

Policy/Procedure/Guideline**Maternity, Parental, Paternity & Adoption Leave Policy****Version no:** 1.0**Issue Status:** Approved**Date of Ratification:** April 2016**Ratified by:** Clinical Governance
& Risk Board**Policy Author:** Bradley Woods**Policy Owner:** CG&RB**Review Frequency:** 1 year**Identifiable Document Code:** PTUK037**Last Review:** April 2020**Next Review:** April 2021

POLICY AWARENESS	
People who need to know this policy in detail	All staff
People who need to have a broad understanding of this policy	All staff
People who need to know this policy exists	All staff

CHANGE CONTROL DETAILS			
Date DD/MM/YY	Version	Description	Reason for changes
11/04/2016	1.0	New policy	New policy

Policy location:Main Policy Folder in Control Room and Crew Room
On PTUK Server

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1.0 Introduction

This policy is designed to help and inform all members of staff of their legal rights and duties under current UK law. Whether you are having a baby or planning to adopt a child, this can be an exciting and a somewhat stressful time. Patient Transport UK is keen to provide all necessary assistance for expectant mothers and fathers.

2.0 Maternity leave and pay

When you take time off to have a baby you might be eligible for:

- Statutory Maternity Leave
- Statutory Maternity Pay
- paid time off for antenatal care
- extra help from the government

There are rules on when and how to claim your paid leave and if you want to change your dates.

2.1 Statutory Maternity Leave

Statutory Maternity Leave is 52 weeks. It's made up of:

- 26 weeks of Ordinary Maternity Leave
- 26 weeks of Additional Maternity Leave

You don't have to take 52 weeks but you must take 2 weeks' leave after your baby is born.

2.1.1 Start date and early births

Usually, the earliest leave can start is 11 weeks before the expected week of childbirth.

Leave will also start:

- the day after the birth if the baby is early
- automatically if you've been off work for a pregnancy-related illness in the 4 weeks before the due date

2.1.2 Change your dates or returning to work

You must give your employer at least 8 weeks' notice if you want to change your return to work date.

2.2 Maternity Pay

Statutory Maternity Pay (SMP) is paid for up to 39 weeks. You get:

- 90% of your average weekly earnings (before tax) for the first 6 weeks
- £136.78 or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks

SMP is paid in the same way as your wages (eg monthly or weekly). Tax and National Insurance will be deducted.

2.2.1 Maternity Pay Start date

SMP usually starts when you take your maternity leave.

It starts automatically if you've been off work for a pregnancy-related illness in the 4 weeks before the due date.

2.2.2 Eligibility

You qualify for Statutory Maternity Leave if:

- you're an employee (and not a 'worker')
- you give your employer the correct notice

It doesn't matter how long you've been with PTUK, how many hours you work or how much you get paid.

You can't get Statutory Maternity Leave if you have a child through surrogacy - you could get unpaid parental leave instead.

To qualify for SMP you must:

- have worked for your employer continuously for at least 26 weeks up to the 15th week before the expected week of childbirth - known as the 'qualifying week'
- earn on average at least £109 a week
- give the correct notice
- give proof you're pregnant

If you're not eligible for SMP

Your employer (PTUK) must give you form SMP1 explaining why you can't get SMP within 7 days of making their decision. You could get Maternity Allowance from the government instead.

If you lose your baby

You can still get Statutory Maternity Leave or SMP if your baby is either:

- stillborn after 24 weeks of pregnancy
- dies after being born

You can't get SMP if you go into police custody during your maternity pay period. When you're discharged your SMP will not continue.

2.3 How to claim

2.3.1 Statutory Maternity Leave

At least 15 weeks before your due date, inform PTUK Human Resources department when the baby is due and when you want to start your maternity leave. You must provide this to PTUK in writing.

PTUK will write to you within 28 days confirming your start and end dates.

2.3.2 Statutory Maternity Pay (SMP)

You must inform PTUK that you want to stop work to have a baby and the day you want your SMP to start. You must give PTUK at least 28 days notice in writing and proof that you're pregnant.

PTUK will then confirm within 28 days how much SMP you'll get and when it will start and stop. If PTUK decide that you're not eligible, they must give you form SMP1 within 7 days of making their decision and explain why.

