and participation in any other work related activity, including training exercises, may be continued provided this is permitted within the scope of the individual Risk Assessment.

4.1.8 As the pregnancy develops the employee should inform the Service, in writing if required, of any advice or recommendations received from her doctor.

## **4.2 Occupational Health**

4.2.1 When pregnancy is suspected or confirmed medical advice should be sought immediately as to whether the employee can continue within their current duties. All employees have access to the Occupational Health Service to discuss any concerns they may have whilst pregnant. Arrangements to attend an appointment should be made through the line manager.

## **4.3 Implications for Pregnant Firefighters**

4.3.1 As an operational firefighter exposure to toxic inhalants, heat, humidity and physically arduous conditions of work may be faced. Medical advice is to be followed regarding the implications for pregnant firefighters.

4.3.2 In view of the potential risk to the employee and their unborn child, as soon as it is known or suspected that the employee is pregnant, they must stop attending operational incidents. The Service has undertaken significant research in this area as well as seeking the advice of the Occupational Health Service.

4.3.3 Following childbirth, a return to operational firefighting should not happen until the firefighter has regained physical fitness and has ceased breast-feeding.

## **5. Responsibilities of the Pregnant Employee**

5.1 There is an obligation, under the Health and Safety at Work Act 1974, for the employee to inform the Service without delay, of any work situation which might present a serious and imminent danger to themselves or others.

- 5.2 The employee must be aware of their own capabilities and work within boundaries of what is safe for both themselves and their unborn child. It is the employee's responsibility to keep their line manager informed of any changes experienced during pregnancy which would need to be considered in the on-going risk assessments.

## 6. Confidentiality

- 6.1 Individual pregnancy or maternity records and personal details about the employees' health will be treated confidentially at all times. Information will only be available to those people who need to have access to it in order to support and manage the individual.
- 6.2 Any pregnancy or maternity records that are maintained, for example by line managers, will be kept securely and treated as confidential. The Service will ensure that all pregnancy or maternity information held on Service manual and IT systems are managed within the parameters of the General Data Protection Regulation 2018 and the Data Protection Act 2018. Occupational Health Records (as held by the Occupational Health provider) will also be managed within the guidelines of the Access to Medical Records Act 1988 and other relevant legislation.

## 7. Maternity Leave

- 7.1 Pregnant employees are entitled to take up to 52 weeks maternity leave consisting of 26 weeks Ordinary Maternity Leave and 26 weeks Additional Maternity Leave. This is regardless of the number of hours worked or length of service. It is up to employees to decide how much maternity leave they wish to take, up to the 52 weeks maximum. (Maternity leave and pay entitlements are per pregnancy and not per child. If an employee is expecting more than one child, they can apply for additional unpaid leave. All such requests will be considered on their individual merits).
- 7.1.1 Other Service Policy/Instructions (SPIs) cover other time off provisions for example, Ordinary Parental Leave.
- 7.1.2 Compulsory Maternity Leave - the individual is not permitted to work for at least 2 weeks starting from the day after childbirth.
- 7.1.3 *Ordinary Maternity Leave (OML) - the first 26 weeks of maternity leave.*
- 7.1.4 Additional Maternity Leave (AML) - this lasts for a further 26 weeks and if taken, must follow immediately after OML. There cannot be a gap between the two types of maternity leave.
- 7.1.5 During the 26 weeks ordinary maternity leave (plus optional 26 weeks additional maternity leave) the employee is entitled to benefit from all of their normal terms and conditions of employment. They can also work for up to 10 keeping in touch days (KIT days) during their maternity leave. Normal pay will be paid to employees during KIT days if they are not already receiving this during maternity leave. For KIT days during the final 7 weeks, the line manager should agree payment with the employee for the actual hours that have been worked (for example, a 2 hour session will count as one

whole keeping in touch day; however the employee will only be paid for the 2 hours that were worked that day, not a full day's pay).

- 7.1.6 If the employee returns to work after their OML, they have the right to return to the job they occupied before their maternity leave. If they have taken additional maternity leave, they have the right to return to their original job unless this is not reasonably practicable, in which case they have the right to be offered suitable alternative employment on terms no less favorable than the terms they had in their original job.

## **7.2 Redundancy during pregnancy or maternity leave**

- 7.2.1 Pregnant employees or employees on maternity have special protection in a redundancy situation. The redundancy protection period starts when an employee notifies the Service of their pregnancy and lasts until 18 months after the birth of the baby. This means that if an employee is selected for redundancy within this period, the employer must offer them any suitable alternative vacancies as a priority.

