

In scope.
(part release).

From: [REDACTED]
Sent: 01 March 2017 14:02
To: [REDACTED]@cosla.gov.uk; [REDACTED]@acas.org.uk;
[REDACTED]@scotland.pnn.police.uk; [REDACTED]@stuc.org.uk; [REDACTED]
[REDACTED] | Working Families;
[REDACTED]@lanarkshire.scot.nhs.uk; [REDACTED]@carpetright.co.uk; [REDACTED]
Cc: [REDACTED]; [REDACTED]@outlook.com; [REDACTED]
[REDACTED]@ccpscotland.org; [REDACTED]
Subject: Pregnancy and Maternity Discrimination Working Group - Papers for meeting of 7 March 2017
Attachments: Paper 1 - Agenda - Meeting 2 - 07.03.17.docx; Paper 2 - Minutes of last meeting (06.12.16) - Meeting 2 - 07.03.17.docx; Paper 3 - Maternity Action background - Meeting 2 - 07.03.17.docx; Paper 4 - Draft Work Plan - Meeting 2 - 07.03.17.docx

Good afternoon,

Please find attached papers for the second meeting of the Pregnancy and Maternity Discrimination Working Group, which will take place on Tuesday 7 March 10.00-12.00 at Acas, 151 West George Street, Glasgow, G2 2JJ.

The papers are as follows:

- 1 - Agenda - exemption 25
- 2 - Minutes of the last meeting (06.12.16). [This is the version I circulated on 22.12.16] exemption 25
- 3 - Maternity Action background - attached.
- 4 - Work Plan - version 3 exemption. Section 25/27.

Thanks for all your comments and feedback to date, which I've incorporated where possible in the Work Plan. If you feel that any key points have not been included, please raise this during the discussion at the meeting.

I look forward to seeing you next Tuesday. Please let me know in the meantime if you're unable to attend or have any questions.

Kind regards,

[REDACTED]
[REDACTED]
Policy Executive
Fair Pay and Workforce Equality Team | Promoting Fair Work Division | Directorate for Fair Work, Employability and Skills | Scottish Government | 6th floor | 5 Atlantic Quay | 150 Broomielaw | Glasgow | G2 8LU
[REDACTED]@gov.scot
Direct dial: [REDACTED]
Blackberry [REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

PAPER 3



Background information provided by [REDACTED]

Maternity Action has worked with parenting groups, unions, health professionals and advice agencies to develop an Action Plan to put an end to pregnancy discrimination in the workplace. This has 32 recommendations for action covering: building on existing legal framework leadership for change, improving employer practice, improving access to information and advice for employers and for women, health and safety, improving access to justice and monitoring progress.

Maternity Action has prepared three videos about rights at work during pregnancy and the steps for dealing with pregnancy or maternity-related problems at work. These focus on health and safety and are targeted at low income working women. This project was funded by the Legal Education Foundation.

Maternity Action has just commenced a project to deliver 'just in time' maternity rights information to women using apps and email notification services. Maternity Action is working with Best Beginnings, which delivers the Baby Buddy app, and Public Health England, which delivers email and text notifications through the Start4Life Baby Club. This project was also funded by the Legal Education Foundation.

Maternity Action was commissioned by the Equality and Human Rights Commission to prepare a toolkit for SME employers on managing pregnant women and new parents at work. The toolkit includes checklists, guidance, model policies and model letters. It is focused on employers' legal obligations and includes a small number of clearly identified good practice recommendations. The toolkit was prepared in 2015 and has not been updated.

[REDACTED]

From: [REDACTED]
Sent: 11 May 2017 15:09
To: [REDACTED]
Subject: FW: EHRC's pregnancy and maternity discrimination findings by size of organisation
- email from [REDACTED]

From: [REDACTED] [mailto:[REDACTED]@fsb.org.uk]
Sent: 15 February 2017 11:51
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: EHRC's pregnancy and maternity discrimination findings by size of organisation

Thanks [REDACTED]. Lovely to meet you last week.

Really helpful info below – I haven't waded into the full employer report yet but as I mentioned, the difficulty is understanding the differences that might arise within sectors or types of business – as I suspect targeted action is likely to be more effective.

I've checked our own services to members and as part of the legal and advisory information available to our members online and, as an example, information available includes:

- Factsheets on various aspects of employment and H&S law relating to pregnancy and maternity
- Checklists on considering risks and responsibilities
- Example risk assessments
- Letters and policies relating to relevant aspects of employment law etc.

However it's fair to say that most of our advice is provided from a legal perspective.

Hope that's helpful,
[REDACTED]

From: [REDACTED]@gov.scot [mailto:[REDACTED]@gov.scot]
Sent: 09 February 2017 13:38
To: [REDACTED]@fsb.org.uk>
Cc: [REDACTED]@gov.scot
Subject: EHRC's pregnancy and maternity discrimination findings by size of organisation

Hi [REDACTED]

It was great to meet you yesterday and thanks again for sharing your thoughts on the Working Group's approach to communicating with microbusinesses.

As you said it would be helpful to see a breakdown of EHRC's research findings, I've copied below some relevant links. The first three are short summaries whereas the Employers report is helpfully quite detailed - yet massive! However, the contents page contains links to the relevant sections and also charts broken down by size of organisation on various subjects. You may also find the summary of key findings report helpful as it contains summaries of mothers' and employers' experiences by size of organisation (pages 8-10):

Short briefings:

- [Smaller employers](#)
- [Findings in Small to Medium Sized Enterprise](#)

- Findings by sector

Full reports:

- Read the Employers full research report (PDF)
- Read the Mothers full research report (PDF)
- Read the summary of the key findings (PDF)
- Read the interim report released in the Summer of 2015 (PDF)

I hope this is useful but please let me know if you need anything further. If you could let me know about FSB's health and safety advice service (ie whether it includes pregnancy and maternity advice) within the next couple of weeks that would be great.

Thanks,

[Redacted]

[Redacted]

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Atlantic Quay | 150 Broomielaw | Glasgow | G2 8LU
[Redacted]@gov.scot

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

From: [REDACTED]
Sent: 11 May 2017 15:12
To: [REDACTED]
Subject: Reply from [REDACTED] re action points

From: [REDACTED] [mailto:[REDACTED]@cosla.gov.uk]
Sent: 27 February 2017 15:46
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Pregnancy and Maternity Discrimination Working Group - action points and Work Plan

Hi [REDACTED]

Please accept my apologies for the delay in responding. I have been working with my LG colleagues on this matter and it will be discussed further at a meeting of all LG Heads of HR on Friday morning. I will then provide a response. Please accept my apologies that this is so close to your meeting date however I feel it is important to secure the buy in and gain views of the whole of LG.

