

# The Newcastle upon Tyne Hospitals NHS Foundation Trust

## Human Resources Policies & Procedures

### Maternity Leave and Pay

Effective: August 2011

Review: July 2014

#### 1. Introduction

This document sets out the Trust's provisions for maternity leave and related entitlements.

#### 2. Scope

This policy applies to all employees.

#### 3. Contractual Maternity Leave and Pay

##### Eligibility

3.1. An employee working full or part-time is entitled to paid and unpaid maternity leave under the NHS contractual maternity pay scheme if:

- a) she has twelve months continuous service with one or more NHS employers (see section 20. below) at the beginning of the 11<sup>th</sup> week before the expect week of childbirth (EWC)
- b) she notifies her employer in writing before the end of the 15th week before the EWC (or if this is not possible, as soon as is reasonably practicable thereafter):
  - of her intention to take maternity leave
  - of the date she wishes to start her maternity leave (but see paragraph 5.4 below)
  - that she intends to return to work with the same or another NHS employer for a minimum period of three months after her maternity leave has ended
  - and provides a MAT B1 form from her midwife or medical practitioner stating the EWC

##### Amount of Pay – Employee Who Notifies Intention to Return to Work

3.2 An employee who satisfies the eligibility criteria in paragraph 3.1 above and intends to return to work will receive Occupational Maternity Pay (OMP) as follows:

- a) for the first eight weeks of absence: full pay, less any \*Statutory Maternity Pay (SMP) or Maternity Allowance (MA) (including any dependents' allowances) receivable
- b) for the next 18 weeks: half of full pay, plus any SMP or MA (including any dependents' allowances) receivable, providing the total receivable does not exceed full pay

- c) for the following 13 weeks: SMP or MA only

(\* For details concerning SMP and MA, see section 4. below)

- 3.3 By prior agreement, OMP can be paid in a different way, for example a fixed amount spread equally over the maternity leave period.

#### **Amount of Pay – Employee Not Returning to Work**

- 3.4 An employee who does not intend to return to work, either for the Trust or another NHS employer for a minimum period of three months after maternity leave has ended, is entitled to pay equivalent to SMP – see section 4. below.

#### **Amount of Pay – Employee Undecided Whether to Return to Work**

- 3.5 An employee who is undecided whether she will return to work after maternity leave can opt to receive SMP only. This decision can only be taken prior to the start of maternity leave.
- 3.6 If the employee chooses not to receive OMP during maternity leave, the employee will receive her entitlement to OMP (less SMP) only after the employee has returned to work for the Trust or another NHS employer for a minimum period of three months.
- 3.7 If she subsequently decides not to return and gives due notice (as defined in her contract of employment), there will be no liability to refund OMP as only SMP was paid.

#### **Amount of Pay – Employee Fails to Return to Work**

- 3.8 If an employee who has notified her intention to return to work for the Trust or another NHS employer in accordance with paragraph 3.1 b) iii above fails to do so within 15 months of the beginning of her maternity leave, she will be liable to refund the whole of her maternity pay, less any SMP, received. Repayment must be made within 1 month of notification.

#### **Calculation of Maternity Pay**

- 3.9 Full pay will be calculated using the average weekly earnings rules used for calculating SMP entitlements (generally this is an average of earnings received between the 17th and 25th week of pregnancy), subject to the following qualifications:
  - a) in the event of a pay award or annual increment being implemented **before** the paid maternity leave period begins, the maternity pay will be calculated as though the pay award or annual increment had effect throughout the entire SMP calculation period. If such a pay award is agreed retrospectively, the maternity pay should be re-calculated on the same basis
  - b) in the event of a pay award or annual increment being implemented during the paid maternity leave period, the maternity pay due from the date of the pay award or annual increment will be increased accordingly.

If such a pay award is agreed retrospectively, the maternity pay should be re-calculated on the same basis

- c) in the case of an employee on unpaid sickness absence, or on sickness absence attracting half pay during the whole part of the period used for calculating average weekly earnings in accordance with the earnings rules for SMP purposes, average weekly earnings for the period of sickness absence shall be calculated on the basis of notional full sick pay

(NB Staff in a salary sacrifice scheme should also see section 22. below).

### **Unpaid Contractual Maternity Leave**

- 3.10 In addition to paid maternity leave, an employee is also entitled to a further period of 13 weeks unpaid maternity leave.

