



Shared Parental Leave

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Executive Summary

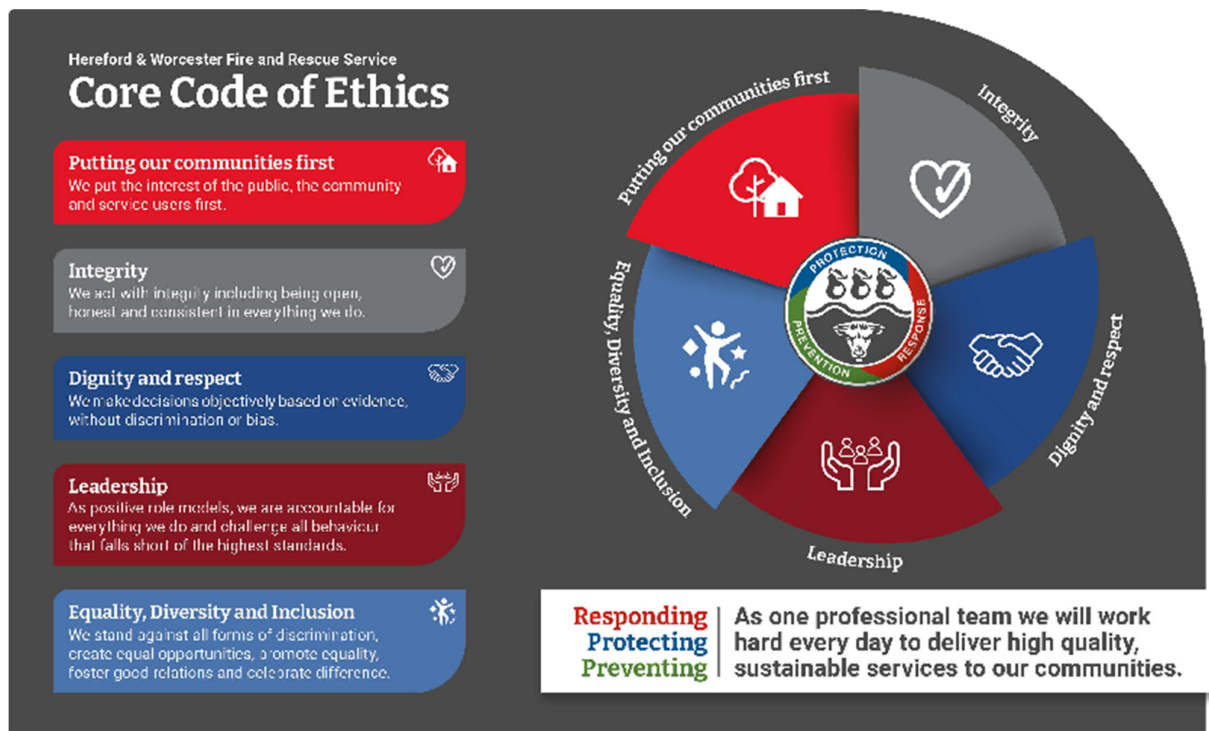
This policy details the rights and responsibilities of employees who wish to take Statutory Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP) and the procedure to be followed.

Shared Parental Leave enables eligible parents to choose how to share leave arrangements in order to care for their child during the first year of birth or adoption. Its purpose is to give parents more flexibility in considering how to best care for, and bond, with their child.

All eligible employees have a statutory right to take SPL. There may also be an entitlement to some ShPP.

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 SharePoint](#)

Alternative Formats

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

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Shared Parental Leave

1. Introduction

- 1.1 Shared Parental Leave (SPL) enables eligible employees to choose how to share the care of their child during the first year of birth or adoption. Its purpose is to give more flexibility in considering how to best care for their child. All eligible employees have a statutory right to take SPL. There may also be an entitlement to some Shared Parental Pay (ShPP). This policy sets out the statutory rights and responsibilities of employees who wish to take statutory SPL and ShPP.
- 1.2 Paternity/partner leave arrangements must be taken before any entitlement to SPL is taken otherwise the employee will lose their entitlement to statutory paternity/partner leave.
- 1.3 Parental Leave (which is UNPAID) (the statutory entitlement to take up to 18 weeks unpaid leave; please see SPI on Parental Leave) is unaffected by SPL.

2. Key Principles

- 2.1 The primary carer is obliged to take 2 weeks maternity leave immediately following the birth, or in cases of adoption, 2 weeks can be taken up to 14 days before the child is placed for adoption. The remaining 50 weeks leave (including 37 weeks statutory pay) is available to share between both parties.
- 2.2 Where the eligibility criteria is met, the primary carer may end their maternity or adoption leave early and can opt in to SPL and share the remaining weeks maternity or adoption leave and pay entitlement with their partner.
- 2.3 The employee and their partner can opt in and book SPL by giving 8 weeks' notice.
- 2.4 The employee and their partner can choose how to share their childcare responsibilities. They can take time off work together, separately, or a combination of both.
- 2.5 Up to 3 separate notices can be submitted by each person to book or vary leave.
- 2.6 The request for leave can be taken in either a single continuous block, or a discontinuous block.
- 2.7 the entitlement to take leave can be requested in single blocks, however the Service is not obliged to accept requests for leave in discontinuous blocks.
- 2.8 20 Shared Parental Leave in Touch days (SPLIT days) can be taken in addition to the 10 Keeping in Touch (KIT) days for primary carers on maternity or adoption leave.
- 2.9 SPL is in addition to the right to paternity/partner leave, which if wishing to utilise must be taken before SPL commences as paternity/partner leave cannot be taken afterwards.