Regards
[REDACTED]

[REDACTED]
Policy Manager – Employers' Team

COSLA
Verity House
19 Haymarket Yards
Edinburgh
EH12 5BH

Tel: [REDACTED]
Mobile: [REDACTED]
Fax: [REDACTED]

From: [REDACTED]@gov.scot [mailto:[REDACTED]@gov.scot]
Sent: 15 February 2017 09:50
To: [REDACTED]@cosla.gov.uk>
Cc: [REDACTED]@gov.scot
Subject: Pregnancy and Maternity Discrimination Working Group - action points and Work Plan

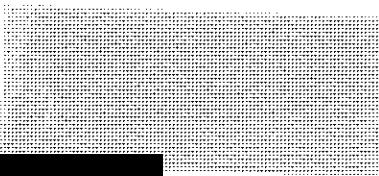
Hi [REDACTED]

I hope you're well. I'm currently preparing for the next meeting of the Working Group on 7 March and just wanted to remind you of your action point from the last meeting. You had agreed to share examples of the buddy system and line manager training within Local Authorities. Have you managed to make any progress with this?

I also note that I haven't yet received any comments from you about the updated Work Plan, which I circulated on 22 December and 25 January. I'd be grateful if you would please provide some feedback and let me know which of the actions you'd like to help take forward. It would be particularly helpful if you could feed into the commitment on improving reporting of pregnancy and maternity under the Scottish Public Sector Equality Duty (PSED). I don't expect this action to kick in until after the next PSED report is available – which I believe is April – but your input would be much appreciated.

I spoke to [REDACTED] earlier this week to discuss her presentation on Maternity Action at the next meeting. She had touched upon how health and safety risk assessments are embedded in practice and whether there may be scope to explore this within Local Authorities. Ros is likely to discuss this at the meeting and any thoughts you may have would be welcome.

I'm happy to have a chat if that would be helpful. I'll be on leave tomorrow and Friday but back in the office next week.



[REDACTED]
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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

From: [REDACTED]
Sent: 07 March 2017 17:14
To: [REDACTED]@cosla.gov.uk; [REDACTED]@scotland.pnn.police.uk;
[REDACTED]@stuc.org.uk; [REDACTED]
[REDACTED] Working Families'; [REDACTED]@lanarkshire.scot.nhs.uk;
[REDACTED]@carpetright.co.uk; [REDACTED]@maternityaction.org.uk
Cc: [REDACTED]@acas.org.uk; [REDACTED]
Subject: Pregnancy and Maternity Discrimination Working Group - 7 March 2017 - Acas and
Maternity Action presentations
Attachments: SG Pregnancy.ppt; ScotlandPregDiscrimWGrpMarch2017.pptx

Good afternoon,

Thank you very much for your participation in this morning's meeting. Thanks once again to [REDACTED]
and [REDACTED] for their excellent presentations, which I have attached.

Kind regards,

[REDACTED]
[REDACTED]
Policy Executive
Fair Pay and Workforce Equality Team | Promoting Fair Work Division | Directorate for Fair Work, Employability and Skills | Scottish Government | 6th floor | 5
Atlantic Quay | 150 Broomielaw | Glasgow | G2 8LU
[REDACTED]@gov.scot
Direct dial: [REDACTED]
Blackberry: [REDACTED]

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Pregnancy and maternity discrimination

 Maternity Action

Pregnancy and Maternity Discrimination
Working Group 7 March 2017



About Maternity Action

- National charity established in 2008
- Focus on maternity rights: employment, benefits, vulnerable migrants
- Online information, telephone advice, casework service (pilot)
- Second tier advice and training
- Policy and campaigning



Employment rights service

- 30+ online information sheets
- Telephone advice service
- Casework service (pilot)
- Digital resources projects – videos, apps, email notification
- SME toolkit commissioned by EHRC



Alliance for Maternity Rights

- Action Plan to put an end to pregnancy discrimination
- Members are parenting groups, unions, advice agencies and health professional groups
- Influenced the Women and Equalities Select Committee recommendations



Nature and incidence of pregnancy discrimination

- 77% pregnant women/new mothers at work experience discrimination/negative treatment
- 54,000 lose their jobs each year, up from 30,000 a decade ago (UK-wide)
- Occurs across employers of all sizes and in all industries
- Timing: during pregnancy for lower income women and on return to work for higher income women



Communications campaign

Bring together employers, unions and voluntary organisations to run a campaign to communicate:

- Benefits to the wider community of addressing discrimination
- Business case for attracting and retaining women of childbearing age
- Legal framework
- Penalties for failing to comply



Health and safety

- 4% pregnant women/new mothers leave their jobs because of health and safety concerns
- Specific (individual) risk assessment
- Inspection of general risk assessment
- Effective enforcement regime
- Industry-based guides on risks and management
- Training for midwives, MSW and HV



Information and advice for women

- Hard copy leaflet at maternity booking appt
- Information disseminated through NHS
- Training for midwives, MSW and HV
- Specialist information and advice services
- Government signposting to reliable websites



Information and advice for employers

- Single website for employers bringing together information held by BEIS, DWP, HMRC, HSE, ACAS, EHRC and others
- Toolkit model: checklists, guidance, model policies, model letters, emphasis on compliance, clearly identify good practice guidance from compliance
- Engagement with employers and their advisers



Access to justice

- Remove tribunal fees
- Extend time limits for making claims from 3 to 6 months
- Guidance for employment tribunal judges on exercise of discretion in relation to extending the time limits



Maternity Action

www.maternityaction.org.uk



From: [REDACTED]
Sent: 08 March 2017 12:26
To: [REDACTED] (@cosla.gov.uk); [REDACTED] @acas.org.uk;
[REDACTED] @scotland.pnn.police.uk'; [REDACTED] @stuc.org.uk'; [REDACTED]
[REDACTED] | Working Families';
[REDACTED] @lanarkshire.scot.nhs.uk'; [REDACTED] @carpetright.co.uk'
[REDACTED]
Cc: [REDACTED] @outlook.com
Subject: Pregnancy and Maternity Discrimination Working Group - Blog and photo published on SG websites for International Women's Day

Hello again,

I just wanted to share with you links to a blog prepared by [REDACTED] in which she refers to yesterday's Working Group meeting. This has been published today in acknowledgement of International Women's Day on our [Scotland's Economy blog page](#) and our [Business Pledge website](#). Our group photograph has also been published alongside the blog, as well as having been tweeted yesterday by Mr Hepburn. I hope you'll agree that it's a good photograph!