## **4. Employees Not Eligible For Contractual Maternity Leave and Pay**

### **Statutory Maternity Pay**

- 4.1 An employee, who does not satisfy the conditions in paragraph 3.1 above, may be entitled to SMP.
- 4.2 An employee is entitled to a maximum of 39 weeks' SMP if she satisfies the following conditions:
  - a) she has worked for the Trust continuously for at least 26 weeks by the end of the notification week (15<sup>th</sup> week before the EWC), and
  - b) her average weekly earnings have been at least equal to the lower earnings limit for National Insurance contributions (although she does not have to have paid any contributions)
- 4.3 SMP is paid at 90% of average weekly earnings for the first six weeks of maternity leave, then a flat-rate sum or 90% of average weekly earnings if this is less, for the following 33 weeks.

### **Maternity Allowance**

- 4.4 If an employee's earnings are too low to qualify for SMP, or she does not qualify for another reason, for example she does not have 26 weeks continuous service by the 'Notification Week' (i.e. the 15th week before the EWC), she should be advised to claim Maternity Allowance (MA) from her local Job Centre Plus or Social Security office.
- 4.5 MA is paid at a flat-rate sum for 39 weeks.

### **Miscellaneous**

- 4.6 Any entitlement to SMP will be paid regardless of whether the conditions in paragraph 3.1 are satisfied.

4.7 An employee who falls under this section and intends to return to NHS employment is also entitled to a further period of 13 weeks unpaid maternity leave.

## **5. Notification of Pregnancy**

5.1 A pregnant employee should notify her manager, the Human Resources Department and the Health and Safety Department of her pregnancy in writing as soon as possible. The notification should include the expected week of childbirth (EWC) and the date she intends to commence maternity leave.

5.2 Notification should be received no later than the end of week 25 of pregnancy (i.e. the 'Notification Week'). If this is not possible, it must be made as soon as is reasonably practicable.

5.3 When notified, the Human Resources Department will:

- a) arrange for a risk assessment to be carried out (if not already arranged or completed) – see section 7. below
- b) arrange to:
  - i. forward a maternity pack to the employee (a meeting with Human Resources will only be arranged only if requested).
  - ii. discuss entitlement, options and intended leave date with the employee where appropriate
  - iii. complete a Maternity Leave/Pay Application Form for Payroll purposes – see Appendix A
  - iv. receive the MAT B1 form from the employee (if she does not already have it) – see paragraph 10.1 below
- c) give written confirmation of the following:
  - i. paid and unpaid leave entitlement under this policy (or statutory entitlements if the employee does not qualify)
  - ii. unless an earlier return date has been given, the employee's expected return date based on her 52 weeks paid and unpaid leave entitlement under this policy
  - iii. the length of any period of accrued annual leave which it has been agreed may be taken following the end of the formal maternity leave period
  - iv. the need for the employee to give at least eight weeks notice if she wishes to return to work before the expected return date

5.4 If an employee wishes to change the date she intends to start maternity leave, she should notify her manager and the Human Resources Department in writing at least 28 days in advance of the revised date. If this is not possible, then it must be made as soon as is reasonably practicable.

## **6. Keeping In Touch**

- 6.1 Subject to agreement with her manager, an employee can work up to ten KIT days (i.e. equivalent to two working weeks in total) during her paid and/or unpaid maternity leave without losing her entitlement to maternity pay and without bringing her maternity leave to an end. Any days of work will not extend the maternity leave period.
- 6.2 Before going on maternity leave, the manager and the employee should agree any voluntary arrangements for keeping in touch during the employee's maternity leave including:
- a. any voluntary arrangements that the employee may find helpful to help her keep in touch with developments at work and, nearer the time of her return, to help facilitate her return to work
  - b. keeping the manager in touch with any developments that may affect her intended date of return
- 6.3 To facilitate the process of 'Keeping in Touch' days (KIT days) it is important that the manager and employee have an early discussion to plan and make arrangements for KIT days before the employee's maternity leave takes place.
- 6.4 To enable employees to take up the opportunity, the Trust will consider the scope of reimbursement of reasonable childcare costs or the provision of childcare facilities where necessary.
- 6.5 An employee may not work during the two weeks of compulsory maternity leave immediately after the birth of her baby.
- 6.6 The KIT work can be consecutive days or not, and can include training or other activities which enable the employee to keep in touch with their workplace.
- 6.7 Any such work must be by agreement, and neither the Trust nor the employee can insist on it.
- 6.8 The employee will be paid at their basic daily rate, for the hours worked less appropriate maternity leave payment for KIT days worked.
- 6.9 Working for part of any day will count as one KIT day.

