

Equality and Rurality Impact Assessment Form

When completing this form you will need to provide evidence that you have considered how the ‘protected characteristics’ may be impacted upon by this decision. In line with the General Equality Duty the Council must, in the exercise of its functions, have due regard for the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

This form should be completed in conjunction with the guidance document available on the Intranet

Once completed a copy should be emailed to cheryl.sloan@publicagroup.uk to be signed off by an equalities officer before being published.

1. Persons responsible for this assessment:

Names: Carmel Togher	
Date of assessment: 30 th September 2025	Telephone: 01285 623482 Email: carmel.togher@cotswold.gov.uk

2. Name of the policy, service, strategy, procedure or function:

Carers Leave Policy and Procedure Is this a new or existing one? New

3. Briefly describe it aims and objectives

<p>This policy sets out the statutory right of employees to carer’s leave to provide or arrange care for a dependant with a long-term care need, and other support that we offer to combine work with care.</p> <p>We recognise the challenges that carers face while trying to balance the demands of caring, work, and looking after their own health. We are committed to doing what we can to help ensure the health and wellbeing of employees with caring responsibilities is looked after.</p>

4. Are there any external considerations? (e.g. Legislation/government directives)

This policy links to relevant legislation and guidance, namely the Carer's Leave Act 2023. This provides for one week of unpaid leave per year for employees who are providing or arranging care for a dependant.

5. What evidence has helped to inform this assessment?

Source	✓	If ticked please explain what
Demographic data and other statistics, including census findings	<input type="checkbox"/>	
Recent research findings including studies of deprivation	<input type="checkbox"/>	
Results of recent consultations and surveys	<input type="checkbox"/>	
Results of ethnic monitoring data and any equalities data	<input type="checkbox"/>	
Anecdotal information from groups and agencies within Gloucestershire	<input type="checkbox"/>	
Comparisons between similar functions / policies elsewhere	<input type="checkbox"/>	
Analysis of audit reports and reviews	<input type="checkbox"/>	
Other:	<input checked="" type="checkbox"/>	Carers Leave Act 2023

6. Please specify how intend to gather evidence to fill any gaps identified above:

This policy has been drafted due to legislative change. No additional research material needs to be explored in order to meet this objective.

7. Has any consultation been carried out?

Yes

Details of Consultation

The recognised trade unions of GMB and Unison have been cited on this policy. Council staff in the CDC Culture Club Group have also been approached for feedback on the contents.

If NO please outline any planned activities

8. What level of impact either directly or indirectly will the proposal have upon the general public / staff? (Please quantify where possible)

Level of impact	Response
NO IMPACT – The proposal has no impact upon the general public/staff	<input type="checkbox"/>
LOW – Few members of the general public/staff will be affected by this proposal	<input checked="" type="checkbox"/>
MEDIUM – A large group of the general public/staff will be affected by this proposal	<input type="checkbox"/>
HIGH – The proposal will have an impact upon the whole community/all staff	<input type="checkbox"/>
Comments: e.g. Who will this specifically impact? The policy applies to employees employed by CDC, specifically those with carer responsibilities. It does not apply to workers, contractors, consultants or any self-employed individuals working for the Council.	

9. Considering the available evidence, what type of impact could this function have on any of the protected characteristics?

Negative – it could disadvantage and therefore potentially not meet the General Equality duty;

Positive – it could benefit and help meet the General Equality duty;

Neutral – neither positive nor negative impact / Not sure

	Potential Negative	Potential Positive	Neutral	Reasons	Options for mitigating adverse impacts
Age – Young People		x		We seek to support and empower our employees, to give their best. We recognise the challenges that carers face while trying to balance the demands of caring, work, and looking after their own health. We are committed to doing what we can to help ensure the health and wellbeing of employees with caring responsibilities is looked after.	
Age – Old People		x		See above	
Disability		x		See above	
Sex – Male		x		See above	
Sex – Female		x		See above	
Race including Gypsy and Travellers		x		See above	
Religion or Belief		x		See above	
Sexual Orientation		x		See above	
Gender Reassignment		x		See above	
Pregnancy and maternity		x		See above	
Geographical impacts on one area			x	See above	
Other Groups		x		See above	
Rural considerations: ie Access to services; leisure facilities, transport;		x		See above	

education; employment; broadband.					
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10. Action plan (add additional lines if necessary)

Action(s)	Lead Officer	Resource	Timescale
Update Policy in line with legislative requirements	Carmel Togher	Brightmine HR & Compliance Centre provides trusted proactive updates, leading practices and tools to help organisations reduce risk and strengthen their HR strategies.	Yearly

11. Is there is anything else that you wish to add?

No

Declaration

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where an negative impact has been identified actions have been developed to lessen or negate this impact. We understand that the Equality Impact Assessment is required by the District Council and that we take responsibility for the completion and quality of this assessment.

Completed By:	Carmel Togher	Date:	30 th September 2025
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Line Manager:	Angela Claridge	Date:	30 th September 2025
Reviewed by Corporate Equality Officer:	Cheryl Sloan	Date:	7 October 2025