**Equality Impact Assessment**

**Validation Decision Notice**

<table>
<thead>
<tr>
<th>EIA Reference Number</th>
<th>133</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Service, policy, or strategy</strong></td>
<td>Sabbatical Leave Policy</td>
</tr>
<tr>
<td><strong>Names of Assessors</strong></td>
<td>HR Manager, HR Business Partner, Customer Access Manager, Court Officer</td>
</tr>
</tbody>
</table>

**Consider:**

- Was discrimination or disadvantage identified?  
  - [ ] Yes  
  - [x] No
- Was the service promoting equality?  
  - [x] Yes  
  - [] No
- Could the service be improved in promoting equality?  
  - [] Yes  
  - [x] No
- Are the customers' needs understood and met?  
  - [x] Yes  
  - [] No
- Is there good evidence and/or reasoning to support the decisions on whether groups are/aren't affected?  
  - [x] Yes  
  - [] No
- Does the summary report properly reflect the key findings of the assessment?  
  - [x] Yes  
  - [] No
- Is the summary report clear and easy to understand?  
  - [x] Yes  
  - [] No
- If improvements have been identified, do they reflect and deal with the key findings?  
  - [x] Yes  
  - [] No

**The decision is to:**  
- Validate [ ]  
- Not validate [ ]

**The reason/s for the decision are:**  
- Please give details below

- Validation given – information correct [ ]
- Not validated – decision not to proceed as EIA incorrect [ ]
- Not validated – screening error [ ]
- Not validated – research/consultation error [ ]
- Not validated – improvement error [ ]

**Signed**

Karen Brimacombe

**Designation**

Corporate Director

**Date**

30 September 2011
Equality Impact Assessment

Stage 1

<table>
<thead>
<tr>
<th>STAGE 1 – Briefing Note</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EIA ID (Sinbad reference number)</strong></td>
</tr>
<tr>
<td><strong>Date of meeting</strong></td>
</tr>
<tr>
<td><strong>Job Titles of assessors</strong></td>
</tr>
</tbody>
</table>

The Assessment

Give details of the service/policy etc under consideration.

Sabbatical Leave Policy

Assessment Findings

Detail the key findings of the briefing discussion.

No inequality was found. Highlighted as a positive opportunity for staff.

Justification

Explain your decision to proceed/not proceed with either a scoping/screening or a full EIA.

Please note that if the service/policy etc. has any relevance to people e.g. Youth Strategy, HR policy a scoping/screening exercise will need to be carried out in all cases.

We are proceeding as the policy impacts on staff.
## STAGE 5 - Improvements

<table>
<thead>
<tr>
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<th>133</th>
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<tbody>
<tr>
<td>Date to be submitted for validation</td>
<td>19/08/2011</td>
</tr>
<tr>
<td>Target implementation start date</td>
<td>01/09/2011</td>
</tr>
<tr>
<td>Target completion date</td>
<td>30/09/2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action required to achieve improvement</th>
<th>Promote the policy once finalised.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference number or code</td>
<td>133</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsibility:</th>
<th>Lead</th>
<th>HR Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support</td>
<td>HR Business Partners</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resource implications</th>
<th>None</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Links</th>
<th>Already included in HR team action plan for 2011/12</th>
</tr>
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</table>

The prioritisation criteria used at Stage 2 may be useful to give an overall priority and to prioritise individual actions. In either case you may need to add additional criteria such as cost, timescale, ease of implementation, etc.

Please add this information to the Equality & Diversity section of your Business Unit Service Plan.
Equality Impact Assessment

Stage 6

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**The Assessment**

Give full details of what was assessed, who did the work, and the evidence that was used to make judgements and draw conclusions

The Sabbatical Leave Policy

**The Customer/Customer Group**

Detail any additional information gathered on a customer or customer group

Arose from the FLOW project as other organisations have implemented similar policies to benefit older workers in particular, although our policy is available for all staff

**Consultation and Research**

Detail the information gathered during research and/or consultation

None

**Key Individuals and Organisations**

Supply the names and contact details for any organisations or key individuals who assisted you

Third Age Employment Network (TAEN)

**Assessment Findings**

Detail the key findings of the assessment

The assessors discussed the two year service requirement to be eligible to apply for a sabbatical. We agreed that this was proportionate because it is expected that staff will demonstrate commitment to their role and the council before taking a significant period of absence.

**Recommendations**

State the recommendations for action e.g. improvement plan actions
Equality Impact Assessment

Stage 6

To promote the policy once agreed