



## Paternity Policy

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The East of England Ambulance Service NHS Trust has made every effort to ensure this policy does not have the effect of discriminating, directly or indirectly, against employees, patients, contractors of visitors on the grounds of race, colour, age, nationality, ethnic (or national) origin, sex, sexual orientation, marital status, religious belief or disability. This policy will apply equally to full and part time employees. All East of England Ambulance Service NHS Trust policies can be provided in large print or Braille formats if requested, and language line interpreter services are available to individuals who require them.

Names and roles of contributors, user engagement etc.	
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Dissemination Requirements	All Trust employees by intranet

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## **1. Policy Statement**

- 1.1 This document outlines the Paternity Policy and Procedure for The East of England Ambulance Service NHS Trust (the Trust). In line with the provisions of the Agenda for Change National Terms and Conditions Handbook, Employment Rights Act 1996, Employment Relations Act 1999, Employment Act 2002 and the Works and Families Act 2006, the Trust recognises the important role a father or partner can play in the upbringing of a child. Therefore, it offers all eligible employees statutory ordinary paternity leave, additional paternity leave and pay.
- 1.2 The Trust also operates an enhanced NHS Occupational Paternity Leave and Pay Scheme (see section 35.11 of the Agenda for Change National Terms and Conditions Handbook), which relates purely to ordinary paternity leave (paragraph 11 below). This is an enhanced contractual scheme, open to members of staff who meet some additional criteria not required under statutory arrangements.
- 1.3 This policy has been written in partnership by management and staff side.

## **2. Scope**

- 2.1 This policy applies to employees who have responsibility for bringing up a child i.e. the biological and/or adoptive father, nominated carers, or the husband/civil partner/partner (including same-sex relationships) of the mother.

## **3. Access To The Procedure**

- 3.1 All employees are entitled to access to this policy which is located in the HR Policies and Procedures Folders and/or on the Trust's Intranet. However, if you require this policy in any other format please seek guidance from the Human Resources Department, your line management or trade union representative.
- 3.2 Employees and Managers may also wish to consult related Trust policies such as Flexible Working Arrangements, Special Leave, Annual Leave, Maternity Leave, Change Management, Redundancy and Redeployment and Adoption Leave.

## **4. Roles And Responsibilities**

- 4.1 The Human Resources Department is responsible for keeping the provisions within this policy in line with employment legislation, best practice people management principles and NHS guidelines.
- 4.2 Managers, HR staff and trade union representatives are responsible for

providing advice and guidance to employees on the application of this policy and procedure.

- 4.3 Management and trade union representatives are responsible for bringing any mutually beneficial improvements to this policy to the attention of the Trust.
- 4.4 Employees are responsible for obtaining information and advice regarding their entitlements and for providing such information and documentation as is necessary in order to secure these entitlements.

## **5. Notification Requirements**

5.1 An employee is required to notify the Trust of their intention to take ordinary or additional paternity leave using the relevant Ordinary Paternity Leave Notification Form at Appendix 1 (birth) or Appendix 2 (adoption), and Additional Paternity Leave Notification Form at Appendix 3 with:

- As much notice as possible, to allow planning and preparation, but this should be at least 28 days before the leave commences (referred to as 'notification week');
- Within 7 days of being notified by their adoption agency that they have been matched with a child, in the case of adoption (if adopting within the UK);
- The date your child enters Great Britain, for the purposes of adoption (adopting from overseas).

5.2 The employee will need to inform their line manager of:

- The week their baby is due OR when the child is expected to be placed with them;
- When they want to start their paternity leave and to provide either a copy of (a) a MATB1 form in the case of pregnancy or (b) a Matching Certificate in the case of adoption;
- The duration of leave to be taken.

5.3 The employee can change the date they wish to start their ordinary or additional paternity leave providing they give 28 days notice, unless this is not reasonably practicable (for example, cover has already been hired for covering the leave).