2.10 The employee may be accompanied by a Trade Union representative or workplace colleague at meetings arranged to discuss the leave.

2.11 The entitlement will apply equally to single and multiple births and adoptions.

3. Who is eligible?

3.1 SPL can only be used by two people:

- The mother/adopter and
- One of the following:
 - the father of the child (in the case of birth) or
 - the spouse, civil partner or partner of the child's mother/ adopter.

Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption.

3.2 Additionally the employee seeking to take SPL must satisfy each of the following criteria:

- the mother/adopter of the child must be/have been entitled to statutory maternity/adoption leave or if not entitled to statutory maternity/adoption leave they must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have ended or given notice (see Appendix C) to reduce any maternity/adoption entitlements;
- the employee must still be working for the Service at the start of each period of SPL;
- the employee must pass the 'continuity test' requiring them to have a minimum of 26 weeks' service at the end of the 15th week before the child's expected due date/matching date;
- the employee's partner must meet the 'employment and earnings test' requiring them in the 66 weeks leading up to the child's expected due date/matching date have worked for at least 26 weeks and earned an average of at least £30 (this is correct as of 2015 but may change annually) a week in any 13 of those weeks;
- the employee must correctly notify the Service of their entitlement and provide evidence as required (see Appendices A and AA).

4. The Entitlement

4.1 Eligible employees may be entitled to take up to 50 weeks SPL during the child's first year in their family. The number of weeks available is calculated using the mother's/adopter's entitlement to maternity/adoption leave, which allows them to take up to 52 weeks' leave. If they reduce their maternity/adoption leave entitlement then they and/or their partner may opt-in to the SPL system and take any remaining weeks as SPL.

4.2 A mother/adopter may reduce their entitlement to maternity/adoption leave by returning to work before the full entitlement of 52 weeks has been taken, or they may give notice to curtail their leave at a specified future date (see Appendix C).

- 4.3** If the mother/adopter is not entitled to maternity/adoption leave (Agency Workers or Self Employed people) but is entitled to Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) or Maternity Allowance (MA), they must reduce their entitlement to less than the 39 weeks. If they do this, their partner may be entitled to up to 50 weeks of SPL. This is calculated by deducting from 52 the number of weeks of SMP, SAP or MA taken by the mother/adopter.
- 4.4** SPL can commence as follows:
- The mother can take SPL after she has taken the legally required two weeks of maternity leave immediately following the birth of the child
 - The adopter can take SPL after taking at least two weeks of adoption leave
 - The father/partner/spouse can take SPL immediately following the birth/placement of the child, but may first choose to exhaust any paternity leave entitlements (as the father/partner cannot take paternity leave or pay once they have taken any SPL or ShPP).
- 4.5** Where a mother/adopter gives notice to curtail their maternity/adoption entitlement the mother/adopter's partner can take leave while the mother/adopter is still using their maternity/adoption entitlements.
- 4.6** SPL will generally commence on the employee's chosen start date specified in their leave booking notice, or in any subsequent variation notice (see Appendices F and G).
- 4.7** If the employee is eligible to receive it, Shared Parental Pay (ShPP) may be paid for some, or all, of the SPL period (see "Shared Parental Pay" below).
- 4.8** SPL must end no later than one year after the birth/placement of the child. Any SPL not taken by the first birthday or first anniversary of placement for adoption is lost.

What is 'a week'?

- 4.9** One weeks' shared parental 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

- 4.10** There is no increase in shared parental leave in the case of multiple births/placements.

5. Notifying the Service of an entitlement to Shared Parental Leave

- 5.1** The employee entitled and intending to take SPL must give their line manager notification of their entitlement and intention to take to SPL, at least eight weeks before they can take any period of SPL (see Appendices A and AA).

- 5.2** Part of the eligibility criteria requires the employee to provide the Service with correct notification. Notification must be in writing and requires each of the following:
- the name of the employee;
 - the name of the other parent;
 - the start and end dates of any maternity/adoption leave or pay, or maternity allowance, taken in respect of the child and the total amount of SPL available;
 - the date on which the child is expected to be born and the actual date of birth or, in the case of an adopted child, the date on which the employee was notified of having been matched with the child and the date of placement for adoption;
 - the amount of SPL the employee and their partner each intend to take.
 - a non-binding indication of when the employee expects to take the leave.
- 5.3** The employee must provide the Service with a signed declaration (see Appendices D and E) stating:
- that they meet, or will meet, the eligibility conditions and are entitled to take SPL;
 - that the information they have given is accurate;
 - if they are not the mother/adopter they must confirm that they are either the father of the child or the spouse, civil partner or partner of the mother/adopter;
 - that should they cease to be eligible they will immediately inform the Service.
- 5.4** The employee must provide the Service with a signed declaration (see Appendices D and E) from their partner confirming:
- their name, address and national insurance number (or a declaration that they do not have a national insurance number);
 - that they are the mother/adopter of the child or they are the father of the child or are the spouse, civil partner or partner of the mother/adopter;
 - that they satisfy the 'employment and earnings test' (see "Who is eligible for Shared Parental Leave?" above), and had at the date of the child's birth or placement for adoption the main responsibility for the child, along with the employee;
 - that they consent to the amount of SPL that the employee intends to take;
 - that they consent to the Service processing the information contained in the declaration form; and
 - (In the case whether the partner is the mother/adopter), that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

6. Requesting further evidence of eligibility

- 6.1** The Service may, within 14 days of the SPL entitlement notification being given, request:
- the name and business address of the partner's employer (where the employee's partner is no longer employed or is self employed their contact details must be given instead).
 - in the case of biological parents, a copy of the child's birth certificate (or, where one has not been issued, a declaration as to the time and place of the birth).
 - in the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched

with the child and the date on which the agency expects to place the child for adoption.

