

Equality Impact Assessment

Title of the policy/report /strategy/service	Flexible Working Policy
Date	25 th March 2013
Lead Officer	Elaine Griffin
Who else is involved in undertaking this assessment?	Chris Morris Rebecca Jenner

Step 1 – Overview of policy/function being assessed

<p>A. Outline: What is the purpose of this policy? (specify aims and objectives)</p> <p>The policy is designed to set out eligibility criteria, the right to request and duty to consider, points for managers to consider in making a decision, the procedure and practical considerations relating to flexible working requests. It is designed to ensure that employees and managers are aware of employee's rights and that they are applied in a fair and consistent manner.</p>
<p>B. What specific groups are the policy designed to affect/impact?</p> <p>The policy and procedure is an internal process which impacts on eligible employees but not directly on service users or the public at large.</p>
<p>C. Which groups have been consulted as part of the creation or review of the policy?</p> <p>Unison Human Resources</p>

Step 2 – What we already know and where there are gaps

<p>A. List any existing information/data you have/monitor about different diverse groups in relation to this policy? Such as in relation to ethnicity, religion, sexual orientation, disability, age, gender, transgender etc.</p> <p>Data/information such as:</p> <ul style="list-style-type: none"> ▪ Consultation ▪ Previous Equality Impact Assessments ▪ Demographic information ▪ Anecdotal and other evidence
<p>No equality information is currently collated in respect of those requesting flexible working.</p>
<p>B. What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (please list)</p>
<p>HR to consult with the Equalities Officer regarding the possible future collation of equalities information.</p>

Step 3 – Do we need to seek the views of others? If so, who?

<p>A. In light of the answers you have given in step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.</p>
<p>Equalities Officer, as above.</p>

Step 4 – Assessing the impacts

	In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the groups specified and provide an explanation for your decision. (please refer to the general duties on the front page)
A. Age	No data is available. The policy refers to the age of children in respect of statutory rights, which may result in an indirect age impact. However the policy is age neutral as all HDC staff are covered by the policy, regardless of caring responsibilities.
B. Disability (physical, visual, hearing, learning disabilities, mental health)	The policy is neutral. However, there could be positive impacts for some employees for whom the ability to request flexible working might assist in the management of a disability. The HR Department will work with the ICT and Communications Departments and Equality Officer in order to improve the online accessibility of the policy and procedure. Hard copies are available via the HR department.
C. Gender / Sex	The policy is likely to be used by women more than men due to a higher proportion of women being primary carers. However, the policy is available to all staff, regardless of carer / parental status and could have a positive impact for secondary carers.
D. Religious Belief	Positive impact as the policy gives employees the opportunity to request a working pattern which could accommodate any religious practices.
E. Racial Group	The policy is neutral and is available to all staff.
F. Sexual Orientation	The policy is neutral and is available to all staff.
G. Transgender	The policy is neutral and is available to all staff.
H. Other protected groups (pregnancy & maternity, marriage & civil partnership)	The policy is neutral in respect of most groups. However, there are possible positive impacts of those who are carers or have disabled children who are specifically mentioned within the policy due to their statutory rights. There are also possible positive impacts for those returning from maternity leave.
I. Other socially excluded groups (low literacy, priority neighbourhoods, socio-economic, etc)	No employee data is kept regarding socio-economic status of employees but as HDCs commitment to equality will be observed during the implementation of the policy and procedure all employees should be treated fairly and reasonable additional support offered if required. There may be positive impacts on those who have other responsibilities.
J. All	The HR department consider that the policy is easy to follow and fair to the employee. Followed correctly, the policy and procedure should not treat any employee less favourably than another.

Step 5 – Action Plan

Please include any identified concerns/actions/issues in this action plan: <i>The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan</i>			
Question Number (Ref)	Action	Responsible Officer	Target Date
2b	Discuss the possible collection of data with the Equalities Officer.	EYG	31/03/14
4b	Liaise with ICT, Equalities Officer and Communications regarding online accessibility	EYG	31/03/14

Step 6 – Who needs to know about the outcomes of this assessment and how will they be informed

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	✓	The EIA and the policy will be published on the intranet. Managers of staff without access to the intranet will be asked to issue the revised policy.
Service users	✓	The EIA will be published on the internet.
Partners and stakeholders	✓	The EIA will be published on the internet.
Others	✓	The EIA will be published on the internet.
To ensure ease of access, what other communication needs/concerns are there?	✓	Hard copies of the EIA and policy will be available from the Human Resources Department.

Step 7 – Conclusion (to be completed and signed by the Service head)

Please delete as appropriate
I agree with this assessment / action plan
If <i>disagree</i>, state action/s required, reasons and details of who is to carry them out with timescales: N/A
Signed (Service Head): Kate Frow – Human Resources Manager
Date: 30 th April 2013

Please send completed & signed assessment to the Equality and Diversity officer.