Kind regards,

[REDACTED]
[REDACTED]
Policy Executive
Fair Pay and Workforce Equality Team | Promoting Fair Work Division | Directorate for Fair Work, Employability and Skills | Scottish Government | 6th floor | 5 Atlantic Quay | 150 Broomielaw | Glasgow | G2 8LU
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SUMMARY OF ACTION POINTS

ACTION	LEAD	UPDATE
Meeting 1		
EHRC to find out how different sectors were engaged in the research		████████ will update at meeting
Share examples of the buddy system and LM training within LAs (also ask about risk assessments within LAs)		████████ will update at meeting
Host March meeting and give presentation on ACAS		Update requested 14/2
Amend Work Plan's terms of reference and circulate		Completed 22 December 2017
Comment, amend or agree the Work Plan		Response o/s from HW.
Confirm arrangements with ██████████		Chased 15/2
		Phone call on Monday 13 th
Meeting 2		
████████ to share presentation		Completed 7/3
Police Scotland to provide update on EHRC project and wider developments		
Update on progress with COSLA HR heads – case studies; retention		
CCPS survey to explore issues to inform approach to communications strategy		
Share SIPA's model of compliance spectrum		
EHRC drill down into findings to cross-reference organisation size by sector; look in greater detail at SME findings		
Explore possibility of getting info into baby boxes		
Take forward health and safety actions		
Discuss next meeting's venue (FFFW? EHRC? ACAS?)		
Discuss next meeting's topic – something from an employer's perspective		
Amend wording of Meeting 1 minutes re SMEs		
Discuss National Economic Conference		
Further actions		
Confirm arrangements with ██████████ re venue		████████ confirmed 17/2
Also chase feedback on work plan		Feedback chased again 20/2
Email work plan to ██████████ NHS		
████████@nhs.net		
Speak to ██████████ about PSED / SNEIP/ read report		
Suggest ways to improve PSED practice		Emailed ██████████ asking for input after April report
Contact HSE/HWL: what already exists? Can we infiltrate? Specific actions needed for different sectors?		
Promote HSE/HWL guidance through networks		
SL to check whether FSB's H&S Advice Service includes preg/mat advice		Update received 15/2
Meet ██████████ to discuss SME issues		Met 8 Feb
Speak to ██████████ Help identify sectors for		Met on 14/2

[illegible]

139a

In scope

[REDACTED]
From: [REDACTED]
Sent: 28 February 2018 16:12
To: [REDACTED]
Subject: FW: Young Mum's Pregnancy Discrimination

From: [REDACTED]
Sent: 23 March 2017 09:14
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Young Mum's Pregnancy Discrimination

Hi [REDACTED]

No problem, I'm happy to talk through it all with you and I can share the group's remit and work plan if that would be helpful. I'll look forward to speaking to you at 11 am.

Thanks,

[REDACTED]

From: [REDACTED]
Sent: 23 March 2017 07:56
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Young Mum's Pregnancy Discrimination

Hi [REDACTED]

I wasn't aware of this group, so this is great to hear about. Sounds like I have a lot to catch up on!

I'll be in late morning so it would be great to catch up then – say 11am?

Thanks

[REDACTED]

From: [REDACTED]
Sent: 22 March 2017 15:37
To: [REDACTED]
Cc: Lee L (Lorraine) (PFW)
Subject: RE: Young Mum's Pregnancy Discrimination

[REDACTED] – as discussed, I lead on the Pregnancy and Maternity Discrimination Working Group, which is chaired by Mr Hepburn. So far the group has met twice – on 6 December and on 7 March. The issue of possible discrimination of young pregnant women on employability schemes

was recently raised and I said I'd speak to relevant colleagues to explore further. I'd really like to join Tuesday's discussion but it's my non-working day and I don't think I'll manage [REDACTED]

[REDACTED] – would you mind if I call you tomorrow (Thursday)? I'm working from home tomorrow but happy to call if you let me know when suits.

Thanks,

[REDACTED]
[REDACTED]
Policy Executive
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Blackberry: [REDACTED]

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-----Original Appointment-----

From: [REDACTED]
Sent: 22 March 2017 14:03
To: [REDACTED]
Cc: [REDACTED]
Subject: Young Mum's Pregnancy Discrimination
When: 28 March 2017 13:15-13:30 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.
Where: AQ 6th Floor Meeting Room 6.5 (8) VC

[REDACTED] – this looks like the only workable slot early next week.

[REDACTED] please extend to any others in your team with an interest. I'll try to find a room for us.

Thanks

In scope.

From: [REDACTED]
Sent: 28 February 2018 16:13
To: [REDACTED]
Subject: FW: Pregnancy and Maternity Discrimination - contacts and resources
Attachments: Work Plan - DRAFT - v4 - updated 21 March 2017.obr; Pregnancy and Maternity Discrimination Working Group - overview and lines to take - 21 March 2017.obr; Meeting 1 - 06.12.16 - Minutes - FINAL.obr; Paper 3 - Maternity Action background - Meeting 2 - 07.03.17.docx

From: [REDACTED]
Sent: 23 March 2017 11:52
To: [REDACTED]
Subject: Pregnancy and Maternity Discrimination - contacts and resources

Hi [REDACTED]

It was great to talk to you just now. As agreed, please find attached the following documents:

- The Working Group's work plan, which includes an overview of the aim, remit and membership; - exception 30
- The minutes from the first meeting of 6 December; - exception Section 25
- A short overview of the policy area and lines to take; - exception 30
- A paper on Maternity Action's website with links to further resources such as their health and safety videos. Contact: [REDACTED] - [REDACTED]@maternityaction.org.uk Ros's blog about her attendance at our last meeting can be accessed [here](#).

The Equality and Human Rights Commission's research can be found on their [website](#), broken down into several reports. [REDACTED]@equalityhumanrights.com) is my contact and will be able to help if you have any questions about the research. I'll send a separate introductory email shortly.

