NIGALA
NI Guardian Ad Litem Agency
A voice for Children and Young People in Family Courts

NORTHERN IRELAND GUARDIAN AD LITEM AGENCY

NIGALA FAMILY PACK

The Northern Ireland Guardian ad Litem Agency (hereafter NIGALA) is required to address the four questions below in relation to all its policies. This template sets out a proforma to document consideration of each question.

What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? (minor/major/none)

Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?

To what extent is the policy likely to impact on good relations between people of a different religious belief, political opinion or racial group? (minor/major/none)

Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group?

1. INFORMATION ABOUT THE POLICY OR DECISION

1.1 Title of the policy or decision

Northern Ireland Guardian ad Litem Agency (hereafter NIGALA) Family Pack (incorporating Maternity Leave, Adoption Leave, Paternity Leave, Parental Leave, Shared Parental Leave).

1.2 Description of policy or decision

- What is it trying to achieve? (Aims and Objectives)
- How will this be achieved? (Key Elements)
- What are the key constraints? (For example, financial, legislative or other)

NIGALA's Family Pack provides guidance to managers and employees in relation to maternity leave, adoption leave, paternity leave, parental leave and shared parental leave, including the role and responsibilities of all parties. This document is designed to ensure consistency of approach within NIGALA. This will be achieved through the application of the guidance set out in this document.

The key constraints are:

- AfC Terms and Conditions as outlined in the Terms and Conditions of Service Handbook
- Legislative constraints.

1.3 Main stakeholders affected (internal and external)

- For example: staff, actual or potential clients / service users, other public sector organisations, voluntary and community groups, trade unions or professional organisations or private sector organisations or other.

Current NIGALA employees
NIGALA line managers
Business Services Organisation (hereafter BSO) Human Resources Department

Trade Union Representations

1.4 Other policies or decisions with a bearing on this policy or decision ▪ What are they? ▪ Who owns them?
AfC Terms and Conditions as outlined in the Agenda for Change Terms and Conditions Handbook Department of Health Circulars These are owned by the Department of Health. NIGALA's Leave Pack

2. CONSIDERATIONS OF EQUALITY AND GOOD RELATIONS ISSUES AND EVIDENCE USED

2.1 Data gathering.

- **What information did you use to inform this equality screening? For example, previous consultations, statistics, research, Equality Impact Assessments (EQIAs), complaints.**
- **Provide details of how you involved stakeholders, views of colleagues, service users, clients, staff side or other stakeholders.**

NIGALA's Family Pack has been reviewed by the Senior Management Team, Joint Consultation Committee which includes staff side representatives and has been to employees for consultation.

Data used to completed screening is as follows:

- NIGALA staff data (March 2017)

2.2 Quantitative data.

- **Who is affected by the policy or decision? Please provide a statistical profile. Please note, if a policy or decision affects both staff and service users / clients, please provide profile information for both.**
- **For each category, you should consider:**

  - **What is the makeup of the affected group? (%)**
  - **Are there any issues or problems? For example, a lower update that needs to be addressed or greater involvement of a particular group?**

GENDER

As at 31 March 2017, NIGALA staff data indicates 86.76% of NIGALA's workforce is female and 13.24% male.

AGE

As at 31 March 2017, staff data indicates NIGALA's workforce composition in relation to age is as follows:

Age Range	% of Employees
16-24	0
25-29	2.94
30-34	4.41
35-39	10.29
40-44	13.24
45-49	16.18
50-54	22.06
55-59	25.00
60-64	5.88
>=65	0

RELIGION

Staff data at 31 March 2017, figures for NIGALA workforce indicates the following:

Religion	% of Employees
Neither	2.94
Perceived Neither	1.47
Not assigned	4.41
Perceived Protestant	4.41
Perceived Roman Catholic	5.88
Protestant	26.47
Roman Catholic	54.41

POLITICAL OPINION

Staff data at 31 March 2017, figures for NIGALA workforce indicates the following:

Political Opinion	% of Employees
Broadly Nationalist	2.94
Broadly Unionist	1.47
Other	1.47
Do not wish to answer	7.35
Not assigned	86.76

MARITAL STATUS

As at 31 March 2017, figures indicate 55.88% of NIGALA employees are married or in a civil partnership, 27.94% are single and 16.18% are unknown or other.

DEPENDENT STATUS

As at 31 March 2017, workforce data for NIGALA is as follows:

Dependents	% of workforce
Yes	4.41
No	7.35
Not Assigned	88.24

DISABILITY

As at 31 March 2017, figures indicate 86.76% of NIGALA's workforce do not have a disability, 2.94% stated they have a disability and 10.29% did not indicated whether they do or do not have a disability.