## **7.3 Time off for Antenatal Care**

- 7.3.1 Pregnant employees are entitled to take reasonable paid time off work during their pregnancy to keep appointments for antenatal care made on the advice of a doctor, midwife or health visitor, regardless of their length of service or the hours they work.
- 7.3.2 Antenatal care is not strictly restricted to medical appointments and examinations; it also includes, for example, relaxation classes and parent craft classes where their doctor or midwife recommends attendance.
- 7.3.3 Pregnant employees must inform their line manager as early as possible of their antenatal appointments and that they intend to attend any associated classes which require them to take time off work. After the first appointment the employee should be provided with an appointment card which should be given to the line manager (or some other documents showing that an appointment has been made). Wherever possible, employees should try to arrange appointments outside normal working hours or as close to the start or end of the working day as possible.

## **7.4 Time off to Accompany to Antenatal Appointments**

- 7.4.1 Employees who have a qualifying relationship with the pregnant woman and wish to take time off to attend antenatal, classes, have a right to unpaid time off (up to six and a half hours on no more than two occasions) in order to accompany their partner to the appointment. Employees are requested to complete the necessary declaration form Pers 7 which can be found within Appendix A.

# **8. Maternity Pay**

The Service provides Enhanced Maternity Pay (EMP) as well as Statutory Maternity Pay (SMP) for eligible employees. The HR & Development team are available to discuss details of maternity pay with an employee.

## **8.1 Enhanced Maternity Pay**

8.1.1 Employees who have more than one year's continuous local government service at the 11th week before the EWC and are intending to return to work for a minimum of three months, will be entitled to the Service's Enhanced Maternity Pay. This is 52 weeks at full pay.

8.1.2 This is made up of the SMP entitlement which is then topped up by the Service to the employee's basic weekly earnings. This is also inclusive of annual leave and bank holidays to be taken prior to returning from maternity leave and keeping in touch days.

8.1.3 If an employee decides not to return to work and they have already received EMP, they will be required to repay it. Payments made to the employee by way of SMP are not refundable. (Sick leave taken immediately after the completion of maternity leave does not count towards the accrual of the three months).

8.1.4 If an employee is unsure whether they wish to return to Service employment, the full pay element may be paid over a different mutually agreed distribution. This could be as a lump sum when they return to work.

## **8.2 Statutory Maternity Pay**

8.2.1 If an employee has 26 weeks continuous service with HWFRS at the start of the 15th week before the EWC, has average weekly earnings of at least the Lower Earnings Limit for National Insurance and has followed the notification procedures set out in this policy, they will be entitled to receive Statutory Maternity Pay (SMP).

8.2.2 SMP can be paid for up to 39 weeks and is paid at 90% of average earnings for 6 weeks, followed by 33 weeks at the current statutory maternity pay rate or 90% of average weekly earnings (whichever is lower), and 13 weeks unpaid leave. This is a total of 52 weeks leave.

## **8.3 Maternity Allowance**

8.3.1 If the employee does not qualify for SMP, they will still be able to take maternity leave but they will not be paid directly by HWFRS. If this is the case then the employee will be issued with a SMP1 form which will allow them to claim a maternity allowance. For more information, visit the government website: <https://www.gov.uk/maternity-allowance>

8.4 Paid maternity leave counts as full pensionable service and pension deductions will be made from maternity pay. Employees can also choose to pay pension contributions for any period of unpaid leave if they wish this period to count as pensionable service. They should contact the Pensions Manager for full information on this.

8.5 Other deductions, such as Trade Union subscriptions, will only continue as long as employees are being paid enough to cover them.

## 9. Shared Parental Leave Arrangements

- 9.1 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.
- 9.2 This leave entitlement is conditional upon eligibility criteria and is calculated based upon the amount of maternity/adoption leave and pay that has **not** been used by the mother, primary adopter. The remaining leave and pay can then be shared with the partner becoming Shared Parental Leave (SPL) / Shared Parental Pay (ShPP).
- 9.3 A minimum of 8 weeks' notice must be given to bring the maternity/adoption leave to an end by providing a curtailment notice. If a child is born more than 8 weeks early, this notice can be shorter.
- 9.4 The compulsory 2 weeks maternity/adoption leave must be taken however the maternity leave must come to an end at least 1 week before the end of the additional maternity leave period if this is taken.
- 9.5 Pay arrangements mirror those provided under the relevant SPI either Pregnancy and Maternity or Adoption dependent upon which leave/pay entitlements the employee is choosing to share with their partner. Where both employees work for the Service these arrangements can be transferred to the partner if the mother/primary adopter chooses to provide an end date for their period of maternity/adoption leave or returns to work.
- 9.6 For more detail regarding Shared Parental Leave please refer to the Shared Parental Leave policy.