If I think of anything else that would be useful I'll forward it on.

Kind regards,

[REDACTED]
Policy Executive
Fair Pay and Workforce Equality Team | Promoting Fair Work Division | Directorate for Fair Work, Employability and Skills | Scottish Government | 6th floor | 5
Atlantic Quay | 150 Broomielaw | Glasgow | G2 8LU
[REDACTED]@gov.scot
Direct dial: [REDACTED]
Blackberry: [REDACTED]

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Maternity Action: Building Legal capability of pregnant women and new mothers at work through apps and email notification services

Project overview

Aim

Maternity Action has received funding to develop just in time information for pregnant women on maternity rights at work, to be delivered through pregnancy-related apps and email notification services. We will produce written and video materials suitable for inclusion in the Baby Buddy app and for Public Health England's Start4Life email notification service. We will also explore partnerships with other apps and email services. The materials aim to build women's knowledge, skills, and psychological preparedness to act on pregnancy and maternity discrimination issues at work.

Background

In March 2016, the Equality and Human Rights Commission and Department of Business, Innovation and Skills released their research into pregnancy and maternity-related discrimination at work. This had a rigorous methodology and involved interviews with 3,254 mothers and 3,034 employers. The research found 54,000 women lose their job as a result of pregnancy discrimination; 100,000 experience harassment. Overall, 77% of pregnant women and new mothers at work reported some form of discrimination or negative experience. The number of women taking action is low. Reasons for reluctance to take action include lack of information about rights, fear of creating a bad feeling with colleagues or employer, stress and tiredness, and fear of adverse consequences.

In 2016, we developed three short videos on health and safety rights and sickness. In the development stages, we consulted with pregnant women, new mothers and key stakeholders to identify what information we should include and how it should be presented. We also asked for opinions on incorporating rights based information into apps. Our 2016 report, *Use of apps to deliver maternity rights information: scoping report*, concluded that it would be useful to deliver just in time maternity rights information in an app and that it would be more appropriate to partner with existing apps and email notification services to disseminate maternity rights information throughout pregnancy.

Activities

In the early stages of the project, we will ask pregnant women and new mothers to complete a survey to identify their current knowledge, skills and psychological preparedness to act on pregnancy or maternity related discrimination in the workplace. The survey will help identify what content to include in the written and video materials.

Working in partnership with app and email notification services, we will produce written and video materials on rights at work during pregnancy and maternity. These will be reviewed accordingly before incorporation.

After materials have been incorporated into app and email notification services, we will conduct evaluation to assess the impact of the materials on pregnant women and new mothers' knowledge, skills and psychological preparedness to act. This data will be collected through online and telephone surveys.

We plan to complete the project in December 2017.

From: [REDACTED]@fsb.org.uk>
Sent: 18 May 2017 15:07
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Pregnancy and Maternity Discrimination Working Group meeting - 14th June
Attachments: SEPA Compliance Spectrum.ppt

Hi [REDACTED]

Apologies I haven't done that yet. The SEPA compliance spectrum is referenced in this government document (paragraph 8, page 9) <http://www.gov.scot/Resource/0046/00467429.pdf>

But that's not especially easy to view, so I've attached an extracted slide of the diagram.

The point of this is to help convey the need for different approaches and sanctions when regulating businesses. It's a useful way to understand that range of interventions you need when attempting to deal with a problem. It was developed by SEPA and is highly regarded as a useful tool.

Unfortunately I'll now be travelling to London on the 14th, so I'm not sure I'll make the meeting. It's possible I'll be able to pop in for a bit depending on train times.

[REDACTED]

From: [REDACTED]@gov.scot [mailto:[REDACTED]@gov.scot]
Sent: 18 May 2017 12:58
To: [REDACTED]@fsb.org.uk>
Cc: [REDACTED]@gov.scot; [REDACTED]@gov.scot
Subject: Pregnancy and Maternity Discrimination Working Group meeting - 14th June

Hi [REDACTED]

I hope you are well at this time.

As you'll know, the next meeting of the Pregnancy and Maternity Discrimination Working Group will be held on 14th June and we've had confirmation that the Lloyds Banking Group will be hosting the meeting in their premises at The Mound. I'll be notifying all the group members of that very soon.

As part of our planning this meeting, I'm checking through the action points from the last meeting on 7th March. One of these actions was that you were going to circulate SIPA's Model of Compliance to the group. Have you been able to do that recently or can I help in circulating the details to the Group if you can send me the document or hyperlink?

I'd be grateful if you could update me on that action.

Kind regards

Thanks

[REDACTED]

Scottish Government
Fair Work, Employability and Skills Directorate
Fair Work and Skills Division
Diverse Workforce Unit
6th Floor, 5 Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU
Tel. [REDACTED]

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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From:

Sent:

To:

31 May 2017 16:56

[redacted]@acas.org.uk'; [redacted]@scotland.pnn.police.uk';

[redacted]@stuc.org.uk'; [redacted]

[redacted] | Working Families'; [redacted]@lanarkshire.scot.nhs.uk';

[redacted]@carpetright.co.uk'; [redacted]

[redacted]@cosla.gov.uk)

Cc:

Subject:

Pregnancy and Maternity Discrimination Working Group meeting - 14th June

Good afternoon

This is to confirm that the next meeting of the Pregnancy and Maternity Discrimination Working Group on Wednesday 14th June will be held in the Lloyds Banking Group, No. 5 The Mound, Edinburgh EH1 1YZ, from 11 a.m. – 1 p.m. The meeting will take place in the boardroom and [redacted] will give a presentation on the Lloyds Banking Group's family friendly working policies.) redacted

I'd be grateful if any members who have yet to confirm their attendance at the meeting could let me know by the end of this week (i.e. close of play on Friday 2nd June).

A buffet lunch will be served following the meeting – if any member has particular dietary requirements, I would appreciate if you could notify me of them so that I can inform [redacted]

The agenda and other papers will be circulated next week.

Kind regards

[redacted]
Scottish Government
Fair Work, Employability and Skills Directorate
Fair Work and Skills Division
Diverse Workforce Unit
6th Floor, 5 Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU
Tel. [redacted]

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[REDACTED]

In scope

From: [REDACTED]@maternityaction.org.uk>
Sent: 06 June 2017 18:22
To: [REDACTED]
Subject: Re: Pregnancy and Maternity Discrimination Working Group meeting - 7th March - Action Point
Attachments: LEF App Project Summary for ScottishGovt.docx

Hi [REDACTED]

Thanks for getting in contact about this. Apologies for the slow reply.