ETHNICITY

March 2017 staff data for the NIGALA indicates 14.71% of the workforce identify as White, with 85.29% unknown.

SEXUAL ORIENTATION

As at March 2017, the NIGALA workforce data is as follows:

Sexual Orientation	% of workforce
Opposite Sex	10.29
Both Sexes	0
Same Sex	0
Do not wish to answer	2.94
Not Assigned	86.76

2.3 Qualitative Data

- **What are the different needs, experiences and priorities of each of the categories in relation to this policy or decision and what equality issues emerge from this? Please note, if policy or decisions affect both staff and service users / clients, please discuss issues for both.**

GENDER

Maternity Leave

This policy will impact female staff only as the policy deals with leave for an employee who has given birth.

Adoption Leave

As per section 1.4 of the Adoption Leave policy, should both parents be employed by NIGALA the period of leave, pay may be shared. One parent is identified as the primary carer, whilst the partner of the primary carer is entitled to Paternity Leave. If the male is identified as the primary carer, there may be an issues over the use of language as the female partner will have to apply for paternity leave.

Parental Leave

According to the ONS (2013), 42% of females work part-time compared to 12% of men. Furthermore females are more likely to be the main carer of dependants than their male counterparts. Therefore, females may be more likely to take this type of leave.

Shared Parental Leave

There may be an issue over language used within the policy document as at 1.4 it states that 'For the purposes of this document "mother" should be taken as the mother of the child or the main adopter, partner should be taken as the husband or partner of the mother or the main adopter'.

See also Dependents section.

AGE

Maternity Leave

Older expectant mothers may require more antenatal care than younger expectant mothers.

RELIGION

There are no known issues

POLITICAL OPINION

There are no known issues

MARITAL STATUS

There are no known issues

DEPENDENT STATUS

Parental Leave

The parent or guardian of a disabled child may have particular needs in relation to this type of leave.

Following a period of maternity/ adoption/ shared parental leave, the parent or guardian of a disabled child may be more likely to request an employment break or part-time working. Further information on can be found in NIGALA's Leave Pack.

See also Gender section.

DISABILITY

Maternity Leave

Expectant mothers may have particular disability related needs, including more frequent antenatal appointments.

ETHNICITY

There are no known issues.

SEXUAL ORIENTATION

Paternity Leave

There may be an issue over the use of language as a female partner in a same sex couple has to apply for paternity leave.

Shared Parental Leave

There may be an issue over language used within the policy document as at 1.4 it states that ‘For the purposes of this document “mother” should be taken as the mother of the child or the main adopter, partner should be taken as the husband or partner of the mother or the main adopter’.

2.4 Multiple Identities ▪ **Are there any potential impacts on the policy or decision on people with multiple identities? For example, disabled minority ethnic people, disabled women, young Protestant men, and young lesbians, gay and bisexual people.**
n/a

2.5 Making Changes ▪ **Based on the equality issues you identified in 2.2 and 2.3, what changes did you make or do you intend to make in relation to the policy or decision in order to promote equality of opportunity?**	
In developing the policy or decision, what did you do or change to address the equality issues you identified?	**What do you intend to do in the future to address the equality issues you identified?**
<u>Gender – Maternity Leave</u> NIGALA has incorporated other policies in this Pack to include males and females i.e. Adoption Leave, Paternity Leave and Shared Parental Leave. **<u>Gender and Sexual Orientation – Adoption Leave</u>** Whilst the policy refers to paternity leave, the same provisions are available to all individuals irrespective of sexual orientation and gender following the birth or adoption of a child. **<u>Gender – Shared Parental Leave</u>**	The Family Pack will be available on the intranet and all employees will be required to read policies The Family Pack will be outlined and brought to employees attention. Advice will be sought from BSO HR and BSO Equality Unit on equality issues raised by managers and employees.