## **7. Health and Safety - Pre and Post Birth**

- 7.1 Where an employee is pregnant, has recently given birth (within 6 months) or is breastfeeding, a risk assessment of her working conditions should be carried out. It is the responsibility of the manager to ensure the risk assessment is undertaken as soon as possible after the manager is notified by the employee that they are pregnant, are returning to work within 6 months of giving birth or have provided written notification that they are breastfeeding.
- 7.2 If it is found following the risk assessment, taking into account any certified medical statement from a medical practitioner or a midwife that an employee or

her child would be at risk were she to continue with normal duties, the manager should provide suitable alternative work for which the employee will receive her normal rate of pay.

- 7.3 The above provisions also apply to an employee who is breastfeeding if it is found that her normal duties would prevent her from successfully breastfeeding her child.

## **8. Antenatal Care**

- 8.1 A pregnant employee has the right to paid time off for antenatal care if this occurs within the employee's normal working hours. This includes relaxation and parent-education classes (but does not include aqua natal swimming classes) as well as appointments for antenatal care.
- 8.2 All requests for time-off for antenatal care are subject to the prior approval of the manager.
- 8.3 An employee should make a request with as much notice as possible to allow appropriate arrangements to be made for cover. Requests should be supported by the following:
- a) a certificate from a registered medical practitioner, registered midwife or registered health visitor confirming the pregnancy, and
  - b) an appointment card, or some other document showing that an appointment has been made

## **9. Postnatal Care and Breast Feeding Employees**

- 9.1 An employee who has recently given birth is entitled to paid time-off for post-natal care e.g. attendance at health clinics.
- 9.2 All requests for time-off for postnatal care are subject to the prior approval of the manager.
- 9.3 An employee should make a request with as much notice as possible to allow appropriate arrangements to be made for cover. Requests should be supported by an appointment card, or some other document showing that an appointment has been made.
- 9.4 The Trust has a duty under health and safety to provide breast-feeding women with suitable rest facilities. The Health and Safety Executive also encourages employers to provide breastfeeding employees with suitable access to a private room to express and store milk.
- 9.5 To find out the provisions available, please contact the Childcare Coordinator.

## **10. Notification of Commencement of Maternity Leave**

- 10.1 To process a Maternity Leave/Pay Application Form, an employee must provide a MAT B1 form from her medical practitioner or registered midwife. This is normally issued from week 26 of pregnancy onwards.

- 10.2 An employee should submit her MAT B1 form to the Human Resources Department as soon as she receives it and not later than four weeks before her maternity leave is due to start.

## **11. Timing of Maternity Leave and Related Matters**

### **Commencement and Duration of Leave**

- 11.1 An employee can start maternity leave at any time between eleven weeks before the EWC and the EWC provided she gives the required period of notice – see paragraphs 5.1, 5.2 and 5.4 above.

### **Sickness Prior to Childbirth**

- 11.2 If an employee is off work ill, or becomes ill with a pregnancy-related illness at any point from the last four weeks before the EWC onwards, maternity leave will normally commence at the beginning of the fourth week before the EWC, or the beginning of the next week after the employee last worked, whichever is the later.
- 11.3 Absence before the last four weeks before the EWC supported by a fit note, will be treated as sick leave in accordance with normal leave provisions. Such absence will continue as sick leave until the maternity leave start date previously notified by the employee, subject to paragraph 11.2 above
- 11.4 An odd day of pregnancy-related illness in the last four weeks before the EWC will be disregarded for the purposes of commencing maternity leave but not disregarded under the Employee Wellbeing Policy, if the employee wishes to continue working until the maternity leave start date previously notified.

### **Pre-term Birth**

- 11.5 Where an employee's baby is born alive prematurely, the employee is entitled to the same amount of maternity leave and pay as if her baby was born at full term.
- 11.6 In the event of a premature birth, the employee must notify their manager and the Human Resources Department of the actual date of birth as soon as possible. This must be confirmed in writing by a midwife or medical practitioner.
- 11.7 Where an employee's baby is born before the eleventh week before the EWC and the employee has worked during the actual week of childbirth, maternity leave will start on the first day of the employee's absence.
- 11.8 Where an employee's baby is born before the 11th week before the EWC and the employee has been absent from work on certified sickness absence during the actual week of childbirth, maternity leave will start the day after the day of the birth.
- 11.9 Where an employee's baby is born before the 11th week before the EWC and the baby is in hospital, the employee may split her maternity leave entitlement, taking a minimum period of two weeks leave immediately after childbirth and the remainder following the baby's discharge from hospital. (This will not affect

Occupational Maternity Pay, but may affect Statutory Maternity Pay (SMP). Any queries should be handled by Payroll).