I have attached a summary of our project to disseminate maternity rights information using apps and email notification services. This is the 'just in time' work which I mentioned at the meeting. We have confirmed partnerships with Best Beginnings (which delivers the Baby Buddy app) and Public Health England (which delivers the Start4Life web, email and text service). We are open to working with other apps and email notification services as part of this project. We are also open to discussing further project work of this kind and may be able to obtain funding from a philanthropic trust to support this.

I am at my desk Wednesday morning and am very happy to have a chat, if this would be helpful. I can be reached on: [REDACTED]

Best wishes
[REDACTED]

On Tue, Jun 6, 2017 at 6:01 PM, [REDACTED]@gov.scot> wrote:
[REDACTED]

Just to check again – as in my query below - on the outcomes from Maternity Action's 'Just In Time' campaign?

If you were able to email these to me I can circulate the paper to the group members before next Wednesday's meeting.

I trust that arrangement will be all right.

Kind regards -

[REDACTED]
Scottish Government
Fair Work, Employability and Skills Directorate
Fair Work and Skills Division
Diverse Workforce Unit
6th Floor, 5 Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU
Tel. [REDACTED]

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From: [REDACTED]
Sent: 01 June 2017 15:41
To: [REDACTED]@maternityaction.org.uk'
Subject: Pregnancy and Maternity Discrimination Working Group meeting - 7th March - Action Point

[REDACTED]

I hope that you're well at this time.

You'll recall the meeting of the Pregnancy and Maternity Discrimination Working Group in March when you gave a presentation on the work of Maternity Action in this area. In the minutes of that meeting, my colleague [REDACTED] noted an action point in which you agreed to share the outcomes from Maternity Action's 'Just In Time' campaign.

I can't recall whether you sent a copy of the report to [REDACTED] as I've deleted a number of the emails arising from that meeting. Could you let me know whether the report was shared or send me a copy and I can circulate it to the group? That would be particularly helpful as I'm currently preparing for the next group meeting on 14th June.

Kind regards

Thanks

[REDACTED]
Scottish Government
Fair Work, Employability and Skills Directorate
Fair Work and Skills Division
Diverse Workforce Unit
6th Floor, 5 Atlantic Quay
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Glasgow
G2 8LU
Tel: [REDACTED]

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

--

Director

@maternityaction.org.uk



Online information about maternity and parental rights and benefits.

Advice on maternity and parental employment rights and benefits: 0808 802 0029

Advice on entitlement to and charging for NHS maternity care: 0808 800 0041

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From: [REDACTED]
Sent: 09 June 2017 14:37
To: [REDACTED]@acas.org.uk; [REDACTED]@scotland.pnn.police.uk; [REDACTED]
[REDACTED] Working Families; [REDACTED]@lanarkshire.scot.nhs.uk;
[REDACTED]@carpetright.co.uk; [REDACTED]
[REDACTED]@cosla.gov.uk'
Cc: [REDACTED]@stuc.org.uk; [REDACTED]
Subject: Pregnancy and Maternity Discrimination Working Group - papers for meeting 14 June 2017



Meeting 3 -
14.06.17 - Paper ...



Meeting 3 -
14.06.17 - Paper ...



Meeting 3 -
14.06.17 - Paper ...

Good afternoon,

Please find attached papers for the second meeting of the Pregnancy and Maternity Discrimination Working Group, which will take place on Wednesday 14 June 11:00-13:00 at Lloyds Banking Group, No. 5 The Mound, Edinburgh EH1 1YZ.

The papers are as follows:

1. Agenda *Exemption section 25*
2. Minutes of the last meeting (on 07.03.17) [these are amended from the version circulated by [REDACTED] on 12.05.17] *Exemption section 27*
3. Work Plan – current version *Exemption section 27*

Additionally, there may be a paper on the Workplace Equality Fund circulated early next week or copies of it will be available at the meeting.



SEPA Compliance
Spectrum.ppt



LEF App Project
Summary for Sc...

Attached.

Also attached here is SEPA's Model of Compliance and Maternity Action's paper on the 'Just In Time' campaign – these cover two of the action points noted in the minutes of the last meeting.

I look forward to seeing you on Wednesday. Please let me know if you are no longer able to attend or have any questions.