Whilst the use of the feminine pronoun has been used in this document, NIGALA recognises that in cases of adoption the primary adopter may be male. **Age – Maternity Leave** NIGALA will provide reasonable adjustment and time off for any antenatal appointments for expectant mothers. **Disability – Maternity Leave** NIGALA's management is committed to supporting employees who have a disability and ensuring reasonable adjustments are in place. **Parental Leave – Gender, Dependents** Whilst NIGALA recognises this issue, decisions will be taken based on business needs. NIGALA will make every effort to grant requests for parental leave for staff with a disabled child. NIGALA will give particular consideration to meeting the needs of staff who have caring responsibilities where possible. **Paternity Leave – Sexual Orientation** Whilst the policy refers to paternity leave, the same provisions are available to all individuals	

irrespective of sexual orientation following the birth or adoption of a child. **<u>Sexual Orientation – Shared Parental Leave</u>** Whilst the use of the feminine pronoun has been used in this document, the same provisions are available to all individuals irrespective of sexual orientation following the birth or adoption of a child.	

2.6 Good Relations

- **What changes to the policy or decision – if any - or what additional measures would you suggest to ensure that it promotes good relations? (Refer to guidance notes for guidance on impact)**

Group	Impact	Suggestions
Religion	None	None
Political Opinion	None	None
Ethnicity	None	None

3. SHOULD THE POLICY OR DECISION BE SUBJECTED TO A FULL EQUALITY IMPACT ASSESSMENT?

A full equality impact assessment (EQIA) is usually confined to those policies or decision considered to have major implications for equality of opportunity.

How would you categorise the impacts on this decision or policy? (Refer to guidance notes for guidance on impact) Please tick:	
Major Impact	☐
Minor Impact	☒
No further impact	☐

Do you consider that this policy or decision needs to be subject to a full equality impact assessment? Please tick:	
Yes	☐
No	☒

Please give reasons for your decisions
Any equality issues that have been raised through screening have been addressed by the mitigating actions as outlined in 2.5.

4. CONSIDERATION OF DISABILITY DUTIES

4.1 In what ways does the policy or decision encourage disabled people to participate in public life and what else could you do to do so?	
How does the policy or decision currently encourage disabled people to participate in public life?	**What else could you do to encourage disabled people to participate in public life?**
n/a	n/a

4.2 In what ways does the policy or decision promote positive attitudes towards disabled people and what else could you do to do so?	
How does the policy or decision currently promote positive attitudes towards disabled people?	**What else could you do to promote positive attitudes towards disabled people?**
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5. CONSIDERATION OF HUMAN RIGHTS

5.1 Does the policy or decision affect anyone's Human Rights? Please complete for each of the articles.		
Article		**Yes/ No**
Article 2:	Right to life	No
Article 3:	Right to freedom from torture, inhuman or degrading compulsory labour	No
Article 4:	Right to freedom from slavery, servitude and forced or compulsory labour	No
Article 5:	Right to liberty and security of person	No
Article 6:	Right to a fair and public trial within reasonable time	No
Article 7:	Right to freedom from retrospective criminal law and no punishment without law	No
Article 8:	Right to respect for private and family life, home and correspondences	No
Article 9:	Right to freedom of thought, conscience and religion	No
Article 10:	Right to free of expression	No
Article 11:	Right to freedom of assembly and association	No
Article 12:	Right marry and found and family	No
Article 14:	Prohibition of discrimination in the enjoyment of the convention right	No
Article		**Yes/ No**
1st Protocol Article 1: Right to a peaceful enjoyment of possessions and protection of property.		No
1st Protocol Article 2: Right of access to education.		No

*If you have answered no to all of the above please move on to **Question 6** on monitoring.*

5.2 If you have answered yes to any of the Articles in 5.1, does the policy or decision interfere with any of these rights? If so, what is the interferences and who does it impact upon?			
List the Article Number	**Interfered with? Yes/No**	**What is the interference and who does it impact upon?**	**Does this raise legal issues?* Yes/No**
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5.3	**Outline any actions which could be taken to promote or raise awareness of human rights or to ensure compliance with the legislation in relation to the policy or decision.**
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6. MONITORING

6.1 What data will you collect in the future in order to monitor the effect of the policy or decision on any of the categories (for equality of opportunity and good relations, disability duties and human rights)?		
Equality & Good Relations	**Disability Duties**	**Human Rights**
-	-	-

Approved Lead Officer	**Declan McAllister**
Position	**Corporate Services Manager**
Date	**12 July 2017**
Policy / Decision Screened by	**Lesley Allen, Communication & HR Officer**

Please note that having completed the screening you are required by statute to publish the completed screening written assurance, as per your organisation's equality scheme. If a consultee, including the Equality Commission, raises a concern about a screening decision based on supporting evidence, you will need to review the screening decision.

If you require this document in an alternative format (such as large print, Braille, disk, audio file, audio cassette, Easy Read or in minority languages to meet the needs of those not fluent in English) please contact:

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