- 6.2** In order to be entitled to SPL, the employee must produce this information within 14 days of the employer's request.

7. Discussions regarding Shared Parental Leave

- 7.1** The employee considering/taking SPL is encouraged to contact their line manager to arrange an informal discussion as early as possible regarding their potential entitlement, to talk about their plans and to enable the Service to support the individual.
- 7.2** If the employee has not made contact with their line manager to discuss the request prior to submitting their notification of SPL, their line manager may upon receiving a notification of entitlement to take SPL, seek to arrange an informal discussion with the employee to talk about their intentions and how they currently expect to use their SPL entitlement.
- 7.3** Upon receiving a leave booking notice the line manager will usually arrange a further meeting to discuss it. Where a notice is for a single period of continuous leave, or where a request for discontinuous leave can without further discussion be approved in the terms stated in the employee's notice booking leave, a meeting may not be necessary.

The Meeting

- 7.4** Where a meeting is arranged it should take place in private and be arranged in advance. If the initial date is problematic then another date will be arranged if possible. If an alternative date cannot be arranged then the meeting may be held over the telephone.
- 7.5** At the meeting the employee may, if they wish, be accompanied by a workplace colleague, Trade Union representative.
- 7.6** The purpose of the meeting is to discuss in detail the leave proposed and what will happen while the employee is away from work.
- 7.7** Where the request is for discontinuous leave the discussion may also focus on how the leave proposal could be agreed, whether a modified arrangement would be agreeable to the employee and the Service, and what the outcome may be if no agreement is reached.

8. Booking Shared Parental Leave

- 8.1** In addition to notifying the Service of entitlement to SPL/ShPP, the employee must also give notice to take the leave. It is anticipated that notice to take leave will be given at the same time as the notice of entitlement to SPL.

- 8.2** The employee has the right to submit three notifications specifying leave periods they are intending to take. Each notification may contain either (a) a single period of weeks of leave; or (b) two or more weeks of discontinuous leave, where the employee intends to return to work between periods of leave. In exceptional circumstances the Service may consider additional requests.
- 8.3** SPL can only be taken in complete weeks but may begin on any day of the week. For example if a week of SPL began on a Tuesday it would finish on a Monday. Where the employee returns to work between periods of SPL, the next period of SPL can start on any day of the week.
- 8.4** The employee must book SPL by giving the correct notification at least **eight weeks** before the date on which they wish to start the leave and (if applicable) receive ShPP.

Continuous Leave Notifications

- 8.5** A continuous leave application must be accepted. A notification can be for a period of **continuous leave**, which means a notification of a number of weeks taken in a single unbroken period of leave (for example, six weeks in a row).
- 8.6** The employee has the right to take a continuous block of leave notified in a single notification, so long as it does not exceed the total number of weeks of SPL available to them (specified in the notice of entitlement) and the employer has been given at least eight weeks' notice.
- 8.7** The employee may submit up to three separate notifications for continuous periods of leave.

Discontinuous Leave Notifications

- 8.8** A single notification may also contain a request for two or more periods of **discontinuous leave**, which means asking for a set number of weeks of leave over a period of time, with breaks between the leave where the employee returns to work (for example, an arrangement where the employee will take six weeks of SPL and work every other week for a period of three months).
- 8.9** Where there is concern over accommodating the notification, the Service or the employee may seek to arrange a meeting to discuss the notification with a view to agreeing an arrangement that meets both the needs of the employee and the Service (see "Discussions regarding Shared Parental Leave" above).
- 8.10** The Service will consider a discontinuous leave notification but has the right to refuse it. If the leave pattern is refused, the employee can either withdraw their request within 15 days of giving it, or can take the leave in a single continuous block, commencing on the date of the first period of discontinuous leave requested.

9. Responding to a Shared Parental Leave Notification

- 9.1** Once the line manager receives the leave booking notice, it will be dealt with as soon as possible, but a response will be provided no later than the 14th day after the leave request was made.
- 9.2** All notices for continuous leave will be confirmed in writing.
- 9.3** All requests for discontinuous leave will be carefully considered, weighing up the potential benefits to the employee and to the Service against any adverse impact to the Service.
- 9.4** Each request for discontinuous leave will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar pattern of SPL. Once a request for discontinuous leave has been made the employee and their line manager will have a discussion period of 14 calendar days to talk about the request.
- 9.5** The employee will be informed in writing of the decision as soon as is reasonably practicable, but no later than the 14th day after the leave notification was made. The request may be granted in full or in part: for example, the Service may propose a modified version of the request.
- 9.6** If a discontinuous leave pattern is refused then the employee may withdraw the request without detriment on or before the 15th day after the notification was given; or may take the total number of weeks in the notice in a single continuous block. If the employee chooses to take the leave in a single continuous block, the employee has until the 19th day from the date the original notification was given to choose when they want the leave period to begin. The leave cannot start sooner than eight weeks from the date the original notification was submitted. If the employee does not choose a start date then the leave will begin on the first leave date requested in the original notification.