2.3.2 Proof you're pregnant

You need to give PTUK proof of the pregnancy to get SMP. You don't need it for maternity leave.

Within 21 days of your SMP start date (or as soon as possible if the baby is born early) give your employer either:

- a letter from your doctor or midwife
- your MATB1 certificate - doctors and midwives usually issue these 20 weeks before the due date

You won't get SMP if you don't provide PTUK proof that the baby is due.

3.0 Key points

- Pregnant employees have the right to 52 weeks maternity leave.
- 39 weeks could be paid which may be statutory maternity pay, maternity allowance or contractual maternity pay (contractual pay may be more than statutory pay or could be paid for longer than 39 week - this will depend on the terms of employment).
- During maternity leave employee and employer (PTUK) can agree to have up to 10 keep in touch days.

- Paid reasonable time off for antenatal care.
- Employee has the right to return to original job or suitable alternative.
- A pregnant employee has the right to both 26 weeks of ordinary maternity leave as well as 26 weeks of additional maternity leave. To qualify for maternity leave, an employee must tell their employer by the end of the 15th weeks before the expected week of childbirth:
 - that she is pregnant
 - the expected week of childbirth, by means of a medical certificate if requested
 - the date she intends to start maternity leave. This can normally be any date which is no earlier than the beginning of the 11th week **before** the expected week of childbirth up to the birth. It is best to advise the employer as soon as possible.

Once notification has been given to the employer they must then write to the employee, within 28 days of her notification, setting out her return date. The employee must give eight weeks notice if she wishes to change the return date.

All pregnant employees are entitled to reasonable time off with pay for antenatal care made on the advice of a registered medical practitioner, which may include relaxation classes and parent-craft classes. Except for the first appointment, employees should show the employer, if requested, an appointment card or other documents showing that an appointment has been made.

4.0 Reforms of flexible parental leave

Under a new system of flexible parental leave, parents will be able to choose how they share care of their child during in the first year after birth. Employed mothers will still be entitled to 52 weeks of maternity leave; however, working parents will be able to opt to share the leave.

Mothers will have to take at least the initial two weeks of leave following the birth as a recovery period. Following that they can choose to end the maternity leave and the parents can opt to share the remaining leave as flexible parental leave.

5.0 Additional maternity rights

5.1 Maternity suspension

Employers must take account of health and safety risks to new and expectant mothers when assessing risks in work activity. If the risk cannot be avoided, the employer must take steps to remove the risk or offer suitable alternative work (with no less favourable terms and conditions); if no suitable alternative work is available, the

employer must suspend the expectant mother on full pay for as long as necessary to protect her health and safety or that of her baby.

5.2 What rights does an employee have while on maternity leave?

During the maternity leave, the employee is entitled to benefit from all her normal terms and conditions of employment, except for remuneration (monetary wages or salary). She can do up to 10 days' work during her maternity leave without losing any Statutory Maternity Pay, payment for these days should be agreed.

At the end of maternity leave, she has the right to return to her original job, if that is not possible then a similar job on the same terms and conditions should be given. If a redundancy situation arises, she must be offered a suitable alternative vacancy if one is available. If there is no suitable alternative work, she may be entitled to redundancy pay.

For further advice and guidance please call the Acas Helpline on 08457 47 47 47

5.3 Breastfeeding on returning to work

At present there is no statutory right to time off for breastfeeding or expressing milk and there is no legislation requiring employers to provide specific facilities where employees can express milk. However, the Health and Safety Executive's advice is that employers are legally required to provide somewhere for pregnant and breastfeeding employees to rest and express milk toilets are not suitable for expressing milk. The employee should provide the employer with a written notification that they are breastfeeding; ideally this should be done before they return to work.

For further information visit the **Health and Safety Executive (HSE)** website.

5.4 Redundancies for pregnant employees or those on maternity leave

Myth: Pregnant women and women on maternity leave cannot be made redundant. This is not true. In a genuine redundancy situation, and where there is no suitable alternative work available for those on maternity leave, then they can lawfully be made redundant, providing that pregnancy and maternity is not the reason for redundancy, the redundancy is genuine and you have followed the correct redundancy procedures and have considered any redeployment.

Checklist for a fair process

- Is the redundancy genuine?
- Have employers consulted with employees on maternity leave?
- Has the right selection criteria been decided upon?
- Are there any suitable alternative vacancies?

