

**EQUALITY IMPACT ANALYSIS
FLEXIBLE WORKING POLICY
HaRD 007**

Policy / Project / Function:	Flexible Working Policy HaRD 007
Date of Analysis:	11/11/13
This Equality Impact Analysis was completed by: (Name and Department)	Janet Thacker HR Department
What are the aims and intended effects of this policy, project or function ?	<ul style="list-style-type: none"> The CCG is committed to providing a range of flexible working options for employees in order to maintain a committed and skilled workforce, able to deliver high quality, cost effective services in an environment which maximises opportunities for employees to balance work and personal commitments.
Please list any other policies that are related to or referred to as part of this analysis	<ul style="list-style-type: none"> Special Leave (not explicit but inferred)
Who does the policy, project or function affect ? Please Tick ✓	✓ Employees Service Users <input type="checkbox"/> Members of the Public <input type="checkbox"/> Other (List Below) <input type="checkbox"/>

1. Equality Impact Analysis: Screening

	Could this policy have a positive impact on...		Could this policy have a negative impact on...		Is there any evidence which already exists from previous (e.g. from previous engagement) to evidence this impact
	Yes	No	Yes	No	
Race	✓		<input type="checkbox"/>	✓	It is not considered that the flexible working framework would have any differential impact on people of different racial groups. However, where different racial groups face specific cultural necessities which may require a different working pattern, the flexible working policy will provide a mechanism to address this need.
Age	✓			✓	Potential impact for older people supporting flexible retirement and younger people who are unable to drive who may be able to travel where this is required.
Sexual Orientation	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	
Disabled People	✓		<input type="checkbox"/>	✓	Potential positive impact in staff with disabilities where adjusting their work pattern might help them to continue to work.
Gender	✓		<input type="checkbox"/>	✓	Whilst open to men and women, it is likely that more women will benefit from this with childcare commitments.
Transgender People	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	
Pregnancy and Maternity	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	
Marital Status	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	
Religion and Belief	✓		<input type="checkbox"/>	✓	Where groups of staff require a different working pattern to support them to follow their religion or belief, the flexible working policy may help to address this need.
Reasoning	This policy will provide a framework for all staff to use to support a better work-life balance.				

If there is no positive or negative impact on any of the Nine Protected Characteristics go to Section 7

2. Equality Impact Analysis: Local Profile Data

Local Profile/Demography of the Groups affected (population figures)

This is an employment policy and therefore workforce data is more relevant to this Impact Assessment

General	Total number of employees in the CCG is 24
Age	12% of staff employed are under 30 17% of staff are over 55 71% are aged 30-55
Race	79% staff employed in the CCG are White 8% staff are Non-white 13% of staff have are not stated/undefined their ethnicity
Sex	46% staff employed are female 54% staff employed are male
Gender reassignment	No information at this stage
Disability	83% of staff employed declared themselves as having no disability No staff have declared a disability 17% did not declare /undefined
Sexual Orientation	75% of staff described themselves as heterosexual 25% did not wish to respond /undefined
Religion, faith and belief	Christianity is the largest religious group declared by staff in the CCG (38%) 33% of staff have other beliefs/religious beliefs 29% were undefined or did not wish to declare
Marriage and civil partnership	73% of employees are married. No employees are in a civil partnership
Pregnancy and maternity	No information yet as the CCG has not been established long enough to build meaningful data

3. Equality Impact Analysis: Equality Data Available

<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1. Application success rates <i>Equality Groups</i> 2. Complaints by <i>Equality Groups</i> 3. Service usage and withdrawal of services by <i>Equality Groups</i> 4. Grievances or decisions upheld and dismissed by <i>Equality Groups</i> 5. <i>Previous EIAs</i> 	<p>Yes – employment profile data only at this stage</p> <p>No</p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document).</p>
<p>List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</p>	<p>Consultation has taken place both locally and nationally with Trade Unions and staff</p>
<p>Promoting Inclusivity How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation</p>	<p>This Policy does not directly promote inclusivity, however, it provides a framework to balance work and personal life. If applied equitably, it should support the aim of promoting equality and diversity in the workplace</p>

4. Equality Impact Analysis: Assessment Test

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
Gender (Men and Women)		✓		Whilst open to men and women, it is likely that more women will benefit from this with childcare commitments. 46 %of staff are female
Race (All Racial Groups)		✓		It is not considered that the flexible working framework would have any differential impact on people of different racial groups However, where different racial groups face specific cultural necessities which may require a different working pattern, the flexible working policy will provide a mechanism to address this need
Disability (Mental and Physical)		✓		Potential positive impact in staff with disabilities where adjusting their work pattern might help them to continue to work. No employee has declared themselves disabled at this stage, but this could change in the future
Religion or Belief		✓		Where an individual member of staff may require a different working pattern to support them to follow their religion or belief, the flexible working policy may help to address this need.
Sexual Orientation (Heterosexual, Homosexual and Bisexual)	✓			

Equality Impact Analysis: Assessment Test (continued)

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
Pregnancy and Maternity	✓			
Transgender	✓			
Marital Status	✓			
Age		✓		Potential impact for older people supporting flexible retirement and younger people who are unable to drive who may be able to travel where this is required. Whilst 12% of employees are under 30, none of these are restricted by age from driving

5. Action Planning

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
The policy should be monitored to ensure it is applied equitably	Monitor the use of the policy annually	CCG HR Manager	Review after one year	Oct 2014

6. Equality Impact Analysis Findings

Analysis Rating:	Red	Red/Amber	Amber	✓ Green
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		Actions	Wording for Policy / Project / Function
Red Stop and remove the policy	Red: As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the use of the policy be suspended until further work or analysis is performed.	Remove the policy Complete the action plan above to identify the areas of discrimination and the work or actions which needs to be carried out to minimise the risk of discrimination.	No wording needed as policy is being removed
Red Amber Continue the policy	As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken.	The policy can be published with the EIA List the justification of the discrimination and source the evidence (i.e. clinical need as advised by NICE). Consider if there are any potential actions which would reduce the risk of discrimination. Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.	As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason exists which justifies the use of this policy and further professional advice. <i>[Insert what the discrimination is and the justification of the discrimination plus any actions which could help what reduce the risk]</i>

Equality Impact Findings (continued):

		Actions	Wording for Policy / Project / Function
<p>Amber</p> <p>Adjust the Policy</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p>	<p>The policy can be published with the EIA</p> <p>The policy can still be published but the Action Plan must be monitored to ensure that work is being carried out to remove or reduce the discrimination.</p> <p>Any changes identified and made to the service/policy/ strategy etc. should be included in the policy.</p> <p>Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p> <p><i>[Insert what the discrimination is and what work will be carried out to reduce/eliminate the risk]</i></p>
<p>Green</p> <p>No major change</p>	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>	<p>The policy can be published with the EIA</p> <p>Another EIA must be completed if the policy is changed, reviewed or if any discrimination is identified at a later date</p>	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>

Brief Summary/Further comments	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage. Monitoring the use of this policy will, however, be essential.</p>
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Approved By :		
Job Title :	Name :	Date :