10. Variations to arranged Shared Parental Leave

- 10.1** The employee is permitted to vary or cancel an agreed and booked period of SPL, provided that they advise the Service in writing at least eight weeks before the date of any variation. Any new start date cannot be sooner than eight weeks from the date of the variation request.
- 10.2** Any variation or cancellation notification made by the employee, including notice to return to work early, will usually count as a new notification reducing the employee's right to book/vary leave by one. However, a change as a result of a child being born early, or as a result of the Service requesting it be changed, and the employee being agreeable to the change, will not count as further notification.
- 10.3** Any variation will be confirmed in writing by the Service.

11. Statutory Shared Parental Pay (ShPP)

- 11.1** Eligible employees may be entitled to take up to 37 weeks ShPP while taking SPL. The amount of weeks available will depend on the amount by which the mother/adopter reduces their maternity/adoption pay period or maternity allowance period.
- 11.2** ShPP may be payable during some or all of SPL, depending on the length and timing of the leave.
- 11.3** In addition to meeting the eligibility requirements for SPL, the employee seeking to claim ShPP must further satisfy each of the following criteria:
- the mother/adopter must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have reduced their maternity/adoption pay period or maternity allowance period;
 - the employee must intend to care for the child during the week in which ShPP is payable;
 - the employee must have an average weekly earnings for the period of eight weeks leading up to and including the 15th week before the child's expected due date/matching date are not less than the lower earnings limit in force for national insurance contributions;
 - the employee must remain in continuous employment until the first week of ShPP has begun;
 - the employee must give proper notification in accordance with the rules set out below.
- 11.4** Where the employee is entitled to receive ShPP they must, at least eight weeks before receiving any ShPP, give their line manager written notice advising of their entitlement to ShPP. To avoid duplication, if possible, this should be included as part of the notice of entitlement to take SPL.
- 11.5** In addition to what must be included in the notice of entitlement to take SPL, any notice that advises of an entitlement for ShPP must include:
- the start and end dates of any maternity/adoption pay or maternity allowance;
 - the total amount of ShPP available, the amount of ShPP the employee and their partner each intend to claim, and a non-binding indication of when the employee expects to claim ShPP;
 - a signed declaration from the employee confirming that the information they have given is correct, that they meet, or will meet, the criteria for ShPP and that they will immediately inform the Service should they cease to be eligible.
- 11.6** It must be accompanied by a signed declaration from the employee's partner confirming:
- their agreement to the employee claiming ShPP and for the Service to process any ShPP payments to the employee;
 - (in the case whether the partner is the mother/ adopter) that they have reduced their maternity/adoption pay or maternity allowance;
 - (in the case whether the partner is the mother/ adopter) that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

- 11.7** Any ShPP due will be paid at the statutory rate set by the Government for the relevant tax year or 90% of the employees average weekly earnings whichever is the lower. The employee will need to decide who of the parents will be paid the statutory parental pay and how this will be apportioned between them.

12. Terms and conditions during Shared Parental Leave

- 12.1** During the period of SPL, the employee's contract of employment continues in force and they are entitled to receive all their contractual benefits, except for salary. In particular, any benefits in kind (such as use of a Service car, laptop, mobile phone and gym membership) will continue and contractual annual leave entitlement will continue to accrue.
- 12.2** Pension contributions will continue to be made during any period when the employee is receiving ShPP but not during any period of unpaid SPL. Employee contributions will be based on actual pay, while the Service's contributions will be based on the salary that the employee would have received had they not been taking SPL.

Annual Leave

- 12.3** SPL is granted in addition to the employee's normal annual holiday entitlement. Employees are reminded that holiday should wherever possible be taken in the year that it is earned. Where an SPL period overlaps two leave years the employee should consider how their annual leave entitlement can be used to ensure that it is not untaken at the end of the employee's holiday year.

13. Contact during Shared Parental Leave

- 13.1** Before the employees' SPL begins, the line manager will discuss the arrangements for them to keep in touch during their leave. The Service reserves the right in any event to maintain reasonable contact with the employee from time to time during their SPL. This may be to discuss the employee's plans to return to work, any special arrangements to be made or training to be given to ease their return to work or simply to update them on developments at work during their absence.

14. Shared Parental Leave in Touch days (SPLIT)

- 14.1** The employee can agree to work for the Service (or attend training) for up to 20 days during SPL without bringing their period of SPL to an end or impacting on their right to claim ShPP for that week. These are known as "Shared Parental Leave In Touch" or "SPLIT" days. Any work carried out on a day or part of a day shall constitute a day's work for these purposes.
- 14.2** The Service has no right to require the employee to carry out any work, and is under no obligation to offer the employee any work, during the employee's SPL. Any work undertaken is a matter for agreement between the Service and the employee. The employee taking a SPLIT day will receive full pay for any day worked. If a SPLIT day

occurs during a week when the employee is receiving ShPP, this will be effectively 'topped up' so that the individual receives full pay for the day in question. Any SPLIT days worked do not extend the period of SPL.

- 14.3** The employee, with the agreement of the Service, may use SPLIT days to work part of a week during SPL. The Service and the employee may use SPLIT days to affect a gradual return to work by the employee towards the end of a long period of SPL or to trial a possible flexible working pattern.

15. Returning to work after Shared Parental Leave

- 15.1** The employee will have been formally advised in writing by the Service of the end date of any period of SPL. The employee is expected to return on the next working day after this date, unless they notify the Service otherwise. If they are unable to attend work due to sickness or injury, the Service's usual arrangements for sickness absence will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence.