### **Still Birth**

11.10 Where an employee's baby is born dead after the 24th week of pregnancy, the employee will be entitled to the same amount of maternity leave and pay as if her baby was born alive

### **Miscarriage**

11.11 Where an employee has a miscarriage before the 25th week of pregnancy, normal sick leave provisions will apply as necessary.

## **12. Return to Work**

12.1 An employee who has notified her intention to return to work at the end of her full maternity leave (i.e. after 52 weeks) or whose expected return date has been based on her 52 weeks paid and unpaid leave entitlement, is not required to give any further notification of her return unless she wishes to return early, in which case she must give at least eight weeks notice.

12.2 An employee has the right to return to her job under her original contract and on no less favourable terms and conditions unless a redundancy situation arose during the period of maternity absence or there is some other reason why it is not reasonably practicable to return to the original job.

## **13. Returning on Flexible Working Arrangements**

13.1 There is no legal right to return to a job on a part time basis. However the employee may apply for flexible working and the Trust has a duty to consider such requests. This can be done through the Flexible Working Policy.

13.2 If it is agreed that the employee can return to work on a flexible basis, including changed or reduced hours, for an agreed temporary period, this must be clearly confirmed via the Human Resources Department. This will not affect the employee's right to return to her job under her original contract at the end of the agreed period.

## **14. Returning Late from Maternity Leave**

14.1 If you wish to return to work later than the expected return to work date you should either;

- Request parental leave in accordance with the Special Leave Policy, giving at least 21 days notice before the end of your maternity leave. Parental leave is unpaid.
- Request unpaid leave in accordance with your contract of employment. This will only be approved at the discretion of the Trust

- 14.2 If you are unable to return to work on the expected date due to illness or injury, this will be regarded as sickness absence and will be dealt with in line with the Employee Wellbeing Policy.
- 14.3 In any other case, a late return will be treated as unauthorised absence and will be dealt with in line with the Disciplinary Policy.

## **15. Sickness Following the End of Maternity Leave**

In the event of illness following the date the employee was due to return to work, normal sick leave provisions will apply as necessary.

## **16. Fixed-Term Contracts or Training Contracts**

- 16.1 An employee subject to a fixed-term or training contract which expires after the 11<sup>th</sup> week before the EWC and who satisfies the conditions in paragraphs 3.1 a) and b) i, ii, and iv will have her contract extended so as to allow her to receive the 52 weeks contractual maternity leave which includes paid contractual leave, SMP and a remaining 13 weeks unpaid leave as set out in paragraph 3.2.
- 16.2 Absence on maternity leave (paid and unpaid) up to 52 weeks before a further NHS appointment will not constitute a break in service.
- 16.3 If there is no right of return to be exercised because the contract would have ended if pregnancy and childbirth had not occurred, the repayment provisions set out in paragraph 3.8 above will not apply
- 16.4 An employee on a fixed-term contract who does not meet the twelve months continuous service condition set out in paragraph 3.1 a) above, may still be entitled to SMP – paragraph 4.2.

## **17. Rotational Training Contracts**

- 17.1 Where an employee is on a planned rotation of appointments with one or more NHS employers as part of an agreed programme of training, she shall have the right to return to work in the same post, or in the next planned post irrespective of whether the contract would otherwise have ended if pregnancy and childbirth had not occurred.
- 17.2 In such circumstances, the employee's contract will be extended to enable the practitioner to complete the agreed programme of training.

## **18. Increments**

Maternity leave, whether paid or unpaid, will count as service for annual increments.

## **19. Accrual of Annual Leave**

- 19.1 Annual leave will continue to accrue during maternity leave and where possible should be taken during the relevant holiday year.
- 19.2 The amount of accrued annual leave an employee can carry over to the next annual leave year should not normally exceed 5 days i.e. one working week (pro

rata for part time employees and full time employees who work their shifts over less than 5 shifts per week). The amount of annual leave to be taken in this way, or carried over, must be discussed and agreed in advance of the maternity leave period with the employee's manager.

- 19.3 In circumstances where there is an agreed or proposed change to working hours following a period of maternity leave, reference should be made to the Trusts policy for the Calculation of Annual Leave and Bank Holidays Entitlements which identifies how annual leave outstanding/overtaken at the date of change should be managed.
- 19.4 Maternity leave, whether paid or unpaid, will count as service for the purposes of any service qualification period for additional annual leave.
- 19.5 Public holidays do not accrue during maternity leave and cannot be taken in addition to normal holiday entitlement on return to work.