- What does the law say?

What the law says

- During the protected period (the beginning to the end of the maternity leave) unfavourable treatment of a woman because she is pregnant or on maternity leave is unlawful.
- A woman on maternity leave has the right to return to the same job before she left or if not possible at the end of the 52 weeks maternity leave then a suitable alternative must be found.
- Selecting a woman for redundancy because of her pregnancy, maternity leave or a related reason is automatically unfair dismissal as well as being unlawful discrimination.
- Failure to consult a woman on maternity leave about possible redundancy is likely to be unlawful discrimination.
- A woman made redundant while on maternity leave must be offered any suitable alternative vacancy if there is one available she doesn't need to apply for it.

6.0 Risk Assessment

An employee is expected to inform PTUK as soon as their pregnancy is confirmed. During all stages of pregnancy there are risks to the mother and unborn child. PTUK understands these risks and therefore once an employee notifies PTUK that they are pregnant, PTUK will initiate a programme of risk assessments to support the employee throughout the duration of pregnancy.

Risk Assessment Strategy

The initial risk assessment will involve a meeting with the employee to discuss their plans for working. PTUK will involve the employee in completing the initial risk assessment. PTUK will take a compassionate approach towards the wishes of the employee. A date will be mutually agreed between PTUK and the employee for a secondary risk assessment later in the pregnancy. This date should be no more than 6 weeks after the initial risk assessment. Risk assessments will then take place at a 4 weekly interval until such time as the employee takes maternity leave.

PTUK or the employee can request an earlier secondary assessment if either party feel that it would be in the mother or unborn child's best interest.

Type of work

PTUK will always put the safety of the mother and unborn child before the needs of the business. In certain circumstances it may be beneficial to alter the type of work or duties that the employee normally undertakes. An example of this could be moving the employee from a “high” risk role that involves lifting or moving patients, to a “low” risk role with no lifting involved.

If an employee wishes to challenge the result of a risk assessment and continue with their current role then they must obtain a letter from their Doctor or Midwife to certify that they are fit and that they understand the risks involved. PTUK still retains the right to refer the employee to our Occupational Health department for a medical assessment with regards to the suitability of the employee to continue in their current role.

7.0 Parental Leave and Pay

Introduction.

The scheme described below is PTUK’s response to the statutory right of parents to take periods of unpaid leave to help care for their children.

7.1 Objectives of the scheme.

In the interests of helping our staff achieve balance between their child care responsibilities and work commitments, we have improved upon the minimum rights granted by law to create a scheme that we believe is less complex, fairer and works in the interests of ensuring that you are able to achieve a happy balance between your home and work lives. This scheme replaces your statutory rights to Parental leave and by applying to take Parental Leave under this scheme you agree to the terms of the scheme.

7.2 What is Parental Leave?

A period of leave from work taken by staff with parenting responsibilities either to look after a child or to make arrangements in the interests of the child. For example it may be taken simply in order to enjoy time with your child or it may be used to help the child settle into a playgroup, nursery or school or to make arrangements for such facilities.

Parental Leave is limited to a total period of 18 weeks leave in relation to any one child. It may be taken at the rate of no more than 4 weeks in any one year and in periods of at least a day at a time unless we have agreed that your Parental Leave may be taken by reducing your weekly working hours over a longer period.

In the case of part time employees a ‘week’ means the time you work in an average week.

7.3 Who is able to take Parental Leave?

The scheme is open to any employee who has completed one year's continuous employment and has parental responsibility for a child who:

- is less than 5 years old;
- is placed for adoption - the right to parental leave will last 5 years from the date that the child is placed for adoption or until the child's 18th birthday or sooner;
- is disabled – the right will last until the child's 18th birthday.

Parental responsibility means somebody who is the mother or father named on the child's birth certificate or is the legally appointed guardian or adoptive parent of a child with 'parental responsibility' under a Court Order.

An employee who has been nominated by a single parent of a child as having direct responsibility for the care of a child because they are the single parent's parent, parent in law, grandparent, partner (regardless of the sexual orientation of the relationship) or who your employer is otherwise satisfied has close and direct responsibility for the care of a child, may take Parental Leave in relation to that child under the scheme.