Returning to work earlier than expected

- 15.2** If the employee wishes to return to work earlier than the expected return date, they may provide a written notice to vary the leave and must give the Service at least eight weeks notice of their date of early return. This will count as one of the employee's notifications. If they have already used their three notifications to book and/or vary leave then the Service does not have to accept the notice to return early but may do if it is considered to be reasonably practicable to do so.

Returning to the Same Job

- 15.3** On returning to work after SPL, the employee is entitled to return to the same job if the employee's aggregate total statutory maternity/paternity/adoption leave and SPL amounts to 26 weeks or less, he or she will return to the same job. The same job is the one they occupied immediately before commencing maternity/paternity/adoption leave and the most recent period of SPL, on the same terms and conditions of employment as if they had not been absent.
- 15.4** If the employee's maternity/paternity/adoption leave and SPL amounts to 26 weeks or more in aggregate, the employee is entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is both suitable and appropriate and on terms and conditions no less favourable.
- 15.5** If the employee also takes a period of unpaid parental leave of 4 weeks or less this will have no effect on the employee's right to return and the employee will still be entitled to return to the same job as they occupied before taking the last period of leave if the aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks.
- 15.6** If a parent takes a period of **5 weeks** of unpaid parental leave, even if the total aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks,

the employee will be entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is suitable and appropriate and on terms and conditions no less favourable.

Not wishing to return

- 15.7** If the employee does not wish to return to work after shared parental leave, contractual notice requirements will need to be complied with.

16. Special Circumstances: Effect on Shared Parental leave

- 16.1** In certain situations the employee's rights and requirements regarding SPL and ShPP may change. In these circumstances the Service will abide by any statutory obligations and the employee should refer to the documents listed below and/or clarify any issues or queries with the Human Resources and Development Department.

Early Birth

- 16.2** If the child is born before their expected due date and the employee had booked SPL within the first eight weeks of the due date, they may take the same period of time off after the actual birth without having to provide eight weeks' notice, by submitting a notice to vary their leave as soon as reasonably practicable. This would not count as one of the three notifications.
- 16.3** If the child is born more than eight weeks before the due date and the notice of entitlement to SPL and/or request to book SPL have not yet been given, then there is no requirement to give eight weeks' notice before the period of leave starts. The notice should be given as soon as is reasonable practicable.

Death of the Child

- 16.4** In the tragic event that a child may die before the notice of entitlement for SPL has been submitted the employee will not be able to opt into SPL because a qualifying condition is caring for a child.
- 16.5** If the notification has been submitted and the employee has booked the leave, they will still be entitled to take the booked leave. No further request to book leave can be submitted and only one variation notice can be given to reduce a period of leave or to arrange a discontinuous leave arrangement into a single block of leave.
- 16.6** The employee who is absent on SPL may cancel agreed SPL and return to work by giving the Service eight weeks' notice of their return to work.

Partner no longer caring for the child

- 16.7** If the circumstances of the employee who has booked SPL change so that they will no longer be responsible for caring for the child (unless it is because the child has died),

their entitlement to both SPL and ShPP will immediately cease and they must inform the Service.

- 16.8** If the employee has any SPL arranged within eight weeks of their entitlement ceasing, the Service can still require them to take SPL if it is not reasonably practicable for the employee return to work (e.g. cover has already been arranged). Any weeks of SPL arranged after eight weeks of their entitlement ceasing must be cancelled.
- 16.9** If the remaining parent will be continuing to care for the child then they will still be eligible to take their SPL entitlement. If the other parent, who is no longer caring for the child had any SPL leave entitlement outstanding, the remaining parent will only be able to transfer it into their own entitlement if they can get a signed agreement from the other parent to confirm a variation of leave entitlement.

Death of a parent during the child's first year

- 16.10** If either parent dies and the other parent is taking, or is entitled to SPL then they will continue to be eligible. Any SPL that was due to be taken by the deceased parent may be transferred to the other parent if the other parent is eligible for SPL.
- 16.11** Should the other parent need to take a further period of SPL or to vary pre-agreed leave then notice may be given as soon as is reasonably practicable.

17. Fraudulent claims

- 17.1** Where there is a suspicion that fraudulent information may have been provided, or where the Service has been informed by the HMRC that a fraudulent claim was made, the Service will investigate the matter further in accordance with the disciplinary policy, ensuring that the Equality Act 2010 is considered.

18. Redundancy

- 18.1** Employees who confirm they will be taking SPL, are currently on SPL or have returned from SPL have special protection against redundancy.
- If they've taken six or more consecutive weeks of SPL, they have the right to be offered any suitable alternative job before other employees, including those also at risk of redundancy.
 - This protection lasts for 18 months after the date the child is born.
 - If they take less than six consecutive weeks, they're only protected during the time they're actually on SPL.
 - If their SPL is discontinuous (taken in separate blocks), the protection ends after each block of SPL.
 - If they've also taken maternity or adoption leave, the protection rules for those types of leave apply instead of the SPL rules.
 - If the Service cannot offer a suitable alternative job, then they may be entitled to redundancy pay.

19. Monitoring and Review

19.1 The Head of Human Resources and Development is responsible for monitoring the impact of this SPI and for its periodic review to ensure that it remains fit for purpose.

20. Definitions

20.1 Statutory Shared Parental Leave (SPL): The statutory leave amount available to the mother/adopter and her partner to share (maximum of 52 weeks). This leave entitlement is conditional upon eligibility criteria and is calculated based upon the amount of maternity/adoption leave that has **not** been used by the mother/adopter, the remaining leave can then be shared with the partner becoming shared parental leave.