## **20 Pension**

- 20.1 Pension rights and contributions will be dealt with in accordance with the provisions of the NHS Pension Scheme.
- 20.2 Pension contributions accrue, but are not payable, during periods of unpaid maternity leave. As a result, the amount of accrued contributions will be deducted from salary when the employee returns to work over a period equivalent to the amount of unpaid leave taken. For example, three months unpaid leave will amount to deductions from salary over the first three months following the employee's return to work.
- 20.3 These pension contributions are calculated from the pay received on the last day of paid leave before unpaid leave commenced.
- 20.4 The above deductions are in addition to the contributions payable by the employee from the date she returns to work.
- 20.5 Any queries should be dealt with by a Pensions Officer in Payroll.

## **21 Continuous Service**

- 21.1 For the purposes of calculating continuous service with one or more NHS employers as set out in paragraph 3.1 a) above, the following applies:
  - a) NHS employers include health authorities, NHS Boards, NHS Trusts, Primary Care Trusts and the Northern Ireland Health Service
  - b) A break in service of three months or less will be disregarded (though not count as service)
- 21.2 The following breaks in service will also be disregarded (though not count as service):
  - a) employment on an honorary contract

- b) employment as a locum with a general practitioner for a period not exceeding twelve months
- c) a period of up to twelve months spent abroad as part of a definite programme of postgraduate training on the advice of the Postgraduate Dean or College or Faculty Advisor in the specialty concerned
- d) a period of voluntary service overseas with a recognised international relief organisation for a period of twelve months which may exceptionally be extended for twelve months at the discretion of the Trust
- e) absence on an employment break scheme – see Flexible Working policy
- f) absence on maternity leave (paid or unpaid) as provided for under this policy

21.3 Employment as a trainee with a General Medical Practitioner in accordance with the provisions of the Trainee Practitioner Scheme will be disregarded and count as service.

## **22 Salary Sacrifice Schemes**

22.1 There can be implications for a pregnant employee if she is participating in a salary sacrifice scheme. These implications can include: effect on calculation for maternity pay; and eligibility to remain in the scheme during maternity leave when in reduced pay and/or on unpaid maternity leave.

22.2 An employee should check the terms of their salary sacrifice arrangements for further details and contact Payroll, or their Human Resources Officer as necessary.

## **23 Professional Registration**

An employee is responsible for ensuring that they maintain their competence and professional registration (where applicable) at all times during their paid and unpaid maternity leave.

## **24 Information about Maternity Rights and Statutory**

24.1 Information about all maternity rights can be found on the Department of Trade and Industry (DTI) web-site at: [www.dti.gov.uk/employment/workandfamilies/](http://www.dti.gov.uk/employment/workandfamilies/)

24.2 Further information on Statutory Maternity Pay and Maternity Allowance can be found on the Department for Work and Pensions (DWP) web-site at: [www.dwp.gov.uk/lifeevent/famchild/](http://www.dwp.gov.uk/lifeevent/famchild/)

24.3 Further information on new and expectant mothers at work can be found on the Health & Safety Executive (HSE) web-site at: [www.hse.gov.uk/mothers](http://www.hse.gov.uk/mothers)

## **25 Audit & Monitoring**

25.1 Operation of this policy will be monitored by the Director of Human Resources. The organisations' figures will be presented to the Heads of Human Resources

Meeting on an annual basis, who will identify appropriate action plans to address any areas of concern and will continue to monitor the plan until its completion.

25.2 Monitoring will include reporting of information from file audits for the purposes of:

- Assessing the number and nature of any complaints arising relating to Maternity Leave and Pay.

## **26 Further Advice and Guidance**

Please contact a Human Resources Officer in the Human Resources Department.

Author: Director of Human Resources

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Application for Maternity Leave/Pay

Surname:	
Forename(s):	
Hospital / Department:	
Employee Number:	
Post:	
Trust Start Date:	
Date of Continuous NHS Service (please ask your manager to confirm the date)	
Expected date of Delivery:	
Intended length of Maternity Leave:	
Dates of paid leave:	
Dates of unpaid leave:	

(Please sign Section A, B, C or D below as appropriate)

Section A

I wish to apply for contractual maternity pay and intend to continue working in the NHS for a minimum period of three months after the expiry of my maternity leave. I enclose a certificate from a registered medical practitioner/certified midwife giving my expected date of confinement. If I fail to return to work in the NHS for three months after the expiry of my maternity leave, I agree to repay on demand the whole of the contractual maternity pay, less any SMP, I receive. I also agree to reimburse the Trust the full amount of Employer's National Insurance Contributions for the period of paid leave.