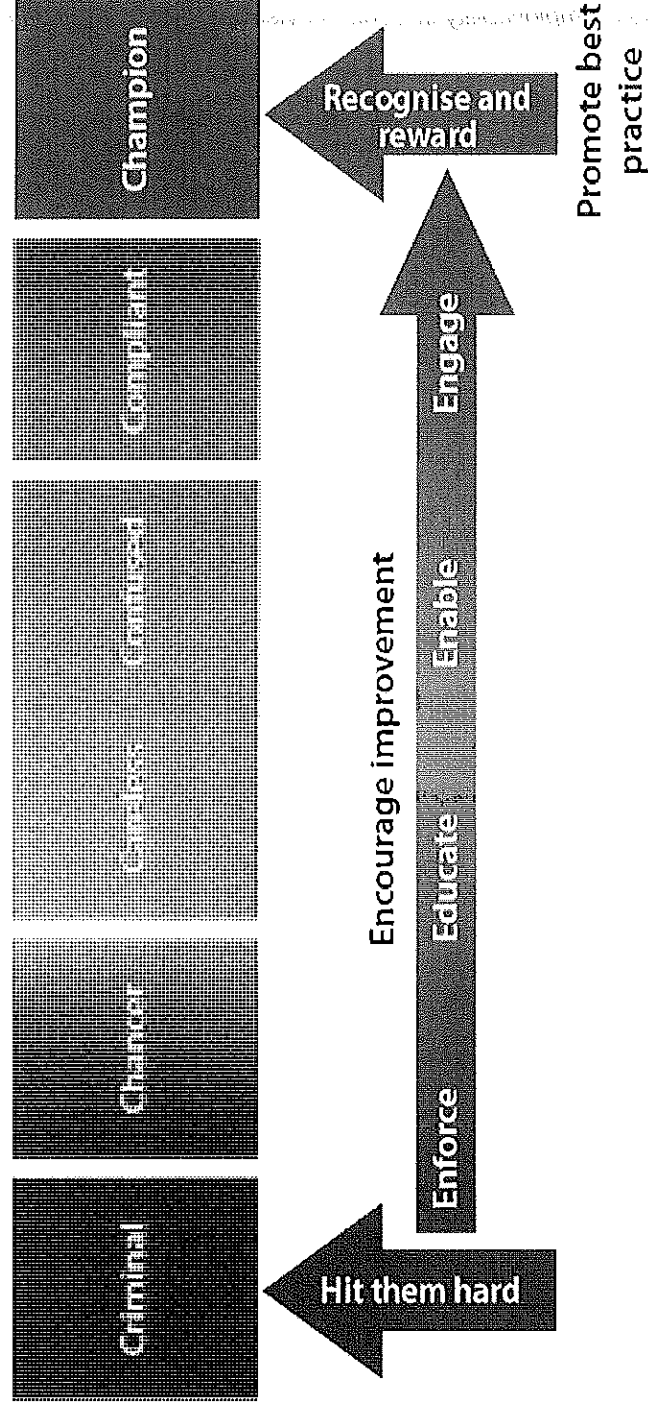
Kind regards

[REDACTED]
Scottish Government

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Understanding Those We Regulate



Maternity Action: Building Legal capability of pregnant women and new mothers at work through apps and email notification services

Project overview

Aim

Maternity Action has received funding to develop just in time information for pregnant women on maternity rights at work, to be delivered through pregnancy-related apps and email notification services. We will produce written and video materials suitable for inclusion in the Baby Buddy app and for Public Health England's Start4Life email notification service. We will also explore partnerships with other apps and email services. The materials aim to build women's knowledge, skills, and psychological preparedness to act on pregnancy and maternity discrimination issues at work.

Background

In March 2016, the Equality and Human Rights Commission and Department of Business, Innovation and Skills released their research into pregnancy and maternity-related discrimination at work. This had a rigorous methodology and involved interviews with 3,254 mothers and 3,034 employers. The research found 54,000 women lose their job as a result of pregnancy discrimination; 100,000 experience harassment. Overall, 77% of pregnant women and new mothers at work reported some form of discrimination or negative experience. The number of women taking action is low. Reasons for reluctance to take action include lack of information about rights, fear of creating a bad feeling with colleagues or employer, stress and tiredness, and fear of adverse consequences.

In 2016, we developed three short videos on health and safety rights and sickness. In the development stages, we consulted with pregnant women, new mothers and key stakeholders to identify what information we should include and how it should be presented. We also asked for opinions on incorporating rights based information into apps. Our 2016 report, *Use of apps to deliver maternity rights information: scoping report*, concluded that it would be useful to deliver just in time maternity rights information in an app and that it would be more appropriate to partner with existing apps and email notification services to disseminate maternity rights information throughout pregnancy.

Activities

In the early stages of the project, we will ask pregnant women and new mothers to complete a survey to identify their current knowledge, skills and psychological preparedness to act on pregnancy or maternity related discrimination in the workplace. The survey will help identify what content to include in the written and video materials.

Working in partnership with app and email notification services, we will produce written and video materials on rights at work during pregnancy and maternity. These will be reviewed accordingly before incorporation.

After materials have been incorporated into app and email notification services, we will conduct evaluation to assess the impact of the materials on pregnant women and new mothers' knowledge, skills and psychological preparedness to act. This data will be collected through online and telephone surveys.

We plan to complete the project in December 2017.

Pregnancy and Maternity Discrimination Research - Summary of issues for SMEs

This information is taken from the Pregnancy and Maternity - Related Discrimination and Disadvantage : Experiences of Employers (2016)

Awareness and attitudes towards statutory rights of pregnant women in the workplace

Most employers (69%) felt they had a high level of awareness about the rights of pregnant employees. Awareness was highest among:

- large employers with 250 plus staff at the site (89%);
- **medium-sized employers with 50-249 staff (81%);**
- employers in the public sector (83%).

One in 10 considered they had low awareness (the remainder either described their level of awareness as neither high nor low (18%) or were unsure (3%).

The employers more likely to report having low awareness were:

- in the Construction (23%) and Trade (15%) sectors;
- single-site organisations (13%).

Single-site organisations refer to companies that have only one establishment. Establishments that are part of a larger organisation refer to companies that have multiple sites.

- employers reporting no pregnancies in the workplace in the last three years (12%);
- **small employers (11%).**

Communication while on maternity leave

Most workplaces with experience of managing a pregnant employee over the last three years reported that they had formal or informal contact with employees on maternity leave (77%).

Contact was more frequent **among small employers**, with 14% contacting mothers several times a month or more, compared with 5% of medium and large employers.

There was a variety of reasons for contact: for around half (48%) it was to keep the employee 'in the loop' generally and one in four said that it helped to keep those on maternity leave up-to-date with developments in the workplace.

Availability and quality of guidance on employment issues relating to pregnancy and maternity

Overall, a third of employers had sought information or guidance on employment issues relating to pregnancy and maternity in the last three years.

The employers who had not sought information were more likely to be those who had not had a pregnancy in the workplace in the past three years (88%) or to be:

- employers in the Agriculture, Fishery and Mining (80%), Construction (80%), Manufacturing (77%) and Trade (72%) sectors
- single, independent establishments (71%)
- **small employers (70%)**
- private sector (69%)
- employers in England (68%). In comparison, just over half of employers in Scotland (52%) and just over six in 10 employers in Wales (62%) had not sought information. (The figure for Wales (62%) was not statistically significantly different to that for employers elsewhere in Great Britain.)

Employers were most likely to seek information and guidance from government department publications (49%), internal sources (26%) and HR consultants/advisers (24%).

Employers' views on protection from unfavourable treatment and time off for antenatal appointments

The two statutory rights relating to pregnancy explored in this section are:

- Protection from being treated unfavourably because a woman is pregnant or on maternity leave; and
- Paid time off to attend antenatal care appointments.

Almost nine in 10 employers felt that these two key statutory rights were reasonable: 88% felt protection from being treated unfavourably because a woman is pregnant or on maternity leave was reasonable; 87% felt paid time off to attend appointments associated with pregnancy was reasonable.