## **6. Ordinary Paternity Leave (OPL)**

6.1 All employees are entitled to ordinary paternity leave (entitlement to paid paternity leave is detailed in sections 8 and 9 below), providing they have, or expect to have, responsibility for the baby's upbringing and the following eligibility criteria have been met:

- The employee has continuous employment for 26 weeks ending with the fifteenth week before the baby is due; OR
- The employee has continuous employment for 26 weeks by the end of the week you are notified you are matched with your child;

AND ALSO BE EITHER:

- The man must be the biological father;
  - The mother's partner/husband (including same-sex relationships);
  - The child's adopter;
  - The husband/partner (including same-sex relationships) of the child's adopter.
- 6.2 Eligible employees are entitled to either a one week period or one continuous period of two weeks paternity leave (for the purpose of this policy a week this will be the standard working week as defined in section 10 of the Agenda for Change National Terms and Conditions Handbook of 37.5 hours for a fulltime employee and pro rata for part time employees).
- 6.3 Only one period of leave is normally available in the event of a multiple birth arising from the same pregnancy. However the Trust may consider further periods of unpaid leave if necessary.
- 6.4 OPL can only be taken after the actual onset of labour or actual date of placement of a child as applicable.
- 6.5 It must be taken within 56 days of the actual childbirth or placement of a child. The employee may chose whether to take the leave:
- On or following the child's birth (whether this is earlier or later than expected);
  - From the date of the child's placement;
  - From a chosen date after the date of the child's birth or placement.

## **7. Additional Paternity Leave (APL)**

- 7.1 An employee will qualify for APL if they meet the criteria set out at 6.1 above, are still an employee the week before they want to start the leave (which runs Sunday to Saturday) and either:
- They are the father of a child due on or after 3 April 2011;
  - The wife/partner/civil partner is pregnant and due to give birth to a child on or after 3 April 2011;
  - They or their partner receive notification that they are matched with a child for adoption on or after 3 April 2011;
  - Their spouse/partner/civil partner (including same-sex relationships) is adopting a child from overseas and the child enters Great Britain on or after 3 April 2011.

In addition, the child's mother or adopter must:

- Have been entitled to one or more of the following – Statutory Maternity Leave (SML), Statutory Maternity Pay (SMP), Maternity Allowance (MA) or Statutory Adoption Leave (SAL) or Pay (SAP);
  - Have returned to work and ceased claiming any relevant pay.
- 7.2 APL is for a maximum of 26 weeks and is separate and in addition to the existing right to take 2 weeks OPL (as set out in section 6 above).
- 7.3 APL cannot be taken until the child is 20 weeks old (or 20 weeks from date of

placement for adoption). It can be for any period from 2 to 26 weeks in length, up to the child's first birthday (or 1 year after placed for adoption), taken in whole weeks, not individual days.

- 7.4 If an employee is no longer eligible for APL (for example a partner has not returned to work as planned or the employee will not be caring for the child) they must inform the Trust as soon as possible. Depending on the timescales involved, the Trust could insist that a period of unpaid leave is taken if it is not practical to fit with the change. Any unpaid leave would begin on the date the employee was due to start their APL and would end no later than 6 weeks after they gave notice that APL was no longer eligible (or the date the leave was due to end if that is earlier).

## **8. Paternity Pay**

- 8.1 Paternity pay could be:

- Statutory Paternity Pay (SPP) (See Section 9)
- NHS Contractual Paternity Pay (see Section 10)
- Additional Statutory Paternity Pay (ASPP) (see Section 11)

- 8.2 Reasonable paid time off to attend ante-natal classes or official adoption meetings will also be given.

## **9. Eligibility For Statutory Paternity Pay**

- 9.1 During the period of OPL, an employee will be eligible for Statutory Paternity Pay (SPP) if they satisfy all of the following conditions:

- They have worked continuously for the NHS for a minimum of 26 weeks before the notification;
- They have weekly average earnings in the eight weeks prior to the notification week of at least the lower earnings limit for National Insurance Contributions;
- They have met the notification rules as detailed above.

- 9.2 The mechanism for SPP mirrors that of SMP in that it is paid at a standard rate set by the government or at 90% of full pay, whichever is the lower.

- 9.3 Full pay is calculated using the average earnings in the eight weeks prior to the notification week.

## **10. Eligibility For Additional Statutory Paternity Pay**

- 10.1 In order to qualify for ASPP you must be an employed earner, earning at least the lower earnings limit for NI contributions in force at the end of the qualifying week. ASPP is only payable during the period of the partner's 39 week MA, SMP or SAP period. Any period of leave taken outside the 39 weeks will be unpaid.

- 10.2 For ASPP in the case of overseas adoptions, the qualifying week is the later of either:

- The week official notification was received;
- The week the employee has 26 weeks' continuous employment with the NHS.