Signed: ..... Date: .....

Section B

I wish to apply for Statutory Maternity Pay only and wish to retain the right to return to my post. In the event of returning to my post within the stated time limits after my date of confinement for a minimum period of three months, I understand that the Trust will pay to me any contractual maternity pay I am entitled to under the Maternity Leave policy. I enclose a

certificate from a registered medical practitioner/certified midwife giving my expected date of confinement.

Signed: ..... Date: .....

**Section C**

I have no entitlement to Statutory Maternity Pay, but wish to apply for maternity leave in accordance with the Trust's Maternity Leave policy. I enclose a certificate from a registered medical practitioner/certified midwife giving my expected date of confinement.

Signed: ..... Date: .....

**Section D - Maternity Pay (where there is no intention of returning to work)**

I do not intend to return to work after the birth of my baby and wish to apply for Statutory Maternity Pay. I enclose a certificate from a registered medical practitioner/certified midwife giving my expected date of confinement.

Signed: ..... Date: .....

I would like request 'average equal monthly payments' Yes  No

For Human Resources Department Use Only

Authorised

Signed: ..... Date: .....

Print Name: .....

Designation: .....

Date application and MAT B1 sent to Payroll: .....

**THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST**  
**IMPACT ASSESSMENT – SCREENING FORM A**

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

Policy Title:	Maternity Leave and Pay Policy	Policy Author:	Karen Pearce Senior HR Manager (Projects)
		Yes/No?	You must provide evidence to support your response:
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of the following: (* denotes protected characteristics under the Equality Act 2010)	No	Policy applies to all female employees of the Trust. It is underpinned by Trust's overriding policy on Equal Opportunities.
	• Race *	No	)
	• Ethnic origins (including gypsies and travellers)	No	) as above
	• Nationality	No	)
	• Gender *	No	The policy necessarily applies to all female employees of the Trust.
	• Culture	No	)
	• Religion or belief *	No	)
	• Sexual orientation including lesbian, gay and bisexual people *	No	)
	• Age *	No	)
	• Disability – learning difficulties, physical disability, sensory impairment and mental health problems *	No	)
	• Gender reassignment *	No	)
	• Marriage and civil partnership *	No	)
2.	Is there any evidence that some groups are affected differently?	No	There is no evidence to support any female group was effect differently
3.	If you have identified potential discrimination which can include associative discrimination i.e. direct discrimination against someone because they associate with another person who possesses a protected characteristic, are any exceptions valid, legal and/or justifiable?	No	The policy does not apply to males employees of the Trust , this exception is valid and justifiable
4(a).	Is the impact of the policy/guidance likely to be negative? (If "yes", please answer sections 4(b) to 4(d)).	No	
4(b).	If so can the impact be avoided?	n/a	
4(c).	What alternatives are there to achieving the policy/guidance without the impact?	n/a	
4(d)	Can we reduce the impact by taking different action?	n/a	

<b>Comments:</b>	<b>Action Plan due (or Not Applicable):</b>
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Name and Designation of Person responsible for completion of this form: ..... Karen Pearce Senior HR Manager (Projects) Date: ..... 28 July 2010 .....

Names & Designations of those involved in the impact assessment screening process: ..... Employment Policies and Procedures Consultation Group

(If any reader of this procedural document identifies a potential discriminatory impact that has not been identified on this form, please refer to the Policy Author identified above, together with any suggestions for the actions required to avoid/reduce this impact.)

For advice on answering the above questions please contact Frances Blackburn, Head of Nursing, Freeman/Walkergate, or, Christine Holland, Senior HR Manager. On completion this form must be forwarded electronically to Steven Stoker, Clinical Effectiveness Manager, (Ext. 24963) [steven.stoker@nuth.nhs.uk](mailto:steven.stoker@nuth.nhs.uk) together with the procedural document. If you have identified a potential discriminatory impact of this procedural document, please ensure that you arrange for a full consultation, with relevant stakeholders, to complete a Full Impact Assessment (Form B) and to develop an Action Plan to avoid/reduce this impact; both Form B and the Action Plan should also be sent electronically to Steven Stoker within six weeks of the completion of this form.