## 10. Contractual Benefits

- 10.1 Employment is continuous throughout the whole period of the individual's maternity leave.
- 10.2 The employee is entitled to the benefit of their normal terms and conditions of employment, (except those parts relating to pay), throughout both Ordinary and Additional Maternity leave. Normal salary will not be due, but most employees will be entitled to Contractual Maternity Pay, Statutory Maternity Pay or Maternity Allowance for at least part of this period.
- 10.3 Annual leave during Ordinary and Additional Maternity Leave will continue to accrue at the same rate as if they were at work without the loss of holiday entitlement. Holiday entitlement however, should be taken in the holiday year that it is accrued. Any outstanding annual leave that may be due should wherever possible be taken before the start of their Ordinary Maternity Leave.

10.4 Where their maternity leave period coincides with the annual leave year that spans two leave years, and the employee is unable to take their full entitlement for the current holiday year before their maternity leave begins, an employee whose maternity pay reduces to nil pay can opt to end their maternity leave and commence their annual leave entitlement.

## **11. Monitoring and Review**

11.1 The Head of Human Resources and Development is responsible for monitoring the impact of this SPI and for its review (or as necessary due to the organisation or legislative change).

# APPENDIX A – APPLICATION FOR UNPAID ANTENATAL SUPPORT LEAVE (Pers 7)

Please read the SPI entitled ‘Pregnancy and Maternity Policy’ before completing this Form.

Full Name: \_\_\_\_\_

Job Title/Role: \_\_\_\_\_ Service No: \_\_\_\_\_

Work Location: \_\_\_\_\_

Declaration			
<p>I am:</p> <ul style="list-style-type: none"> <li>• The baby’s father</li> <li>• The expectant mother’s spouse, her civil partner, or partner (of either sex) in an enduring relationship; or</li> <li>• Intended parents of a child in a surrogacy arrangement if they expect to be entitled to and intend to apply for a parental order in respect of that child</li> </ul> <p>And</p> <ul style="list-style-type: none"> <li>• I will take time off work to attend the antenatal class.</li> </ul> <p>The baby is due on: _____ (date)</p> <p>I would like my Antenatal time off to be on: _____ (date) for _____ (hours)</p> <p>This is my <b>first/second</b> request for antenatal time off (*delete as appropriate.)</p> <p><i>I am aware I am only entitled to unpaid time off up to six and a half hours on no more than two occasions for each baby.</i></p> <p>I declare that I meet the eligibility criteria laid out above and in the SPI ‘Pregnancy and Maternity Policy’.</p>			
<b>Signature</b>		<b>Date</b>	

**To be Completed by Line Manager**

I approve the Antenatal Appointment Leave requested above:

<b>Signature</b>		<b>Date</b>	
<b>Name (Please Print)</b>		<b>Role</b>	

**The Form and attachments are to be forwarded to the HRD Department by the Line Manager.**



## People Impact Assessment (PIA)

<b>Policy / Project / Function:</b>	Pregnancy and Maternity policy			<b>Date of Assessment:</b>	04/02/2025		
<b>Analysis Rating: please tick 1 box</b> ✓ <small>(The analysis rating is identified after the analysis has been completed - See Completion Notes).</small>	<b>RED</b>	<b>AMBER</b>	<b>GREEN</b>	x	Proportionate means achieving a legitimate aim/can be objectively justified.		<b>Action Plan included?</b>
Please list methods used to analyse impact on people (e.g. consultations forums, meetings, data collection)	Policy amended to reflect Service's approach to providing Enhanced Maternity Pay.						
Please list any other policies that are related to or referred to as part of this analysis	Attendance Management Flexible Working Paternity Leave Shared Parental Leave						
Please list the groups of people potentially affected by this proposal. (e.g. applicants, employees, customers, service users, members of the public)	Colleagues who are pregnant, expecting a baby or have recently given birth.						
What are the aims and intended effects of this proposal (project, policy, function, service)?							
To set out colleague's rights and responsibilities if they are pregnant, expecting a baby or have recently given birth.							
Is any Equality Data available relating to the use or implementation of this proposal (policy, project, or function, service?) Please Tick ✓ (See Completion notes)							
<b>YES:</b>				<b>NO: x</b>			
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)?							
Formal consultation in line with the Joint Protocol.							

