

REMOTE ACCESS AND HOME WORKING POLICY
HaRD 047

EQUALITY IMPACT ANALYSIS

1. Equality Impact Analysis											
Policy / Project / Function:	Remote Access and Home Working Policy										
Date of Analysis:	24 January 2014										
This Equality Impact Analysis was completed by: (Name and Department)	Christine Brown – Workforce service										
What are the aims and intended effects of this policy, project or function ?	NHS Harrogate and Rural District Clinical Commissioning Group hereafter known as ‘the CCG’ recognises that working from remote locations, as part of the flexible working arrangements that the CCG supports, can bring advantages both to the staff member and to the organisation. These may include: flexibility around issues such as dependent care or disability issues, reduced costs, better use of time, convenience, freedom from transport problems, reduced personal risk and ecological benefits										
Please list any other policies that are related to or referred to as part of this analysis?	<ul style="list-style-type: none"> • Acceptable Use Guidelines, Mobile Computing Procedures, E-mail and Internet Policy and Use of Encryption Technology Policy. • Business Conduct Policy • Information Governance procedures and policies <li style="padding-left: 20px;">Absence Reporting procedure 										
Who does the policy, project or function affect? Please Tick ✓	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Employees</td> <td style="text-align: right;">✓</td> </tr> <tr> <td>Service Users</td> <td></td> </tr> <tr> <td>Members of the Public</td> <td></td> </tr> <tr> <td>Other (List Below)</td> <td style="text-align: right;">✓</td> </tr> <tr> <td colspan="2" style="text-align: center; padding-top: 10px;">Independent contractors and agency staff</td> </tr> </table>	Employees	✓	Service Users		Members of the Public		Other (List Below)	✓	Independent contractors and agency staff	
Employees	✓										
Service Users											
Members of the Public											
Other (List Below)	✓										
Independent contractors and agency staff											

2. 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"/>	✓		✓	Considered, no impact
Age	<input type="checkbox"/>	✓		✓	Considered, no impact
Sexual Orientation	<input type="checkbox"/>	✓		✓	Considered, no impact
Disabled People	✓			✓	Occasional / regular / permanent working from home may be used as a reasonable adjustment depending upon the circumstances of each particular case and the operational / business needs.
Gender	✓			✓	The opportunity to work from home may provide some workers with caring responsibilities (often women), the opportunity to work more flexibly
Transgender People	<input type="checkbox"/>	✓		✓	Considered, no impact
Pregnancy and Maternity	<input type="checkbox"/>	✓		✓	Considered, no impact
Marital Status	<input type="checkbox"/>	✓		✓	Considered, no impact
Religion and Belief	✓			✓	Potential to allow certain staff who wish to work during a religious festival they do not observe and who may not have access to an office, to work from home, by agreement. (For example, a member of staff who does not wish to observe the Christmas holiday might be allowed to work from home during the holiday, where their office is closed.)

Reasoning

Any review of the policy should cover how it has been applied and not just its intention. Potentially positive impact on staff with disabilities and staff with certain religious or other beliefs

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

3 Equality Impact Analysis: Local Profile Data

Local Profile/Demography of the Groups affected as at Oct 2014	
General	Total number of employees in the CCG is 24
Age	75% are aged 30-55 25% of staff are over 55 No employees are under 30
Race	87.49% staff employed in the CCG are White 4.17% staff are Black 4.17% staff are Asian 4.17% of staff have not stated/undefined their ethnicity
Sex	58.34% staff employed are male 41.68% staff employed are female
Gender reassignment	No information at this stage
Disability	91.67% of staff employed declared themselves as having no disability 8.33% did not declare /undefined No staff have declared a disability
Sexual Orientation	87.5% of staff described themselves as heterosexual 12.5% did not wish to respond /undefined
Religion, faith and belief	Christianity is the largest religious group declared by staff in the CCG (45.83%) 25% declared themselves Atheist 20.83% were undefined or did not wish to declare 4.17% of staff have other beliefs/religious beliefs 4.17% of staff declared themselves Buddhist
Marriage and civil partnership	83.33% of employees are married. No employees are in a civil partnership. The remainder (16.67%) are single / divorced / legally separated or widowed
Pregnancy and maternity	No information yet as the CCG has not been established long enough to build meaningful data

4. 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 <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></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 nationally and locally</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>The policy supports promoting inclusivity as it has the potential to have a positive impact on some some protected groups (see above)</p>

5. 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 Genuine Determining Reason exists
Gender (Men and Women)		✓		The opportunity to work from home may provide some workers with caring responsibilities (often women) the opportunity to work more flexibly 70% of the staff employed are female.
Race (All Racial Groups)	✓			Considered, no impact
Disability (Mental and Physical)		✓		Occasional/regular/permanent working from home may be used as a reasonable adjustment depending upon the circumstances of each particular case and the operational/business needs. Currently no employees in the CCG have declared themselves disabled. However the policy will facilitate support to staff who become disabled in the course of their employment or staff who are newly recruited to the CCG in the future and may have a disability.
Religion or Belief		✓		Potential to allow certain staff who wish to work during a religious festival they do not observe and who may not have access to an office, to work from home, by agreement. (For example, a member of staff who does not wish to observe the Christmas holiday might be allowed to work from home during the holiday, where their office is closed.). 9% of staff in the CCG have declared they follow a faith that is not Christianity
Sexual Orientation (Heterosexual, Homosexual and Bisexual)	✓			Considered, no impact

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 Genuine Determining Reason exists
Pregnancy and Maternity	✓			Considered, no impact
Transgender	✓			Considered, no impact
Marital Status	✓			Considered, no impact
Age	✓			Considered, no impact

1. 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:

2. Equality Impact Analysis Findings

Analysis Rating:	<input type="checkbox"/> Red	<input type="checkbox"/> Red/Amber	<input type="checkbox"/> Amber	<input checked="" type="checkbox"/> Green
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		Actions	Wording for Policy / Project / Function
<p>Red</p> <p>Stop and remove the policy</p>	<p>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.</p>	<p>Remove the policy</p> <p>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.</p>	<p>No wording needed as policy is being removed</p>
<p>Red Amber</p> <p>Continue the policy</p>	<p>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.</p>	<p>The policy can be published with the EIA</p> <p>List the justification of the discrimination and source the evidence (i.e. clinical need as advised by NICE).</p> <p>Consider if there are any potential actions which would reduce the risk of discrimination.</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 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.</p> <p><i>[Insert what the discrimination is and the justification of the discrimination plus any actions which could help what reduce the risk]</i></p>

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	
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Approved By		
Job Title:	Name:	Date: