

Title of policy / procedure / function / project / decision:	Paternity Leave Policy and Procedure (updated 2025)
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Evidence based equality analysis

Main aims, purpose and outcomes and how does it fit in with the wider aims of the organisation:

The Council's existing Paternity Leave Policy for officers enables the statutory minimum Paternity Leave and pay i.e. eligible employees with at least 26 weeks continuous service may take up to two weeks leave made up of one week on full pay and a second week on statutory paternity pay (subject to earnings limit). Employees with less than 26 weeks continuous service are entitled under statute to one week of leave on full pay.

The revised Policy enhances this to two weeks of leave on full pay for all eligible employees regardless of service. The reason for implementing this is to recognise that many new fathers are put off from taking both weeks of leave due to the loss of income, and will often supplement the one week of full pay with annual leave; also the length of service distinction is out of alignment with the Council's aims to support employees.

The Council wishes to be recognised as an 'employer of choice' and the new People and Culture Strategy sets out a number of aims to support all colleagues to 'belong', bringing their best selves to work by developing and progressing a diverse workforce and a culture of belonging by going beyond minimum legal duties. This change will strengthen that by supporting colleagues to take time off work at one of the times when they need it most, to support their partner and bond with their baby without being concerned about loss of pay or having to use annual leave.

Lead officer: Alison Maxson

Stakeholders: HR/OD, Colleagues, Members (Staffing Committee)

For each of the areas below, an assessment needs to be made on whether the policy has a positive, negative or neutral impact, and brief details of why this decision was made and notes of any mitigation should be included. Where the
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impact is negative, this needs to be given a high, medium or low assessment. It is important to rate the impact of the policy based on the current situation (i.e. disregarding any actions planned to be carried out in future).

High impact – a significant potential impact, risk of exposure, history of complaints, no mitigating measures in place etc.

Medium impact –some potential impact exists, some mitigating measures are in place, poor evidence

Low impact – almost no relevancy to the process, e.g. an area that is very much legislation led and where the Council has very little discretion

	Neutral	Positive	Negative
Target group / area			
Race and ethnicity (including Gypsies and Travellers, refugees, asylum seekers etc.)	X		
Disability (as defined by the Equality Act - a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities)	X		
Sex (male or female)		Enhances rights of fathers of new babies with regard	

		to time off to support their family, with no loss of pay	
Gender identity (gender reassignment)	X		
Religion and belief (including lack of belief)	X		
Sexual orientation (including heterosexual, lesbian, gay, bisexual and others)		Policy recognises that the eligibility for paternity leave includes partners in same-sex couples where one partner has given birth or will be the child's primary adopter; or where the employee is in a relationship with the mother / primary adopter but not actually the baby's father. Eligibility criteria are set out in full within the policy.	
Age (children and young people aged 0 – 24, adults 25 – 50, younger older people 51 – 75/80; older older people 81+. Age bands are for illustration)		Whilst the taking of paternity leave is not age-specific or age-restricted in any way, it is most likely to be of benefit to colleagues	

only as overriding consideration should be given to needs)		of prime child-rearing age i.e. 20-45	
Care Experienced (all young people and adults who have been in the care of Cheshire West and Chester Council – for a period of 13 weeks or more – from the age of 14 years. This includes those children/young people for whom the Council currently or have previously held corporate parenting responsibilities)	X		
Carers (people who care for others, informally or formally)		Enhances rights of fathers of new babies with regard to time off to support their family, with no loss of pay	
Rural communities	X		
Areas of deprivation (include any impact on people living in poverty who may not live in areas identified as deprived)		Enhances rights of fathers of new babies with regard to time off to support their family, with no loss of pay	
Human rights (see guidance note for key areas to consider)		Enhances rights of fathers of new babies with regard	

		to time off to support their family, with no loss of pay	
Health and wellbeing and Health Inequalities (consider the wider determinants of health such as education, housing, employment, environment, crime and transport, plus impacts on lifestyles and effects on health and care services)		Enhances rights of fathers of new babies with regard to time off to support their family, with no loss of pay	
Procurement/partnership (if project due to be carried out by contractors/partners etc, identify steps taken to ensure equality compliance)	X		

Evidence:

[Paternity Leave Policy.docx](#)

[Paternity Leave Procedure.docx](#)

Action plan:

Actions required	Priority	Outcomes required	Officer responsible	Review date

Monitor impact of changes		No unintended consequences	Alison Maxson	August 2028
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Sign off	
Lead officer:	Alison Maxson
Approved by Tier 4 Manager:	Liz Chadwick
Moderation and/or Scrutiny	
Date: 15 August 2025	Virtual Moderation by Moderation Sub Group
Date analysis to be reviewed based on rating (high impact – review in one year, medium impact - review in two years, low impact in three years)	August 2028