

## Impact Assessment - First Stage

### 1. Details of the initiative

<b>Initiative description and summary: Special Leave Scheme</b>
<b>Service Area:</b> All employees covered by the JNC for Local Government Services
<b>Directorate:</b> All

### 2. Does the initiative affect:

	Yes	No
Service users		X
Staff	X	
Wider community		X
Internal administrative process only	X	

### 3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		X				
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity	X					This initiative will have a positive impact on those expecting children or going through fertility treatment by allowing time off for IVF and neonatal leave.
Race		X				
Religion/Belief		X				

Sex		X				
Sexual orientation		X				

**4. Does the initiative impact on:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		X				
Treating the Welsh language no less favourably than English		X				

**5. Does the initiative impact on biodiversity:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		X				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment,		X				

such as air quality, flood alleviation, etc.						
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**6. Does the initiative embrace the sustainable development principle (5 ways of working):**

	Yes	No	Details
<b>Long term</b> - how the initiative supports the long term well-being of people	X		This initiative will ensure that employees are granted substantial leave to deal with personal emergencies, public duties or personal matters such as bereavement or medical appointments.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	X		This initiative impacts positively on wellbeing objective 1 and 4.
<b>Involvement</b> - how people have been involved in developing the initiative	X		Contact has been made with other Welsh Local Authorities in order for us to benchmark our existing policy against. The trade unions have been consulted on their views regarding this revised policy and these were fully considered.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions	X		We have spoken to external organisations such as The Fertility Network to develop this initiative to benefit the employees of the Council.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse		X	N/A – internal policy

**7. Declaration - based on above assessment (tick as appropriate):**

A full impact assessment (second stage) <b>is not</b> required	<input checked="" type="checkbox"/>
Reasons for this conclusion	
A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language.	

A full impact assessment (second stage) <b>is</b> required	<input type="checkbox"/>
Reasons for this conclusion	

	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Completed by	<b>Robyn Mort</b>	<b>HR Policy &amp; Practice Development Officer</b>	<i>R. Mort</i>	<b>11/08/2023</b>
Signed off by	Sheenagh Rees	Head of People & OD	Sheenagh Rees	13 <sup>th</sup> September 2023