7.4 Pay and conditions during parental leave.

Parental Leave is unpaid. However we appreciate that is a major difficulty for people with young children who still have their ongoing financial obligations plus additional child related costs. So you can opt to spread the cost of unpaid leave over the tax year. So for example if you opt in advance to take 4 weeks parental leave during the financial year your salary can be adjusted so that you receive 48 weeks pay spread out over 52 weeks so that when you take your leave you do not face a substantially reduced pay packet immediately after your leave is taken.

Otherwise your contract remains exactly the same during your leave and you will return to your job at the end of any period of leave on the same basis as before you took your leave.

7.5 How to apply for Parental Leave.

You must give PTUK written notice that you accept the terms of the scheme and details of your eligibility. Your employer may ask for evidence of your parental responsibility for a child to support your application.

The Operations Manager will then meet with you to discuss how you can best take Parental leave to fit in with the demands of your job and your employer's needs. We will usually require at least 14 days notice of commencement of any period of Parental leave unless there are exceptional circumstances. We will endeavour to reply to any request for Parental Leave within 5 working days of its receipt.

We may have to postpone the start of your Parental Leave for up to 3 months when it is necessary to ensure that the needs of the business are met due to the operational requirements of your job and we do not believe the business can cope with your absence at that particular time. If it is necessary to postpone your leave we will write to you explaining why. We will not postpone Parental Leave due to commence on the birth or adoption placement of the child so long as at least 6 weeks notice of the intended start date has been given.

All agreed arrangements for the taking of Parental Leave will be set out in writing. If you are unhappy with any aspect of the operation of the scheme you may raise a grievance, which will be handled under our standard grievance procedure and you will have a right of appeal against any decision reached. This will be handled as urgently as possible in the circumstances.

7.6 Relationship between Parental leave and other forms of leave.

You may apply to take your Parental leave in co-ordination with other periods of leave including annual leave, maternity leave, and paternity leave.

7.7 Emergencies.

Parental Leave is not intended for emergencies. Cases of “emergency” will be dealt with on an individual basis.

7.8 Parental Leave Key points

The right to parental leave applies to you when you have completed one year’s service with us. It allows parents to take 13 weeks (18 weeks for disabled children) parental leave to care for each child. Your right to take the leave lasts until the child’s fifth birthday or until five years has elapsed following placement in the case of adoption. If you are a parent of a disabled child you will be able to use your leave over a longer period, up until the child’s 18th birthday.

The right applies to mothers and fathers and to a person who has obtained formal parental responsibility for a child under the Children Act or its Scottish equivalent. Parents are able to start taking parental leave when the child is born or placed for adoption or as soon as they have completed one year’s service, whichever is later.

The key elements of parental leave are:

- 13 weeks’ parental leave for each child;
- 18 weeks leave for parents of disabled children;
- a right to take the leave which lasts until the child’s fifth birthday or until five years have elapsed following placement in the case of adoption;
- if you are a parent of a disabled child you will be able to use your leave over a longer period, up until the child’s 18th birthday;

- you will remain employed while on parental leave but you do not have the right to be paid during parental leave.

At the end of parental leave you are guaranteed the right to return to the same job as before, or, if that is not practicable, a similar job which has the same or better status, terms and conditions as the old job; where the leave taken is for a period of 4 weeks or less, you will be entitled to go back to the same job.

You can take parental leave in blocks or multiples of one week after giving 21 days notice to your employer up to a maximum of four weeks leave in a year subject to postponement by your employer for up to 3 months where business cannot cope but leave cannot be postponed when the employee gives notice to take it immediately after the time the child is born or is placed with the family for adoption. If you are the parent of a disabled child you have the flexibility to take leave a day at a time or longer if you wish. A disabled child is a child for whom disability living allowance is awarded.

When you begin your employment we may make enquiries of your previous employer or seek a declaration from you about how much parental leave you have already taken.

8.0 Adoption Leave and Pay

You can also take paid leave when a child is newly placed for adoption in a similar way to the right of maternity leave.

8.1 Adoption leave and pay

Adoption leave and pay will be available to:

- individuals who adopt
- one member of a couple where a couple adopt jointly (the couple may choose which partner takes adoption leave).

The partner of an individual who adopts, or the other member of a couple who are adopting jointly, may be entitled to paternity leave and pay.