10.3 An employee has the right to take unpaid ASL if they meet the eligibility criteria for ASL but not ASPP.

## **11. Eligibility For Nhs Contractual Paternity Pay**

11.1 During the OPL period, an employee will be entitled to NHS Occupational Paternity Pay if they satisfy all of the following conditions:

- They have twelve months continuous service with one or more NHS employers at the beginning of the Notification Week;
- They have met the notification rules as detailed in section 5.1 above.

11.2 The rate of NHS Occupational Paternity Pay is full pay less any statutory paternity pay receivable.

## **12. Declaration From Mother/Adopter For APL**

12.1 The child's mother or the adopter that has taken adoption leave must sign a declaration stating:

- Their name, address (including postcode) and NI number;
- They were entitled to either SMP, MA or SAP (or Statutory Maternity or Adoption leave if applying for unpaid leave);
- They have given notice of their intention to return to work and the date they intend to return to work;
- The start date of their MA, SMP or SAP period (if applying for ASPP);
- They are the only person taking APL or APP in respect of the child;
- They consent to the Trust processing the information given in the declaration.

The declaration must also state they are either:

- The father of the child;
- The mother's spouse, partner or civil partner (including same-sex relationships);
- Jointly adopting the child with the spouse or partner (including same-sex relationships);
- The spouse, civil partner or partner (including same-sex relationships) of an overseas adopter.

12.2 The Trust will write to the employee within 28 days of receiving notice of APL setting out the dates when the APL and APP (if applicable) will start and end. Should an employee take a period of unpaid leave following APP, this will be reflected in different end dates.

12.3 It is not possible to start APL, or to receive APP, if the mother or adopter is still on a period of annual, sick or parental leave which directly follows maternity or adoption leave.

### **13. Keeping In Touch Days (KIT)**

13.1 The Trust is entitled to make reasonable contact with an employee on APL. An employee can work up to ten days during APL without ending their entitlement to ASPP or APL. The KIT days may only be worked if both employee and Trust agree. The principles applied to KIT days within the Trust's Maternity Leave Policy will apply here also.

13.2 It should be noted that ASPP will end should an employee work for another employer who was not employing them during either:

- The 15<sup>th</sup> week before the baby was due;
- The week the employee received notification of matching for adoption (UK adoptions);
- The week the employee received official notification (for overseas adoptions).

### **14. Extended APL**

14.1 An employee may qualify for extended APL if the child's mother or adopter dies (providing the eligibility and notification criteria has been met at paragraph 7 above) either:

- Before the child is one year old;
- In the first year of an adoption placement (UK adoptions);
- In the first year after the child adopted from overseas entered Great Britain.

In this instance, APL can last up to 52 weeks. It can commence at any point after the death and can be taken:

- Up to the child's first birthday (for births);
- Until one year after the child was placed for adoption (UK adoptions);
- Once the child has entered Great Britain for adoption (for overseas adoptions).

14.2 If an employee is already on APL at the time of death, this may be extended to form extended APL up to the 52 weeks. Entitlement to ASPP during extended APL is within the 39 week statutory pay period. (Note – eligibility criteria relating to the mother or adopter needing to return to work does not apply here).

14.3 Application for extended APL can be requested verbally in the first instance, but should be followed up within 8 weeks by the completion of Appendix 3. The Trust will respond to this written request within 28 days, setting out the APL start and end dates.

### **15. Return To Work**

15.1 An employee has the right to return to the same job and the same terms and conditions following both ordinary and additional paternity leave when they return to work after 26 weeks or less APL. This protection also applies where up to 4 weeks' parental leave is taken in addition to APL.



- 15.2 Where an employee has taken more than 26 weeks APL, they should also return to the same job and terms and conditions, unless the Trust can show that it is not reasonably practicable to return to the original job. In this instance, the employee must be offered suitable alternative work. The suitable alternative work must be with the same terms and conditions as if the employee had not been away.
- 15.3 Should an employee wish to return to work earlier than originally notified, they must give at least 6 weeks notice before the new date. If this notice is not given, the Trust can insist the employee does not return until the earlier of the 6 week notice period or the original return date.

## **16. Contractual Rights**

- 16.1 During paternity leave an employee retains all of their contractual rights except remuneration. Annual leave continues to accrue throughout any period of APL and can be added to the beginning or end of a period of APL; although it should be noted that carry over rules apply as set out within the Trust's Annual Leave Policy.
- 16.2 Any employee who is made redundant (after following the Trust's Change Management, Redundancy and Redeployment Policy) whilst on APL has the right to be offered any suitable alternative role within the Trust. This is even if there are other employees who may be suitable for the role. A 4 week trial period (as explained within the Change Management, Redundancy and Redeployment Policy) could be utilised if required, which would commence on return from APL.