20.2 Statutory Shared Parental Pay (ShPP): The statutory minimum pay that is available for parents to share between them while on shared parental leave. The amount of statutory shared parental pay that is available depends on how much statutory maternity pay or maternity allowance the mother has used (or statutory adoption pay the adopter has used).

20.3 Partner: A person (whether of a different sex or the same sex) who lives with the mother or adopter and with the child in an enduring family relationship but is not the mother or adopters child, parent, grandchild, grandparent, sibling, aunt, uncle, niece or nephew.

20.4 Continuity of Employment Test: The individual has worked for the same employer for at least 26 weeks at the end of the 15th week before the child's expected due date/matching date and is still working for the employer at the start of each leave period.

20.5 Employment and Earnings Test: in the 66 weeks leading up to the baby's expected due date/ matching date, the person has worked for at least 26 weeks and earned an average of at least £30 a week in any 13 weeks.

**Notice of Entitlement and Intention to take Parental Leave –
Father/Partner/Spouse**

Please read the SPI entitled ‘Shared Parental Leave and Pay’ before completing this Form.

Full Name: _____ **Employee**
Job Title/Role: _____ **Service No:** _____
Work
Location: _____
Date started with Hereford and Worcester FRS: _____

My partner’s name:	
The start and end dates of my partner’s Maternity/Adoption leave:	
Total amount of SPL (in weeks) available to me and my partner are:	
Total amount of ShPP (in weeks) available to me and my partner:	
The expected week of childbirth/placement ¹ is:	
Child’s date of birth: <i>(if known) see footnote 1</i>	
How much SPL and Statutory ShPP I intend to take (in weeks) ²	
How much SPL and Statutory Shared Parental Pay my partner intends to take (in weeks)	
The start and end dates of each period of SPL I intend to take and in which period or periods I intend to claim statutory pay.	
The start and end dates of each period of SPL I intend to take and in which period or periods my partner intends to claim statutory pay.	

<p>Eligibility Declaration</p> <p>This signed declaration informs you that I and my partner are eligible for and intend to take Shared Parental Leave.</p> <p>I confirm that I satisfy the following eligibility criteria for Shared Parental Leave and ShPP or will have satisfied them at the date I take the leave:</p> <ul style="list-style-type: none"> • I had been employed by the Service for 26 weeks at the 15th week before my child’s EWC and I will remain in the employment until the week before my first period of Shared Parental leave • I have main responsibility for the care of the child with the child’s mother. • I am aware that if I have not taken Paternity leave before my Shared Parental leave period starts I will lose that entitlement to that leave. • I have complied with the relevant notification requirements and provided any additional evidence requested. • The information given in this notice is accurate. • I am the child’s father, married to or civil partner, or partner of the child’s mother. • I will inform you immediately if I cease to care for the child.
--

Signature:		Date	
Name (Please Print)		Role	

Cc Payroll
PRF

¹ If this notification is provided before the child is born or matched you will need to provide us with your child’s date of birth as soon as reasonable practicable and before you take any leave.

² This is to give an initial indication of when you may want to take leave. It is NOT a formal request. You will need to complete a request for SPL (see Appendix F) at least 8 weeks before each period of leave you wish to take.

**Notice of Entitlement and Intention to take Parental Leave –
Mother/Adopter**

Full Name: _____ Employee
 Job Title/Role: _____ Service No: _____
 Work Location: _____
 Date started with Hereford and Worcester FRS: _____

My partner's name	
Maternity/Adoption leave started on:	
Maternity/Adoption leave will end on:	
Total amount of SPL (in weeks) available to me and my partner is:	
Total amount of ShPP (in weeks) available to me and my partner is:	
The expected week of childbirth/placement ³ is:	
Child's date of birth: <i>(if known) see footnote 3)</i>	
How much SPL and Statutory Shared Parental Pay I intend to take (in weeks) ⁴	
How much SPL and Statutory Shared Parental Pay my partner intends to take (in weeks)	
The start and end dates of each period of SPL I intend to take and in which period or periods I intend to claim statutory pay.	
The start and end dates of each period of SPL I intend to take and in which period or periods my partner intends to claim statutory pay.	

<p>Eligibility Declaration</p> <p>This signed declaration informs you that I and my partner are eligible for and intend to take Shared Parental Leave.</p> <p>I confirm that I satisfy the following eligibility criteria for Shared Parental Leave and ShPP or will have satisfied them at the date I take the leave:</p> <ul style="list-style-type: none"> • I had been employed by the Service for 26 weeks at the 15th week before my child's EWC and I will remain in the employment until the week before my first period of Shared Parental Leave. • I have main responsibility for the care of the child with my partner. • I am entitled to statutory maternity/adoption leave and I have curtailed my period of maternity/adoption leave or have returned to work before the end of my maternity/adoption leave. • I have complied with the relevant notification requirements and provided any additional evidence requested. • The information given in this notice is accurate • I will inform you immediately if I cease to care for the child <p>I enclose a declaration from my partner providing the further information they are required to give.</p>

Signature:		Date	
Name (Please Print)		Role	

Cc Payroll
PRF

³ If this notification is provided before the child is born or matched you will need to provide us with your child's date of birth as soon as reasonable practicable and before you take any leave.

⁴ This is to give an initial indication of when you may want to take leave. It is NOT a formal request. You will need to complete a request for SPL (see Appendix F) at least 8 weeks before each period of leave you wish to take.