Both paid adoption leave and paid paternity leave are available where an approved adoption agency notifies the adopter of a match with a child.

To qualify for adoption leave, you must:

- be newly matched with a child for adoption by an approved adoption agency
- have worked continuously for us for 26 weeks leading into the week in which you are notified of being matched with a child for adoption.

Adoption leave and pay is not available in circumstances where a child is not newly matched for adoption, for example when a step-parent is adopting a partner's children.

Adopters are entitled to up to 26 weeks' ordinary adoption leave followed immediately by up to 26 weeks' additional adoption leave - a total of up to 52 weeks' leave.

You can choose to start leave:

- from the date of the child's placement (whether this is earlier or later than expected), or
- from a fixed date which can be up to 14 days before the expected date of placement.

Leave can start on any day of the week.

Only one period of leave will be available irrespective of whether more than one child is placed for adoption as part of the same arrangement.

If the child's placement ends during the adoption leave period, the adopter will be able to continue adoption leave for up to eight weeks after the end of the placement.

8.2 Statutory Adoption Pay

During their adoption leave, most adopters will be entitled to Statutory Adoption Pay. Statutory Adoption Pay will be paid for up to 39 weeks.

Adopters who have average weekly earnings below the Lower Earnings Limit for National Insurance Contributions will not qualify for SAP.

8.3 Notice of intention to take adoption leave

You are required to inform us of your intention to take adoption leave within 7 days of being notified by their adoption agency that you have been matched with a child for adoption, unless this is not reasonably practicable.

We need to know:

- when the child is expected to be placed with you and
- when you want their adoption leave to start.

You can change your mind about the date on which you want leave to start providing you tell us at least 28 days in advance (unless this is not reasonably practicable). You have to tell us the date you expect any payments of SAP to start at least 28 days in advance, unless this is not reasonably practicable.

We have 28 days in which to respond to notification of your leave plans and will then write to you, setting out the date on which we expect you to return to work if the full entitlement to adoption leave is taken.

8.4 Matching certificate

You have to give us a 'matching certificate' – from the adoption agency as evidence of entitlement to SAP and adoption leave. You should ask their adoption agency for a matching certificate which will include basic information on matching and expected placement dates.

8.5 Contractual benefits

You are entitled to the benefit of your normal terms and conditions of employment, except for terms relating to wages or salary (unless your contract of employment provides otherwise) throughout the 26-week ordinary adoption leave period. However, most adopters will be entitled to SAP during this period.

During additional adoption leave, the employment contract continues and some contractual benefits and obligations remain in force, for example entitlement to redundancy pay and notice periods.

8.5 Keeping in Touch Days

During your period of adoption leave you may by prior agreement come back to work for up to 10 days without it affecting your entitlement to adoption leave or SAP. Any work carried out on a particular day counts as a day's work for this purpose. These days are known as "Keeping in Touch Days". You are not obliged to work any Keeping in Touch days nor are we obliged to allow you to do so. Any arrangements for you to work any Keeping in Touch days will be made with you during your adoption leave and confirmed in writing.

8.6 Return to work after adoption leave

Adopters who intend to return to work at the end of their full adoption leave entitlement will not have to give any further notification to their employers.

Adopters who want to return to work before the end of their adoption leave period, must give 8 weeks' notice of the date they intend to return.

8.7 Protection from detriment and dismissal

The law protects you from suffering detriment or unfair dismissal for reasons related to taking, or seeking to take, adoption leave.

8.8 Paternity leave and pay (adoption)

Following the placement of a child for adoption, the right to paternity leave and pay will give eligible employees the right to take paid leave to care for their new child or support the adopter.

9.0 Paternity leave and pay

If you are a father to be or will share the responsibility with a partner for bringing up a child, you may have the right to Statutory Paternity Leave and Pay. This includes those who are adopting a child.

To qualify you will have to be an employee and worked continuously for your employer for 26 weeks ending with the 15th week before the baby is due, or the end of the week in which the child's adopter is notified of being matched with the child.