## **17. Pensions**

- 17.1 Pension rights and contributions shall be dealt with in accordance with the provisions of the NHS Superannuation Regulations. Occupational pension scheme contributions will continue to be processed for any period the employee is receiving any ASPP.

## **18. Policy Review**

- 18.1 This policy will be reviewed on a two yearly basis or amended in the light of new employment legislation and/or relevant case law.

**Ordinary Paternity Leave Notification in respect of the Birth of a Child**

<b>Name of employee:</b>	
<b>Job title:</b>	
<b>NHS Continuous Service Start Date:</b>	
<b>Employee Number:</b>	
<p><b><u>Declaration:</u></b>  I confirm that I meet the following criteria:</p> <ol style="list-style-type: none"> <li>1. I am either: <ul style="list-style-type: none"> <li>• the biological father;</li> <li>• the mother's partner/husband (including same-sex relationships);</li> <li>• the child's adopter; or</li> <li>• the husband/partner of the child's adopter (including same-sex relationships)</li> </ul> </li> <li>2. I have, or expect to have, responsibility for the child's upbringing and have 26 weeks continuous service.</li> </ol> <p><b><u>Notice:</u></b>  I hereby give notice of my intention to take one/two weeks' paternity leave.  (delete as appropriate)</p>	
<b>I would like my paternity leave date(s) to start on:</b>  (if applicable)	
<b>I will be returning to work on date(s):</b>  (if applicable)	
<b>The leave requested relates to the birth of a baby which is due on/was born on:</b>  (delete as appropriate)	
<b>Signed:</b>	
<b>Dated:</b>	
<p>To qualify for Ordinary Paternity Leave you must return this form to your Line Manager by the 15th week before the expected week of the child's birth. You must also attach a copy of your partners MATB1 form. Your Paternity Leave can only start on or after the actual onset of labour.</p>	

## Appendix 2

### Ordinary Paternity Leave Notification in respect of the Adoption of a Child

<b>Name of employee:</b>	
<b>Job title:</b>	
<b>NHS Continuous Service Start Date:</b>	
<b>Employee Number:</b>	
I hereby give notice of my intention to take one/two weeks' paternity leave (Delete as appropriate)	
<b>I would like my paternity leave date(s) to start on:</b> (if applicable)	
<b>I will be returning to work on date(s):</b> (if applicable)	
<b>The leave requested relates to the adoption of a child who is expected to be placed for adoption on/was placed for adoption on:</b> (delete as appropriate)	
<b>The date on which my partner and I were notified by the adoption agency of having been matched with the child was:</b>	
<b>Signed:</b>	
<b>Dated:</b>	
<p>To qualify for Ordinary Paternity Leave for an adoption, you must return this form to your Line Manager within 7 days of being notified by their adoption agency that you have been matched with a child. You must also attach a copy of your Matching Certificate. Your Paternity Leave can only start on or after the actual date of placement of the child.</p>	

**Application for Additional Statutory Paternity Pay/Additional Paternity Leave (ASPP/ASPL)**

**(Please complete either Part A or Part B)**

**Part A: Becoming a Parent**

**YOUR DATES FOR PAY**

<b>Surname or Family Name:</b>	
<b>First Name(s):</b>	
<b>Assignment No:</b>	
<b>Give the expected date the baby was due: <i>(ASPP is only payable for baby's due date on or after 3 April 2011)</i></b>	
<b>Due Date:</b>	
<b>Actual Date of Birth:</b>	
<b>I would like my ASPP to start on:</b>	
<b>Date my ASPP is expected to end:</b>	
<b>I would like my APL to end on:</b>	

**YOUR DECLARATION**

<p><b>I declare that:</b></p> <ul style="list-style-type: none"> <li>• I will care for the child during the ASPP period, and</li> <li>• I am the child's father or I am the spouse, partner or civil partner of the mother, and</li> <li>• I have, or expect to have, the main responsibility (apart from the mother) for the upbringing of the child, and</li> <li>• the information I have provided is correct.</li> </ul>	<p><input type="checkbox"/> <b>Signature:</b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/> <b>Date:</b></p> <p><input type="checkbox"/></p>
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**DETAILS OF THE MOTHER OF THE CHILD**

