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Equality and Human Rights Impact Assessment (EqHRIA) Summary of Results

Policy / Practice	**Annual Leave (Staff)**
Owning Department	**People and Development**
Date EqHRIA Completed	02/12/2019
Purpose of Policy / Practice	The aim of this procedure is to support the staff pay and reward package and introduce a standard approach to requesting and approving annual leave requests. The procedure also introduces flexible annual leave options that are now available to all staff.

A. Summary of Analysis / Decisions - What the assessment found and actions already taken.

It is recognised that the provision of annual leave is fundamental to maintaining the health and wellbeing of staff and assisting them to achieve work life balance. The procedure outlines how staff can review request and cancel annual leave it also describes the flexible annual leave options that are now available to staff. These options enhance the package offered which goes well beyond statutory minimums in an effort to create an agile and empowered workforce.

Analysis of annual leave patterns has revealed some discrepancies, albeit not related to any protected characteristics, in terms of approval rates in particular areas of the business. Guidance has been produced to assist with the approval process in areas that experience these difficulties. Access to systems is also an issue in some areas and the procedure addresses those concerns

B. Summary of Mitigation Actions - What else we plan to do and how we are going to check that it has been done.

This is a new procedure and it introduces a few new processes. Areas of concern outlined in the EqHRIA regarding disparity within the organisation in terms of approval rates will be monitored to ensure that all areas of the business are following fair practice. In addition the monitoring of uptake of the new flexible leave options will be required to inform us about their use and any impacts they may have on our workforce.

Management Log – Policy Support Dept. Use Only			
Review Date		**Review Date**	
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