

WORKING TIME REGULATIONS POLICY

February 2015

Authorship :	CSU Workforce Policy Lead
Committee Approved :	CCG Senior Management Team and Joint Trade Union Partnership Forum
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Sustainability Impact Assessment :	Completed
Target Audience :	Governing Body and its Committees and Sub-Committees and CCG Staff
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The on-line version is the only version that is maintained. Any printed copies should, therefore, be viewed as ‘uncontrolled’ and as such may not necessarily contain the latest updates and amendments.

POLICY AMENDMENTS

Amendments to the Policy will be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Issued by	Nature of Amendment	Approved by and Date	Date on Intranet
1.0	Harrogate and Rural District Clinical Commissioning Group	New Policy	JTUPF 03 February 2015 and HaRD SMT 17 November 2014	09 February 2015

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1 INTRODUCTION

- 1.1 Harrogate and Rural District Clinical Commissioning Group (HaRD CCG) hereafter referred to as the 'CCG' understand that the monitoring and enforcement of working time regulations (WTR) are a vital tool in ensuring the working time and working patterns of employees of the CCG are conducive to a healthy workplace for both staff and patients.
- 1.2 The Working Time Directive 1998 lays down minimum conditions relating to weekly working time, rest entitlements and annual leave, and makes special provision for working hours and health assessments in relation to night workers.
- 1.3 The Directive imposes responsibilities on both managers and employees to ensure that working time conditions and safe working arrangements are observed. This policy outlines those responsibilities as well as providing guidance on how the working time regulations apply to the CCG and its employees.

2 ENGAGEMENT

This policy has been developed by the Business Service Authority (BSA) and adapted for local use by North Yorkshire and Humber Commissioning Support Unit's workforce team in partnership with employees, managers and trade unions and approved at the Joint Trade Union Partnership Forum (JTUPF).

3 IMPACT ANALYSES

3.1 Equality

In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

In developing this policy, an Equality Impact Analysis has been undertaken and the results are attached at Appendix 2.

3.2 Sustainability

The policy has been assessed against the CCG's Sustainability themes and the results are attached at Appendix 3.

3.3 Bribery Act 2010

The CCG follows good NHS business practice as outlined in the Business Conduct Policy and the Conflicts of Interest Policy and has robust controls in place to prevent bribery. Due consideration has been given to the Bribery Act 2010 in the development of this policy document and no specific risks were identified.

4 SCOPE

This policy applies to all employees at the organisation. The Working Time Regulations also covers workers whilst they are working at the CCG, for example

agency workers and some contractors. This policy supersedes all previous policies on Working Time Directive.

5 POLICY PURPOSE AND AIMS

- 5.1 This document sets out the CCG's standard Working Time Regulations and includes staff undergoing secondary employment. It has been drafted to comply with statutory requirements. This should be read together with other relevant CCG policies, procedures and local guidance.
- 5.2 The Policy and Procedures may be reviewed at the request of Management or Staff Side by giving four weeks' written notice with reasons for the review.

6 DEFINITIONS

- 6.1 Adult Worker a worker aged 18 or over
- 6.2 Night Time means a period:
a. which includes the period between 11pm and 6am
- 6.3 Night Work someone who normally works at least three hours during night-time on a regular basis.
- 6.4 Night Worker a worker who, as a normal course, regularly works at least 3 hours during night time
- 6.5 On Call counts as working time from when the employee is called upon to undertake any work related activity up until the time the employee returns home or finishes advising over the telephone. Where employees are on-call but otherwise free to pursue time as their own, this will not count towards working time. This method of calculating working time will not effect on-call payments.
- 6.6 Rest Break means an uninterrupted break that is taken during the working day
- 6.7 Rest Period means a period which is not working time, other than a break or leave to which the worker is entitled
- 6.8 Shift Work means a method of organising work in shifts whereby workers succeed each other at the same workstations according to a certain pattern including a rota, entailing the workers to work at different times over a given period of days or weeks
- 6.9 Shift Worker a worker whose work schedule is part of shift work
- 6.10 Worker is defined as someone who has a contract of employment with the CCG, or any other contract, whether expressed or implied and whereby the individual undertakes to do or perform personally any work or services for the CCG
- 6.11 Working Time means
a. any period during which a worker is working
b. any period during which a worker is receiving relevant