9.1 Eligibility

Paternity leave is available to employees who:

- have or expect to have responsibility for the child's upbringing
- are the biological father of the child or the mother's husband or partner (including same sex relationships) and
- have worked continuously for their employer for 26 weeks ending with the 15th week before the baby is due or the end of the week in which the child's adopter is notified of being matched with the child

Those who are eligible can choose to take either one week or two consecutive weeks' paid paternity leave (not odd days). Employees may be entitled to Statutory Paternity Pay which from April 2013 was £136.78 per week or 90 per cent of your average weekly earning, if that is less. Employers may, however, give more and this and may form part of your terms and conditions of employment.

of The employee will need to take their paternity leave within 56 days of the actual date birth of the child, or if the child is born early, within the period from the actual date of birth up to 56 days after the first day of the week in which the birth was expected.

9.2 Additional paternity leave and pay

Additional paternity leave allows employee's who are eligible to take up to 26 weeks leave to care for their new baby.

Additional paternity leave and pay may be available if:

- you are the father of a child, partner or civil partner
- you and your partner receive notification that you are matched with a child for adoption
- your wife, partner or civil partner is adopting a child from overseas and the child enters Great Britain

- the child's mother is entitled to statutory maternity leave, maternity pay or allowance or statutory adoption leave or pay

Additional paternity leave is for a maximum of 26 weeks. Leave can be taken any time from 20 weeks after the child is born, but it must have finished by the child's first birthday. In the case of adoption it can start anytime between 20 weeks and 52 weeks after the child starts living with the adopter.

To qualify for additional paternity leave and pay employers must receive notice in writing at least eight weeks before the start of the leave. This must include:

- the expected date of the baby's birth or date of notified of being matched for adoption
- the actual date of baby's birth, or placement of adoption
- the start date of the Additional Paternity leave and pay
- relationship to the mother, and leave is taken to care for the child

For Additional Paternity leave and pay to be taken the child's mother or adopter must have started working again and any relevant payment must have stopped, with at least two weeks of the 39 week payment period remaining. Employees must intend to care for the child during your Additional Statutory Paternity Pay period. Additional Statutory Paternity Pay is only payable during the period of the 39 week Maternity Allowance, Statutory Maternity or Statutory Adoption Pay period. It cannot continue beyond the end of the statutory maternity pay, maternity allowance or statutory adoption pay period.

9.3 Reform of flexible parental leave

Under a new system of flexible parental leave, parents will be able to choose how they share care of their child in the first year after birth. Employed mothers will still be entitled to 52 weeks of maternity, however, working parents will be able to opt to share the leave.

Mothers will have to take at least the initial two weeks of leave following the birth as a recovery period. Following that they can choose to end the maternity leave and the parents can opt to share the remaining leave as flexible parental leave.

9.4 Common questions

Is any time off allowed with pay to attend antenatal appointments?

No there is no legal right to paid time off, however some employers may make arrangements for you to attend: you could take some annual leave; or it may be possible to swap shifts or make time up. These arrangements must be agreed with your employer in advance

When does an employee need to tell the employer when they are going to take Paternity Leave?

15th They should tell the employer as soon as possible, but no later than the end of the week before the expected week of childbirth. They should say when the baby is due, if they're going to take one or two weeks off, and when they expect their paternity leave to start.

Can any paternity leave be taken before the baby is born?

No, paternity leave can not start until the birth of the baby; however employees may be able to take some annual leave before.

10.0 References

More information can be found at the following sites:

www.hse.gov.uk/pubns/indg373.pdf

www.gov.uk/maternity-pay-leave

www.acas.org.uk/index.aspx?articleid=1828

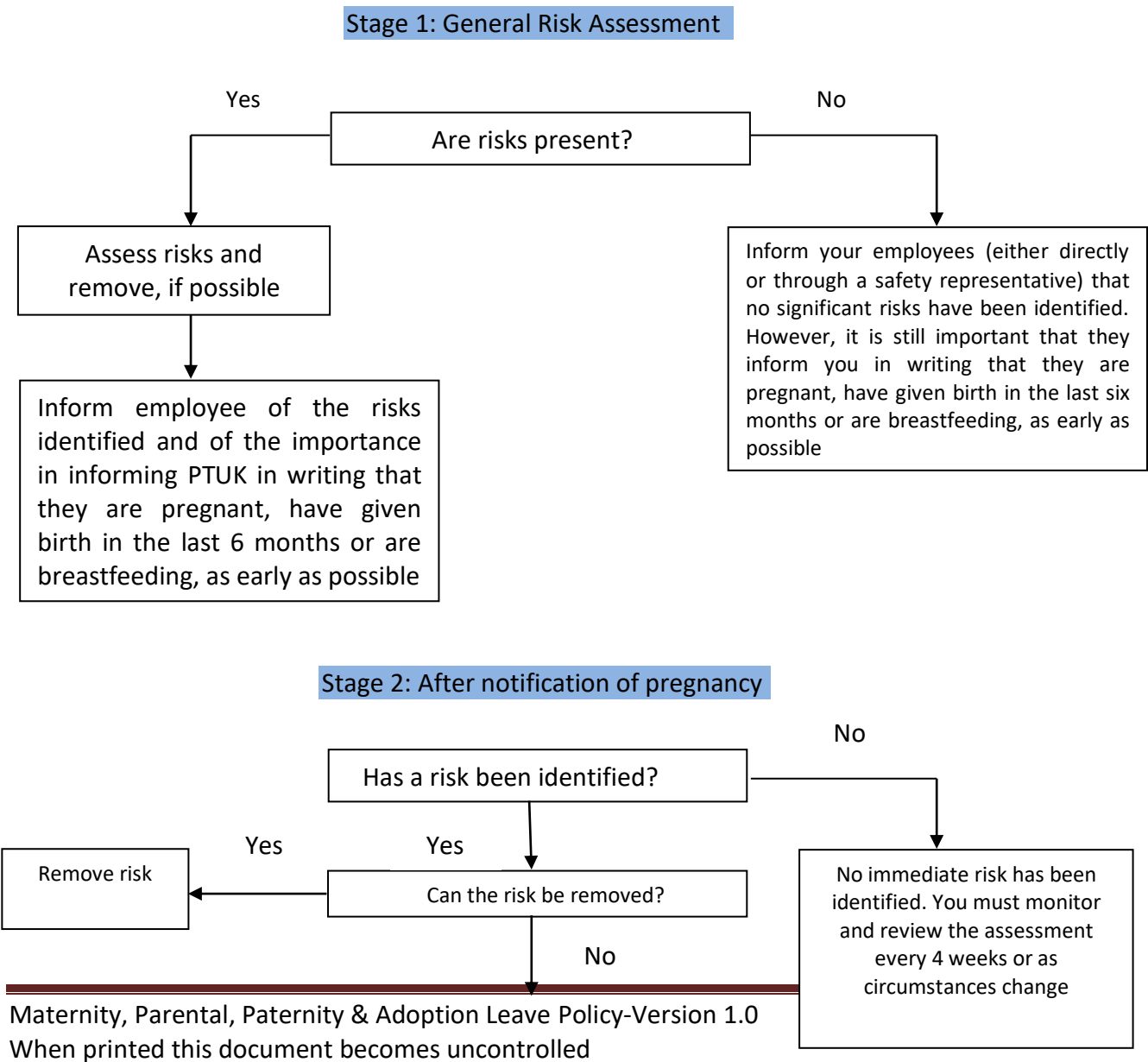
11.0 Appendices

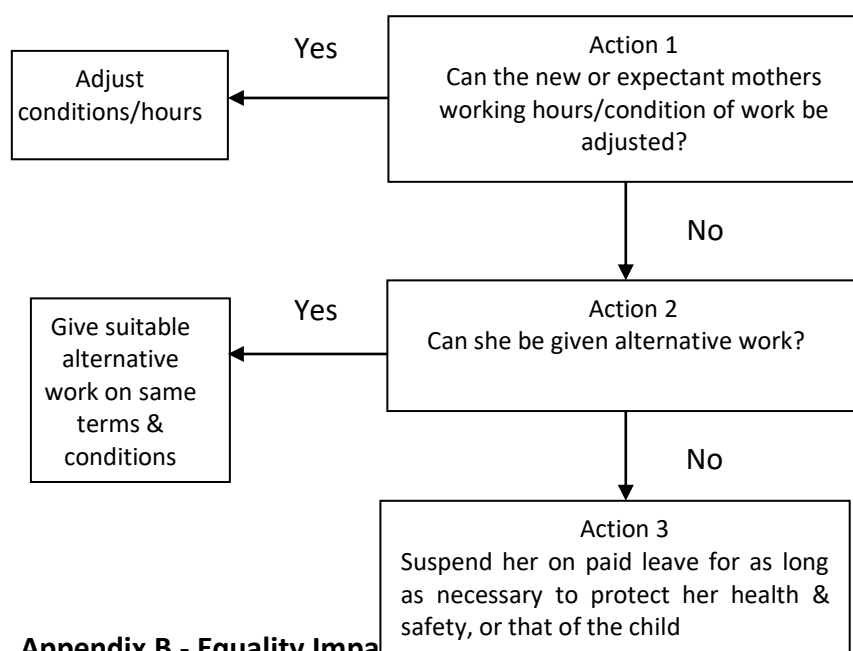
Appendix A

Appendix B

Appendix C

Appendix A - Risk Assessment Process Flow Chart





Appendix B - Equality Impact

To be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

	Yes/No	Comments
Does the policy/guidance affect one group less or more favourably than another on the basis of:		
• Race		
• Ethnic origins (including gypsies and travellers)		
• Nationality		
• Gender		
• Culture		
• Religion or belief		
• Sexual orientation including lesbian, gay and bisexual people		
• Age		
• Disability - learning disabilities, physical disability, sensory impairment and mental health problems		
2 Is there any evidence that some groups are affected differently?		
3 If you have identified potential		

		Yes/No	Comments
.	discrimination, are any exceptions valid, legal and/or justifiable?		
4	Is the impact of the policy/guidance likely to be negative?		
5	If so can the impact be avoided?		
.			
6	What alternatives are there to achieving the policy/guidance without the impact?		
.			
7	Can we reduce the impact by taking different action?		
.			

If you have identified a potential discriminatory impact of this procedural document, please refer it to Human Resources, together with any suggestions as to the action required to avoid/reduce this impact.

Appendix C - Checklist for the Review and Approval of Procedural Document

To be completed and attached to any document which guides practice when submitted to the appropriate committee for consideration and approval.

	Title of document being reviewed:	Yes/No/Unsure	Comments
1.	Title		
	Is the title clear and unambiguous?		
	Is it clear whether the document is a guideline, policy, protocol or standard?		
2.	Rationale		
	Are reasons for development of the document stated?		
3.	Development Process		
	Is the method described in brief?		
	Are people involved in the development identified?		
	Do you feel a reasonable attempt has been made to ensure relevant expertise has been used?		