<b>Surname or Family Name:</b>	
<b>First Name(s):</b>	
<b>Assignment No. (if applicable):</b>	
<b>Address:</b>	
<b>Date your SMP or MA pay period started:</b>	
<b>Date you intend to return to work: (This must not be less than 2 weeks after the birth of the child)</b>	
<b>Date you stopped or intend to stop receiving SMP or MA:</b>	
<b>National Insurance No:</b>	

**DECLARATION OF THE MOTHER OF THE CHILD (to be completed by the  
mother of the child)**

<p><b>You need to be able to tick all the boxes for your spouse, partner or civil partner to get ASPP</b></p> <p><b>I declare that:</b></p> <ul style="list-style-type: none"><li>• I am entitled to SMP or MA;</li><li>• this is the only application of ASPP for this child;</li><li>• I have told my employer the date I expect to return to work;</li><li>• I agree that the information I have provided will be used by the employer to work out entitlement to ASPP;</li><li>• the information I have provided is correct.</li></ul>	<p><input type="checkbox"/> <b>Signature:</b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/> <b>Date:</b></p> <p><input type="checkbox"/></p>
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## **Part B: Becoming an Adoptive Parent**

### **YOUR DATES FOR PAY**

<b>Surname or Family Name:</b>	
<b>First Name(s):</b>	
<b>Assignment No:</b>	
<b>Date the Adoption Agency informed you that you had been matched with a child: <i>(ASPP is only payable for a child matched on or after 3 April 2011)</i></b>	
<b>Date the child was placed:</b>	
<b>I would like my ASPP to start on:</b>	
<b>Date I would like my ASPP to end:</b>	
<b>I would like my APL to end on:</b>	

### **YOUR DECLARATION**

<p><b>I declare that:</b></p> <ul style="list-style-type: none"> <li>• I will care for the child during the ASPP period, and</li> <li>• I have been jointly matched for adoption with my spouse, partner or civil partner who has taken adoption leave to care for the child, and</li> <li>• the information I have provided is correct.</li> </ul>	<p><input type="checkbox"/> <b>Signature:</b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/> <b>Date:</b></p>
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### **DETAILS OF THE JOINT ADOPTER OF THE CHILD (to be completed by the adopter of the child who applies for SAP)**


<b>Surname or Family Name:</b>	
<b>First Name(s):</b>	

<b>Assignment No. (if applicable):</b>	
<b>Address:</b>	
<b>Date your SAP period started:</b>	
<b>Date you intend to return to work:</b>	
<b>Date you stopped or intend to stop receiving SAP:</b>	
<b>National Insurance No:</b>	

**DECLARATION OF THE ADOPTER OF THE CHILD**

<p><b>You need to be able to tick all the boxes for your spouse, partner or civil partner to get ASPP</b></p> <p><b>I declare that:</b></p> <ul style="list-style-type: none"> <li>• I am entitled to SAP;</li> <li>• this is the only application of ASPP for this child;</li> <li>• I have told my employer the date I expect to return to work;</li> <li>• I agree that the information I have provided will be used by the employer to work out entitlement to ASPP;</li> <li>• the information I have provided is correct.</li> </ul>	<p><input type="checkbox"/>      <b>Signature:</b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/>      <b>Date:</b></p> <p><input type="checkbox"/></p>
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**Appendix 4**

An Equality Impact Assessment has been completed for this Policy dated: 17 February 2011	Document Title: Paternity Policy
Authorisation Date: April 2011	Document Type: HR Agreement
Revision Date: April 2013	Responsible Authority: SPF
Signed off by:	
	

Document Reference:	Document Title: Paternity Policy
Assessment Date: 17 February 2011	Document Type: HR Agreement
Responsible Director: Lesley Bradley	Lead Manager: Tracey Leghorn

**Step 1: Identify main aims of policy**

Describe the main aim, objectives and intended outcomes of the proposed project/policy

<p><b>Aim:</b> To outline the Paternity procedure in line with the provisions of the Employment Act 2002 and subsequent regulations.</p>
<p><b>Objectives:</b> To recognise the important role of a father or partner can play in the upbringing of a child. To offer all eligible employees statutory paternity leave and pay. To set out notification requirements for all eligible employees.</p>
<p><b>Intended Outcomes:</b> To support employees with responsibility for bringing up a child by ensuring they are aware of the statutory rights.</p>

**Step 2: Collect and Analyse Information**

Has any previous work or research been done on equality issues in the area of the proposed project/policy? If so, what were they?