ACAS Example: Deciding whether Shared Parental Leave is suitable

Considering what leave arrangements work best

Akilah is due to have a child in two months' time. She and her partner would like to share in caring for the child. Akilah is entitled to contractually-enhanced maternity pay for 26 weeks while her partner has access to statutory pay rates under SPL and has not taken any annual leave so far in this year. Akilah and her manager also want her to remain involved in a high-profile work project that will continue for some time.

Why SPL might not suit Akilah...

- It makes financial sense for Akilah to take advantage of her enhanced maternity pay scheme for at least 28 weeks.
- While her partner wants more than the two weeks' paternity leave to care for the child, he might prefer to use his annual leave for this purpose instead of SPL.

Why SPL might suit Akilah...

- SPL offers a good opportunity for the couple to equally share the time to raise the child between them.
- She could still take advantage of her occupational maternity pay by continuing maternity leave while her partner takes a period of SPL.
- She could stay involved in the project through the use of SPLIT days.

Maternity/Adoption Leave Curtailment Notice

Memo

To: **Line manager (insert name)**

CC:

From: **Employee (insert name)**

Date: **(insert date)**

Re: Shared Parental Leave:

I am writing to let you know that I would like to bring my maternity/adoption leave to an end early.

I now would like my maternity/adoption leave to come to an end on **(date)**. *This date must be:*

- *at least 8 weeks after the date of this memorandum,*
- *2 weeks after your compulsory maternity leave period and*
- *at least one week before the date on which your maternity leave would have otherwise have ended.*

I understand that my maternity/adoption leave will end on that date and that normally it will not be possible for me to revoke this notice once it has been given⁵.

EITHER:

I enclose with this memorandum a Notice of Entitlement and Intention to take Shared Parental Leave form (Appendix A or AA of the SPI)

OR

I confirm that my partner has given his/her employer a notice of entitlement and intention to take shared parental leave and that I have consented to the amount of shared parental leave that my partner is intending to take.

Yours sincerely

Signed:

Print Name:.....

Cc Payroll
PRF

⁵ One exception to this rule would be if you give this notice before your baby is born, in which case you can change your mind and revoke the notice in writing in the six weeks after this or the birth. In that situation you would still be able to access Shared Parental Leave by serving another curtailment notice at a later date.

**Declaration to Accompany Mother’s Notice of Entitlement –
Father/Partner/Spouse**

Memo

To : **Line manager (insert name)**
CC:

From: **Employee (insert name)**

Date: **(insert date)**

I confirm that:

1. I am _____ [name of child] [father and/ or married to, or the civil partner or partner] of _____ [name of employee]
2. Together with _____ [name of employee] I have the main responsibility for the care of _____ [name of child]
3. I satisfy the employment and earnings criteria that allow _____ [name of employee] to access Shared Parental leave
4. I consent to _____ [name of employee] taking the amount of leave set out in her Shared Parental Leave Notice of Entitlement
5. I consent to you processing the information contained in this declaration for the purposes of _____ [name of employee’s] application for Shared Parental Leave.

I set out below the further information I am required to give you:

My name	
My address	
National Insurance number OR I confirm I do not have a national insurance number	

Yours sincerely

Signed:

Print Name:.....

Cc Payroll
PRF

Declaration to Accompany Father's/Partner's Notice of Entitlement – Mother/Adopter

Memo

To: **Line manager (insert name)**

From: **Employee (insert name)**

Date: **(insert date)**

I confirm that:

1. I satisfy the employment and earnings criteria that allow my partner to access Shared Parental leave
2. Together with _____ [name of child's father/ mother's partner] I have the main responsibility for the care of _____ [name of child]
3. I am entitled to statutory maternity leave, statutory maternity pay or statutory maternity allowance in respect of _____ [name of child] and I have either returned to work or curtailed my maternity leave or maternity pay or maternity allowance period (and that period remains curtailed).
4. I will immediately inform _____ [name of child's father/ mother's partner] if I decide to revoke my decision to curtail my maternity leave or maternity pay or maternity allowance period.
5. I consent to _____ [name of father/ mother's partner] taking the amount of leave set out in their Shared Parental Leave Notice of Entitlement
6. I consent to you processing the information contained in this declaration for the purposes of _____ [name of father/ mother's partner] application for Shared Parental Leave.

I set out below the further information I am required to give you:

My name	
My address	
National Insurance number OR I confirm I do not have a national insurance number	

Yours sincerely

Signed:

Print Name:.....

Cc Payroll
PRF

Request for Shared Parental Leave

Memo

To : **Line manager (insert name)**
CC:
From : **Parent who wishes to take leave (insert name)**
:
Date : **(insert date)**
:

I refer to the Notice of Entitlement and Intention to take Shared Parental Leave form I submitted on **[date]**.

I am writing to let you know that I would like to request a period of Shared Parental Leave from **[start date⁶] to [end date⁷]**.

[I would like to take a further period⁸ of Shared Parental Leave from **[start date] to [end date]**.]⁹

Yours sincerely

Signed:

Print Name:.....

Cc Payroll
PRF

⁶ This **MUST** be 8 weeks after the date of this memo
⁷ Shared Parental Leave **MUST** be taken before the child's first birthday
⁸ You may ask for more than one period of leave in a single request for leave notice. However, the Service is not obliged to agree to requests for discontinuous leave. For more information about requesting leave please see the Shared Parental Leave SPI.
⁹ The Service **MUST** have at least 8 weeks' notice of any request to cancel or vary an existing period of leave

Request to Vary or Cancel Shared Parental leave

Memo

To: **Line manager (insert name)**
CC:

From: **Parent who wishes to cancel or vary leave (insert name)**

Date: **(insert date)**

I refer to the Request for Leave I provided on **[date]**. I was intending to take Shared Parental leave from **[original start date]** to **[original end date]**.