However, attitudes towards the right to paid time off to attend appointments associated with pregnancy varied by type of employer. Those least likely to consider this right reasonable were:

- in Agriculture, fishery and Mining (73%) and Hotels and Restaurants (77%) sectors;
- single-site organisations (84%);
- private sector employers (85%);
- employers not recognising trade unions or staff associations (85%);
- **small employers (86%)**

Pregnancy putting an unreasonable cost burden on their workplace

One in five employers with a recent experience of pregnancy felt that pregnancy puts an unreasonable cost burden on their workplace (which rises to 27% across all employers). Among those with a recent experience of pregnancy, **small workplaces were more likely to feel that pregnancy puts an unreasonable cost burden on their workplace (22% compared with 16% of medium-sized and 9% of large employers)**, as were employers with fewer than 250 staff employed across the whole organisation (27%).

Difficulties managing issues relating to pregnancy and maternity

Findings on the ease or difficulty with which employers:

- Facilitate the statutory rights relating to pregnancy and maternity; and
- Manage a range of other issues relating to pregnancy and maternity.

One in four employers said all statutory rights relating to pregnancy and maternity were easy to facilitate.

Some statutory rights were more difficult for employers to facilitate:

- One in five (19%) said that accumulation of annual leave during maternity was difficult to facilitate;
- Around one in six (16%) said AML was difficult to facilitate. Some employers also reported difficulties with managing issues relating to pregnancy, maternity leave and mothers returning from maternity leave, in particular:
- 26% found it difficult to manage the uncertainty about whether mothers on maternity leave will return to work.

The employers who found this difficult to manage were more likely to have less frequent contact with mothers on maternity leave than those who did not find it difficult. For employers who found this difficult to manage, 47% of them were in touch with mothers once a month or less during maternity leave, compared with 16% of employers who did not find this difficult;

- 18% found it difficult to arrange and manage maternity cover.

This was higher among small (19%) and medium-sized (15%) employers than large employers (9%);

- 17% found it difficult to manage the impact of part-time or flexible working during pregnancy or on return from maternity leave.

Employer size was often an important factor determining an employer's likely response: the largest employers were the least likely to report difficulties resourcing and managing maternity pay and leave, but most likely to express

concerns around resentment and workload management of the wider team. Employers in the Finance sector were twice as likely as average to express concerns around resentment and workload management of the wider team and almost twice as likely as average to hold negative attitudes around the commitment and value of pregnant employees and new mothers.

From: [REDACTED]@equalityhumanrights.com>
Sent: 12 June 2017 15:07
To: [REDACTED]
Cc: [REDACTED]
Subject: summary of findings about SMEs
Attachments: Key issues for SMEs 01.06.2017.docx

Hi [REDACTED]

Attached is the summary of findings for SMEs are you able to circulate it to the working group?




Kindest regards

[REDACTED]
Senior Associate | Scotland Programmes

DDI: [REDACTED] | Mob: [REDACTED]

EHRC Scotland | 151 West George Street, Glasgow

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Commission

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Difficulties managing issues relating to pregnancy and maternity

Findings on the ease or difficulty with which employers:

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in scope

PREGNANCY AND MATERNITY DISCRIMINATION WORKING GROUP

MEETING CHECKLIST – 14 June 2017

ACTION	DEADLINE	LEAD	COMPLETED
Papers			
Update Work Plan	08/06/2017		07/06/2017
Complete draft briefing pack for Minister:	08/06/2017		08/06/2017
<ul style="list-style-type: none"> • Include list of actions – ownership/gaps; • Include Police Scotland members' titles in the Attendees annex [REDACTED] (Civilian/HR advisor) • Include update re COSLA representation: Louise Lissaman replaces [REDACTED] 			
Submit draft agenda / work plan / briefing to Minister for comment	08/06/2017		08/06/2017
Confirm date of next meeting and suggested venues	02/06/2017		05/06/2017
Send updated attendance list to Minister	13/06/2017		
Send final briefing pack			
Hard copies of briefing pack and other papers	13/06/2017		
Members			
Chase action points/request updates	06/06/2017		07/06/2017
Email papers to group:	09/06/2017		09/06/2017
<ul style="list-style-type: none"> • Agenda • Latest version of Work Plan • Map / directions 			
Venue			
Confirm details with host – catering etc	31/05/2017		31/05/2017
Email host final list of attendees	09/06/2017		09/06/2017
Speaker			
Presentation by [REDACTED] – copy received	08/06/2017		
Other			
Inform Comms and check on media plans	05/06/2017		02/06/2017
Make name badges for any new guests: [REDACTED]	13/06/2017		

Inscope

From: [REDACTED]
Sent: 15 June 2017 10:56
To: [REDACTED]@acas.org.uk; [REDACTED]@scotland.pnn.police.uk;
[REDACTED]@stuc.org.uk; [REDACTED]
[REDACTED] | Working Families; [REDACTED]@lanarkshire.scot.nhs.uk;
[REDACTED]@carpetright.co.uk; [REDACTED]
[REDACTED]@cosla.gov.uk'
Subject: Pregnancy and Maternity Discrimination Working Group meeting 14 June - presentation slides



170614 LBG
Pregnancy and ...

Good morning

As agreed at yesterday's meeting, please see attached the slides from ([REDACTED] redact) presentation at the Lloyds Banking Group.

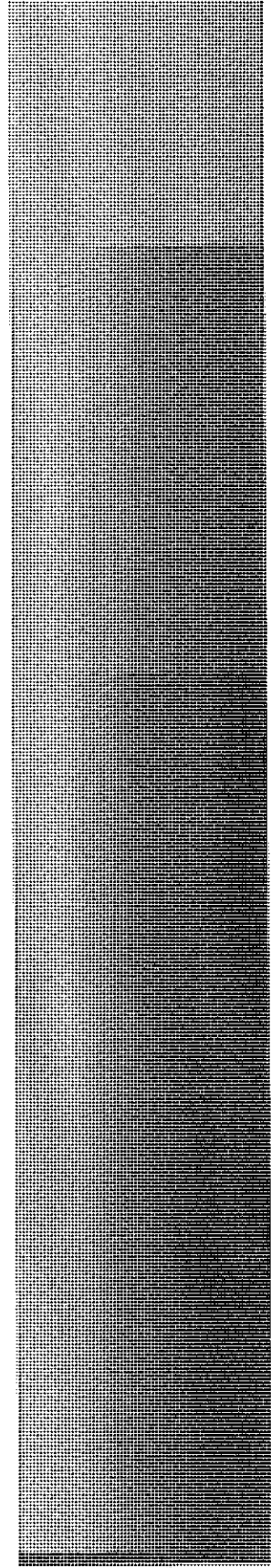
Kind regards

[REDACTED]
Scottish Government
Fair Work, Employability and Skills Directorate
Fair Work and Skills Division
Diverse Workforce Unit
6th Floor, 5 Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU
Tel [REDACTED]