No
You should ask relevant questions in relation to all the strands equality & diversity, but information gathered should be relevant to your needs that will inform your decisions around the topic you are reviewing. If you identify a need for information that is not available you should consider and plan with the relevant others how this information could be obtained. <sup>1</sup>

<sup>1</sup> Refer your need for information and proposal to the Equality & Diversity Steering Group using a copy of this page with your information before proceeding to ensure all similar requests can be coordinated



Gender including transgender	Do you have enough information?	Yes	No
	What else do you need to know?		
Race	Do you have enough information?	Yes	No
	What else do you need to know?		
Disability	Do you have enough information?	Yes	No
	What else do you need to know?		
Sexual Orientation	Do you have enough information?	Yes	No
	What else do you need to know?		
Age	Do you have enough information?	Yes	No
	What else do you need to know?		
Religion & Belief	Do you have enough information?	Yes	No
	What else do you need to know?		

### Step 3: Identify the level of impact

To help you think about this, you should complete the High, Medium, Low table and give reasons/comments for where:

- (a) The policy/strategy/project could have a positive impact on any of the equality target groups or contributes to promoting equality, equal opportunities and improving relations within equality target groups.
- (b) The policy/project/procedure could have a negative impact on any of the equality target groups, i.e. disadvantage them in any way. **If the impact is high, a full Equality Impact Assessment should be completed.**

Equality target	a. Positive impact			b. Negative impact			c. If NONE how did you evidence this?
	Low	None	High	Low	None	High	
Gender (including transgender)			x		x		Policy provides equality of access.
Race			x		x		As above
Disability			x		x		As above
Sexual orientation			x		x		As above
Age			x		x		As above
Belief and Religion			x		x		As above

### Step 3<sup>a</sup>: Decide if policy is equality relevant

Does the proposed project/policy have an explicit focus on inequalities, human rights and diversity? If so, how?

Yes, the policy identifies equal rights to same sex couples.

Is there a risk that the proposed project/policy may unintentionally mask or cause a negative impact on equality and diversity?

No

Is there a risk of adverse impact? If yes, please list the specific risks. If no, please explain the basis of your judgement.

No the policy clarifies an equal opportunity for statutory rights to any eligible employee irrespective of gender, transgender, age, race, religion or belief, disability or sexual orientation.

**Step 3<sup>b</sup>: Record findings and produce action plan**

If there are any potential or actual risks, what action will be undertaken to mitigate the specified risks, or to minimise the adverse impact. Within what timescales will this be done, what are the implications on resources and who will be responsible?

Findings	Proposed action	Timescale	Implications on resources	Responsible lead

Please state how the policy, procedure or process will be monitored for inequalities that may arise after the implementation:

The policy will be reviewed on a two yearly basis or earlier if legislation or agenda for change requires an update. At that point be able to address any area of policy or procedure which may indicate inequality. Comments relating to the policy can be sent to a central resource or can be sent following an article requesting comments in Focus East.

**Summary:**

On the basis of the information/evidence/consideration so far, do you believe that the proposed project/policy will have a positive or adverse impact on equality or diversity? (please circle one)

Positive Impact		Adverse Impact	
Yes	No	Yes	No

**Basis for your judgement:**

The policy is in line with statutory requirements and indicates that all employees will be offered an equal opportunity to take time off at the time when a child becomes part of the family.

**Has a significant adverse impact been identified that requires a Full Equality Impact Assessment?**

		<b>NO</b>
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**Name of the project/policy lead completing this assessment:**

Name: Ann Langdon	Job Title: Senior HR Manager
Signature:	Date: 17 February 2011

**Please email this completed draft document to the Equality & Diversity Lead for quality assurance purposes and record monitoring. *This form must accompany all policies and procedures when sent to Trust Board Committee or Group for approval***

**Executive Summary Page for Equality Impact Assessment:**

Document Reference:	Document Title: Paternity Policy
Assessment Date: 17 February 2011	Document Type: HR Agreement
Responsible Director: Lesley Bradley	Lead Manager: Tracey Leghorn
Conclusion of Equality Impact Assessment:	
Recommendations for Action Plan:	
Risks Identified:	
<b>Approved by a member of the executive team:</b>	
<b>YES</b>	<b>NO</b>
Name: Lesley Bradley	Position: Director of Business Transformation
Signature:	Date:

**This whole document should be stored with the master document and a final approved copy must be sent to the Equality & Diversity Lead at Bedford Office**