

Equality Impact Assessment Record

Date of EIA March 2010
 Directorate Corporate Services



		Step
Initial Screening Record		1/2
Activity to be assessed	Adoption Leave Policy	
What is the activity?	☒ Policy/strategy ☐ Function/procedure ☐ Project ☐ Review ☐ Service ☐ Organisational change	
Is it a new or existing activity?	☐ New ☒ Existing	
Aim / objective / purpose of the activity – who is the activity designed to benefit/target?	The purpose of the activity is to: Provide employees with an opportunity to take time off, additional to normal leave provisions, to care for a child who has been newly placed with them for adoption. The activity is designed for: Employees who are adopting children under the age of 18.	
Who is responsible for the activity?	The person/section/team responsible for this policy/function is: Corporate HR for policy, managers for implementation	
Did Step 1: Initial Screening indicate that a full EIA was necessary?	☐ Yes – full EIA completed and recorded below. ☒ No – full EIA not completed therefore record ends here.	
Full EIA Record		
Who are the members of the EIA team?		
What evidence has been found to indicate that the activity might need to be amended? (Include any consultation undertaken)		
With regard to the equalities themes, which groups might be impacted by the activity? Might any of these groups be impacted adversely ?	Groups Impacted ☐ Race and ethnicity ☐ Disability ☐ Gender ☐ Age ☐ Sexual Orientation ☐ Religion or belief	Groups impacted adversely ☐ Race and ethnicity ☐ Disability ☐ Gender ☐ Age ☐ Sexual Orientation ☐ Religion or belief
What evidence is there to suggest an impact/adverse impact?		
On what grounds can impact or adverse impact be justified?		
Is there any current action that addresses issues for any of the groups impacted/adversely impacted?		
What changes will you make to the activity reduce or remove any differential/adverse impact?		
Into which action plan/s will		
		3/4
		4
		5

these actions be incorporated?		6
Who is responsible for the action plan?		
Have any examples of good practise been identified as part of the EIA?		
Has the EIA been published on the Council website?	Yes / No	
Who is the relevant Chief Officer and have they signed off the EIA?	Signature.....	
Which PMR will this EIA be reported in?		