- training
 - c. travelling time whilst on CCG business
 - d. time to attend civic and public duties, health and safety and trade union duties
- 6.12 Working Time Working times excludes annual leave, sick leave, maternity / adoption leave as the worker is not required to carry out any duties during these times
- 6.13 Young Worker a worker over school leaving age but under the age of 18

7 ROLES / RESPONSIBILITIES / DUTIES

7.1 Joint Responsibility

Good working relations are vital for the CCG to operate successfully and provide its essential services. Management, trade unions and employees accept the responsibility of working together on issues in good faith and with goodwill with the shared intention of facilitating good working relations. Both the CCG and staff side would wish to discourage any individual from exceeding the 48 hours per week maximum average.

7.2 HR Responsibility

- To work in partnership with managers and Employee Representatives to ensure employees are treated fairly and consistently within the framework of the policy.
- To advise managers of options available should an employee be managed under this policy.
- To record on the personnel file any individual who have opted out of the maximum working week due to secondary employment and the expiry date of the opt-out agreement. If employees wish to opt out of the maximum working week, please see Appendix 1.

7.3 Manager Responsibility

- To ensure that the regulations outlined in this document are adhered to at all times and ensure their staffing rotas are Working Time Directive compliant.
- To ensure employees are made aware of this policy and understand their responsibilities in relation to it.
- To ensure the working hours of their staff are monitored to ensure that they are not in breach of the policy.
- To keep appropriate records pertaining to annual leave and bank holidays for their employees.
- To ensure that employees take their entitled rest period and breaks to reduce the risk of fatigue, loss of concentration and associated stress.

7.4 Employee Responsibility

- Ensure they take appropriate rest breaks in agreement with their line manager and in line with this policy.
- Inform their line manager of any additional employment and the hours they work, including bank and agency work.

- Make their manager aware if they believe that their working pattern is in breach of this policy.
- Where an employee is uncertain as to the application of any aspect of the regulations, they should contact Human Resources for further clarification.

8. IMPLEMENTATION

8.1 The Joint Trade Union Partnership Forum Committee is responsible for formal approval, monitor the compliance of this policy and report any action taken from this policy to the CCG's Health and Safety Committee were one exists. Following ratification the policy will be disseminated to staff via the organisations intranet.

8.2 The policy and procedure will be reviewed periodically by Human Resources in conjunction with managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

All employees will receive notification that the policy has been approved and will receive confirmation of where the policy is located.

This policy should be incorporated as part of the employee induction process for all new employees joining the CCG.

9 TRAINING AND AWARENESS

Training and support will be available to all line managers in the implementation and application of this policy.

10 MONITORING AND AUDIT

The implementation of this policy will be audited on an annual basis by the Workforce team and reported to the CCG senior leadership team. The Health and Safety Committee, were one exists, should also be informed when this policy is audited.

11 POLICY REVIEW

This policy will be reviewed every three years by the Workforce team in conjunction with operational managers and trade union representatives. Earlier review may be required in response to exceptional circumstances, organisational change or relevant changes in legislation or guidance. Where review is necessary due to legislative change, this will happen immediately.

12 REFERENCES

- Working Time Directive 1998
- Agenda for Change Terms and Conditions Handbook

13 ASSOCIATED DOCUMENTATION

- Disciplinary Policy
- Annual Leave Policy
- Grievance Policy
- Business Conduct Policy
- Secondary Employment Policy

PROCEDURE

1 PRINCIPLES OF THE WORKING TIME REGULATIONS AND SECONDARY EMPLOYMENT

The Working Time Regulations came into force in the United Kingdom on 1st October 1998. They were introduced as a health and safety measure and cover rest periods, working time limits, night work, secondary employment and annual leave. They control both hours of work, and the pattern in which work can be organised.