I am writing to **[cancel/vary]** that request. I **[will not now be taking Shared Parental Leave] OR [now want to take a period of Shared Parental Leave from [start date] to [end date] instead of on the dates I originally requested]**.

I understand that this cancellation/ variation counts towards the total number of requests for Shared Parental leave that I am entitled to make.

Yours sincerely

Signed:

Print Name:.....

Cc Payroll
PRF

Request for further Evidence of Eligibility

Memo

To: **Employee**
CC:

From: **Human Resources**

Date: **(insert date)**

Further to your Notification of Entitlement and Intention to take Shared Parental leave form received on **[date]**.

¹⁰

The Service requires some additional information regarding evidence of eligibility for Shared Parental Leave:

- the name and business address of your partner's employer (where the employee's partner is no longer employed or is self employed their contact details must be given instead) ***The partners contact details may have been provided on the declaration form – delete sentence if not required.***
- in the case of biological parents, a copy of the child's birth certificate (or, where one has not been issued, a declaration as to the time and place of the birth) ***check if required following declaration form – delete if not required.***
- in the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption

Yours sincerely

Human Resources

Cc Payroll
PRF

¹⁰ Must be requested within 14 days of the SPL notification form being submitted.



People Impact Assessment (PIA)

Policy / Project / Function:	Shared Parental Leave SPI			Date of Assessment:	08.05.25			
Analysis Rating: please tick 1 box <input checked="" type="checkbox"/> (The analysis rating is identified after the analysis has been completed - See Completion Notes).	RED	AMBER	GREEN	<input checked="" type="checkbox"/>	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)			Feedback from HR team members Employee monitoring data				
Please list any other policies that are related to or referred to as part of this analysis			Pregnancy and Maternity Policy Redundancy					
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)?								
The purpose of the policy is to provide information on how to apply for Shared Parental leave for all employees.								
Is any Equality Data available relating to the use or implementation of this proposal (policy, project, or function, service?) Please Tick <input checked="" type="checkbox"/> (See Completion notes)								
YES: <input checked="" type="checkbox"/> Statistical equality data is available for all 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 a robust formal consultation process when introduced. This PIA has been reviewed in line with the policy review.								

People Impact Assessment (PIA)

Appendix 1

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)		✓		Shared Parental Leave (SPL) is aimed at both parents to share the leave of their child within the first 50 weeks of the child's life. SPL allows for the time to be shared that suits the parents; this means that neither the mother nor father/partner has specific timeframe they have during this time.
Race (All Racial Groups)	✓			This policy has neither a negative nor positive effect on this equality group.
Disability (Mental, Physical, and Carers of Disabled people)	✓			This policy has neither a negative nor positive effect on this equality group.
Religion or Belief	✓			This policy has neither a negative nor positive effect on this equality group.
Sexual Orientation (Lesbian, Gay, Bisexual and Straight)		✓		This policy is inclusive of same sex parents.
Pregnancy and Maternity	✓			SPL does not impact a woman who is pregnant. A woman is still obliged to take 2 weeks maternity leave immediately after giving birth. A women's maternity leave could be altered depending on SPL. The policy provides greater flexibility for female members of staff to allow them to share their leave with their partner.
Marital Status (Married and Civil Partnerships)	✓			This policy has neither a negative nor positive effect on this equality group.
Gender Reassignment (Includes non-binary)	✓			This policy has neither a negative nor positive effect on this equality group.
Age (People of all ages)	✓			This policy has neither a negative nor positive effect on this equality group.

Appendix 1

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
Caring responsibilities		✓		Provides greater flexibility for staff with regards to caring responsibilities. Shared Parental Leave gives both parents the opportunity to share the leave of their child within the first 50 weeks of the child's life. SPL allows for the time to be shared that suits the parents; this means that neither the mother nor father/partner has specific timeframe they have during this time.

Initial People Impact Analysis was completed by: (Name and Department): Charlotte Graham, HR & Development **WHEN PIA REVIEWED - Reviewed by:**
Review Date:

Please see 'Notes for PIA Authors' below

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

Notes for PIA Authors:

- People Impact Assessments should be reviewed whenever a policy/project/function is reviewed.
- If there are (1) only minor alterations to a policy/project/function, (2) the existing PIA has already been quality assured, and (3) the author feels the minor changes don't affect the findings detailed in the PIA, there is no need for it to be quality assured once again. The PIA should have a new date on Page 1 showing when it was last reviewed.

Document quality assured by: ...Louise Cooper, Head of HR, 08.05.2025
(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:	8 th May 2025
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 Shared Parental Leave.		
3. Are there any implications for the following? If yes, please provide brief description:			
Operational	Yes – supports employees who might need time off to care for their child during the first year of birth/adoption		
Legal	Aligns with appropriate legislative duties for leave to care for a child		
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 might need time off to care for their child during the first year of birth/adoption		
Consultation with Rep Bodies	N/A minor amendment to policy		
Corporate Communications	No		
Health and Safety	No		
Sustainability	N/A		
Partnership Working	N/A		
Other Implications/ Considerations?	None		

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 on informationrequests@hwfire.org.uk