<b>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)</b>				
<b>Protected Characteristic:</b>	<b>Neutral Impact:</b>	<b>Positive Impact:</b>	<b>Negative Impact:</b>	<b>Evidence of impact and if applicable, justification if determining proportionate means of achieving legitimate aims exists</b>
<b>Sex</b> (Men and Women)		x		This policy provides clear guidance for staff who are pregnant, expecting a baby or have recently given birth. With the arrival of Shared Parental Leave, both men and women can take considerable time off work to care for their children. The Service is supportive of both sexes taking time off work to care for children, as outlined in the policy.
<b>Race</b> (All Racial Groups)	x			This policy provides clear guidance for staff who are pregnant, expecting a baby or have recently given birth regardless of race or ethnicity.
<b>Disability</b> (Mental, Physical, and Carers of Disabled people)	x			The policy is clear on how colleagues will be treated if they experience pregnancy related sickness and this is in line with the Equality Act 2010. There is no specific evidence to suggest the policy has a disproportionate impact on people in relation to disability.
<b>Religion or Belief</b>	x			This policy provides clear guidance for staff who are pregnant, expecting a baby or have recently given birth regardless of religion or belief.
<b>Sexual Orientation</b> (Lesbian, Gay, Bisexual and Straight)	x			The policy applies to staff regardless of sexual orientation.
<b>Pregnancy and Maternity</b>		x		The policy provides a framework to ensure that those who meet the qualification criteria will receive their statutory and enhanced, contractual entitlements and therefore there is a potential positive impact on women who are expecting a baby, who are on maternity leave after having a baby, or who are breastfeeding.
<b>Marital Status</b> (Married and Civil Partnerships)	x			The policy applies to new mothers regardless of their marital status. There is no specific evidence to suggest the policy has a disproportionate impact on people in relation to marital or civil partnership status.
<b>Gender Reassignment</b> (Includes non-binary)	x			The policy applies to pregnant employees. Paternity and shared parental leave provisions are available to all staff regardless of gender, provided they meet the qualifying criteria.
<b>Age</b> (People of all ages)	x			This policy does not treat anyone differently depending on their age. There is no evidence to suggest the policy has an adverse impact on people in relation to their age.

<b>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)</b>				
<b>Identified impact non-legislative factor</b>	<b>Neutral Impact:</b>	<b>Positive Impact:</b>	<b>Negative Impact:</b>	<b>Evidence of impact and if applicable, justification if determining proportionate means of achieving legitimate aims exists</b>

This People Impact Analysis was completed by: (Name and Department): ...Louise Cooper, HR

<b>Action Plan Owner:</b>		<b>Commencement date:</b>		<b>Sign off date:</b>
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?				
<b>Action Planning</b>				
<b>Identified Impact Protected Characteristic or local non-legislative factor</b>	<b>Recommended Actions</b>	<b>Responsible Lead</b>	<b>Completion Date for Any Actions Listed</b>	

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

**Document quality assured by:** .....Louise Cooper, HR  
*(Quality assured by appropriate person, eg EDI Officer, Inclusion & OD Manager)*

**Completion Notes:**

<p><b>Analysis Ratings:</b></p>	<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><b>Red:</b> 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, <b>it is recommended that the use of the activity or policy be suspended</b> 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><b>Amber:</b> 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><b>Green:</b> As a result of performing this assessment, <b>no adverse effects</b> 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>
<p><b>Equality Data:</b></p>	<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>
<p><b>Legal Status:</b></p>	<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). <b>What impact will the implementation of this proposal have on people for which there is no legal requirement?</b> (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>
<p><b>Objective and/or Proportionate</b></p>	<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

<b>1. Preliminary Questions:</b>			
Policy, Project or Activity:	Policy	Author:	HR
Department:	HR	Title:	Pregnancy and Maternity
New /existing?	Existing	Date:	04/02/2025
<b>2. Information on the Policy, Project or Activity:</b>			
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 supporting pregnant employees in the workplace and outlining statutory and contractual provisions relating to maternity leave and pay.		
<b>3. Are there any implications for the following? If yes, please provide brief description:</b>			
Operational	Yes supporting pregnant employees and nursing mothers to work safely		
Legal	Aligns with appropriate legislation relating to pregnant employees and statutory maternity provisions. Also provides enhanced maternity pay for eligible employees.		
Human Resources	Yes as a supporting function		
Training and Development	No		
ICT	No		
FRA	No		
Resource	No		
Service Delivery	No		
Consultation with Rep Bodies	Formal consultation in line with the Joint Protocol.		
Corporate Communications	No		
Health and Safety	Yes supporting pregnant employees and nursing mothers to work safely		
Sustainability	No		
Partnership Working	No		
Other Implications/ Considerations?	No		

#### 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 pregnant employees, those on maternity leave or those returning to work	3	1	3	Effective employment practices consistently and fairly applied  Providing appropriate guidance and training to managers on procedures  Manager's Toolkit	3	1	3	None

Please use the matrix below to assess likelihood and impact:

<b>IMPACT</b>	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)
	<b>LIKELIHOOD</b>					

## 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.

The proposed changes to the Policy do not in any way affect or change the way we currently manage personal data. Current and existing practices and safeguards will be maintained. Data subjects can understand how we manage their personal data by referring to our Employee Privacy Notice found here [Employee Privacy Notice](#).

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?	Yes
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.	Yes
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](mailto:informationrequests@hwfire.org.uk)