	Is there evidence of consultation with stakeholders and users?		
4.	Content		

	Title of document being reviewed:	Yes/No/ Unsure	Comments
	Is the objective of the document clear?		
	Is the target population clear and unambiguous?		
	Are the intended outcomes described?		
	Are the statements clear and unambiguous?		
5.	Evidence Base		
	Is the type of evidence to support the document identified explicitly?		
	Are key references cited?		
	Are the references cited in full?		
	Are supporting documents referenced?		
6.	Approval		
	Does the document identify which committee/group will approve it?		
	If appropriate have the joint Human Resources/staff side committee (or equivalent) approved the document?		
7.	Dissemination and Implementation		
	Is there an outline/plan to identify how this will be done?		
	Does the plan include the necessary training/support to ensure compliance?		
8.	Document Control		
	Does the document identify where it will be held?		
	Have archiving arrangements for superseded documents been addressed?		
9.	Process to Monitor Compliance and Effectiveness		
	Are there measurable standards or KPIs to support the monitoring of compliance with and effectiveness of the document?		
	Is there a plan to review or audit		

	Title of document being reviewed:	Yes/No/ Unsure	Comments
	compliance with the document?		
10.	Review Date		
	Is the review date identified?		
	Is the frequency of review identified? If so is it acceptable?		
11.	Overall Responsibility for the Document		
	Is it clear who will be responsible for co-ordinating the dissemination, implementation and review of the document?		

Individual Approval			
If you are happy to approve this document, please sign and date it and forward to the chair of the committee/group where it will receive final approval.			
Name		Date	11.04.2020
Signature			
Committee Approval			
If the committee is happy to approve this document, please sign and date it and forward copies to the person with responsibility for disseminating and implementing the document and the person who is responsible for maintaining the organisation's database of approved documents.			
Name		Date	11.04.2020
Signature			