

Equality Impact Analysis Form

1. Equality Impact Analysis (EqIA) Form

Title of EqIA (policy/change it relates to)	Flexible working scheme	Date	25 July 2018
Team/Department	HR and Organisational Development		
<p>Focus of EqIA</p> <p>What are the aims of the new initiative? Who implements it? Define the user group impacted? How will they be impacted?</p>	<p>Aims of the new initiative: To update the Flexible Working scheme in line with legislation and best practice</p> <p>Who implements it: Managers and HR</p> <p>User group affected: All employees</p> <p>How will they be impacted: They will only be impacted if they make a flexible working request</p>		

2. Review of information, equality analysis and potential actions

Please fill in when appropriate to the change. If it does not, please put N/A

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff ALL DATA IS FROM E&D REPORT 2016/17	What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	What can you do? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
Age	Under 20 – 1.7% 20-29 – 6.2% 30-39 – 15.9% 40-49 – 26.6% 50-59 – 34% 60-64 – 10.2% 65+ - 5.4%	N/A	No impact	N/A
Disability	3% have a disability	N/A	Positive impact: those with disabilities will have the ability to structure their work pattern around there needs through flexible working requests. For instance those4 with mobility issue can work from home reducing issues with commuting in,	We will make the process for flexible working applications clear, communicating with all staff so that those that might benefit from this positive impact are aware.
Gender reassignment	No data available	N/A	No impact	N/A

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Pregnancy and maternity		N/A	Positive Impact: greater flexibility would allow for a gradual easing out (when pregnant) and returning to work (towards the end of maternity leave) for this group.	N/A
Race	4.2% are from BAME groups	N/A	No impact	N/A
Religion or belief	Christian – 56.4% Non-Christian – 3.5% No religion – 21% Not known – 19.3%	N/A	No impact	N/A
Sex/Gender	72% female 28% male 35% of staff are part time females 5% of staff are part time males	N/A	No impact	N/A

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Sexual orientation	Heterosexual – 77.9% LGBT – 2.3% Unknown – 19.5%	N/A	No impact	N/A
Marriage and civil partnership	No data available	N/A	No impact	N/A

Assessment of overall impacts and any further recommendations

We are content that the policy does not create the potential for direct or indirect discrimination.

3. List detailed data and/or community feedback which informed your EqIA (If applicable)

Title (of data, research or engagement)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)

EQUALITY & DIVERSITY ANNUAL REPORT 2016/17	N/A	N/A	N/A
SICKNESS ABSENCE ANNUAL REPORT 2016/17	N/A	N/A	N/A

4. Prioritised Action Plan (If applicable)

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
NB: These actions must now be transferred to service or business plans and monitored to ensure they achieve the outcomes identified.				
Beneficial impact for Pregnancy and maternity, and Disability	Promotion of flexible working via internal comms	Member of these groups will make use of the scheme if it suits their individual circumstances	This is a positive impact and uptake of the scheme is based on an individual's circumstances so no formal measures are being adopted.	Ongoing

EqIA sign-off: (for the EQIA to be final an email must sent from the relevant people agreeing it or this section must be signed)

Lead Equality Impact Assessment officer: Nathan Bookbinder

Date: 25/07/18

Directorate Management Team rep or Head of Service: Kate Leeke

Date: 25/07/18

Author of Equality Impact Analysis: Claire Kirby

Date: 25/07/18