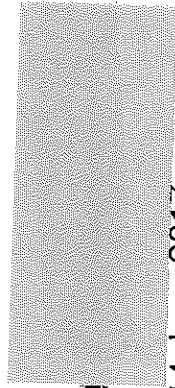
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[illegible]

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PREGNANCY & MATERNITY LEAVE POLICY & CULTURE



14 June 2017

Pregnancy and Maternity Discrimination Working Group (Scottish Government)

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POLICY: FOUR STAGES OF PARENTAL LEAVE COACHING



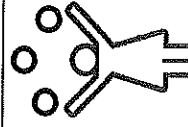
1 Pre Leave

- Announcing pregnancy
- Managing perceptions
- A positive handover
- Minimising business impact
- Beliefs & career planning
- Ensuring support of extended team
- Preparing for journey ahead
- Dealing with anxieties
- KIT days
- Comms plan
- Stakeholder mapping



2 During Leave & Re Integration

- Preparing for a confident return
- Looking at changes in identity
- Ensuring authenticity
- Alternative work patterns and agility
- Confidence
- Managing expectations
- Setting boundaries
- Stakeholder management
- Childcare
- Re-engaging with clients
- First 100 day plan



3 Return to Work

- MEWS wellbeing tool
- Reality vs expectations
- Finding balance
- Managing relationships
- Drawing boundaries
- Setting expectations
- Managing anxieties
- Defining career plan & aspirations
- Handling absence
- Managing dual careers
- Career momentum
- Ensuring visibility
- Agile working



4 Survive to Thrive 1 to 5 Years Back

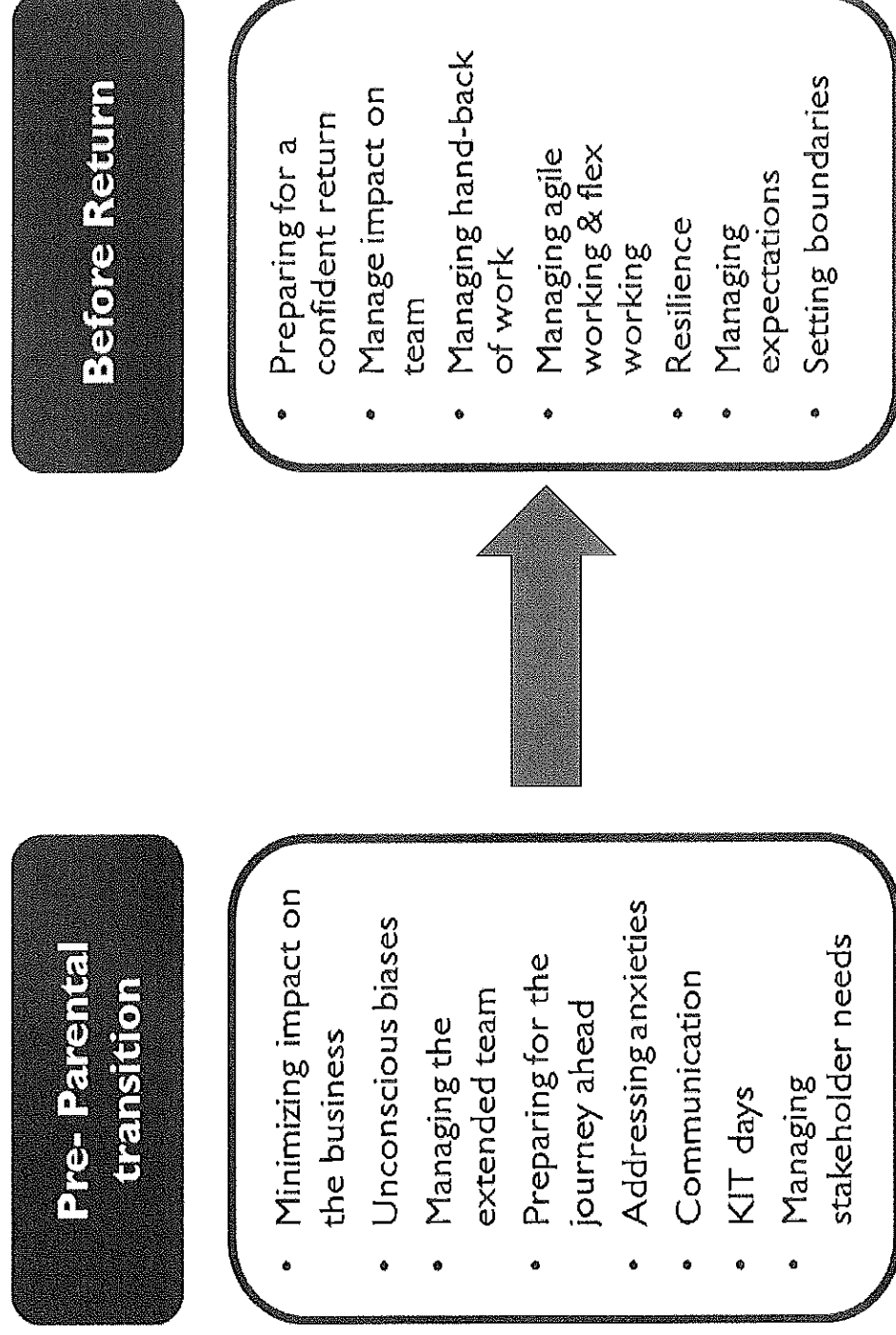
- Short & long term career development
- Personal brand
- Political savvy
- Strategic networking
- Identify & resolve core issues
- Building profile
- Facing shelved conflict
- Developing sustainable habits vs. coping
- Positively manage work and home

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POLICY: LINE MANAGER SUPPORT

Confidence, knowledge and tools to deliver quality support for individuals and teams, at critical stages below.



PROMOTING POSITIVE CULTURE

How Lloyds Banking Group embeds a positive workspace for colleagues during pregnancy and maternity leave



Senior Leadership
Role Models

I&D Networks
Family Matters

Mentoring

Specialist HR support

By 2020 - target 40%
women in leadership

Normalise Flexible
Working

THANK YOU