

**Impact Assessment of: Maternity, Birth (Including Paternity) and Adoption Leave**

**Service/ Directorate: One HR**

**Date Completed: 6<sup>th</sup> February 2007**

**Lead Officer: Nicola Saunders**

**Members of the assessment team:**

<b>Name</b>	<b>Organisation</b>	<b>Role on assessment team e.g. service user, manager of service</b>
Nicola Saunders	One HR LCC	Lead Officer
Caroline Beesting	One HR LCC	Team member
Clint Clarke	One HR LCC	Facilitator

**Brief description of policy/ service:**

Review of the policy in line with new statutory changes to ensure we meet our legal obligations.

**Brief account of how the impact assessment was carried out:**

An assessment team was put together and facilitated by the HR service equality and diversity lead officer. A number of documents and feedback were considered in the fact finding stage including:

- Legislation;
- DTI Website;
- ACAS;
- Work and Family Organisation;
- IRS Employment Review;
- Best practice from other Local Authorities and NHS; and
- Legal Services

**Brief description of any adverse affects found:**

None as the policy review is designed to meet statutory obligations

**Summary of Actions arising from Assessment**

<b>Actions</b>	<b>Responsibility</b>	<b>Timescale</b>
Published on the intranet and inform managers and staff	Corp HR	End of February
HR Depts to inform managers and staff	Departmental HR	On-going
Any references to timing within the policy are dependent on Statute and LCC Local Terms and Conditions	Departmental HR will support line managers and supervisors	N/A

**Contacts for further information:**

Nicola Saunders, One HR

**Date published on Council Website:**

4 November 2008