2 WORKING TIME LIMITS

- 2.1 A member of staff must not work more than an average of 48 hours per week, calculated over a 17-week reference period.
- 2.2 In exceptional circumstances for those health professionals providing continuous care relating to reception, treatment or care of patients, the reference period may be extended to a maximum of 26 weeks with the agreement of the relevant Trade Union and management representative.
- 2.3 Young workers, those over the minimum school leaving age but under 18, may not work more than 8 hours a day or 40 hours a week. These hours cannot be averaged out, and there is no opt-out available

3 REST PERIODS

- 3.1 Staff are entitled to daily and weekly rest periods and in work rest breaks :
 - A daily rest period of not less than 11 consecutive hours in each 24-hour period during which the employee works.
 - Employees are entitled to an uninterrupted weekly rest period of not less than 35 hours (including the 11 hours of daily rest) in each seven day period. This may be averaged over two weeks i.e., two days' rest over a fortnight. Where this is not possible they should receive equivalent rest over a 14 day period, either as one 70 hour period or two 35 hour periods.
 - A minimum uninterrupted break of 20 minutes if your daily working time exceeds 6 hours. The break is unpaid.
 - Young workers are entitled to a break of 30 minutes if they work a 4½-hour period. They are entitled to a daily rest period of 12 consecutive hours in each 24-hour period and to 48 hours' uninterrupted rest in any seven day period.
- 3.2 Please note that breaks are intended to be taken as rest periods during the working day. They cannot therefore be used at the beginning or end of the working day in order that employees may delay their start or finish early.
- 3.3 If employees cannot take their daily and weekly rest periods, for business reasons and agreed with their line manager, they are entitled to compensatory rest.
- 3.4 Unless there are exceptional circumstances, equivalent periods of compensatory rest should be given. Exceptional circumstances would include a need to provide security or protect persons or property, a foreseeable surge in activity e.g., winter pressures, or unforeseen circumstances beyond the employers control, e.g., unexpected weather, major incident, pandemic which demand extra work to be carried out.

- 3.5 Compensatory rest should be taken as soon as is reasonably practicable, and normally within two weeks.
- 3.6 Where breaks are provided but not taken, or because of an emergency staff cannot be given compensatory rest, managers must work closely with the affected member(s) of staff in order to identify any health and safety concerns.

4 SECONDARY EMPLOYMENT

When an employee declares interest in secondary employment a meeting will take place to discuss the implications on the service and working time regulations before an agreement is made. Employees should refer to their contract of employment which will include more information around secondary employment.

5 ON CALL

For the purpose of the WTR working time will not start until the employee on call receives a call to go to work immediately, or responds to a call to deal with an incident over the phone and continues for the period they are working.

6 ANNUAL LEAVE

- 6.1 Under the WTR a worker is entitled to a minimum of 28 days paid leave per annum, including bank holidays.
- 6.2 Employees are encouraged to take their full contractual annual leave as per their contract of employment. For health and safety reasons employees must as a minimum take their full statutory holiday entitlement allowance in accordance with the appropriate terms and conditions and staff only carry over minimum allowance approved by their line manager at the end of the leave year in exceptional circumstances.

7 NIGHT WORK

- 7.1 Night-time is defined by the period from 11.00 p.m. - 6.00 a.m. It has been agreed that those staff who work on a 24-hour rotation which results in working regularly during night-time may be classed as night workers.
- 7.2 Time worked as overtime on a night-shift is not normal work and therefore the employee would not be classed as a night-worker. A night worker should not exceed an average of 8 hours in 24 hours over a 17-week period.
- 7.3 Where night workers are identified by a medical practitioner to suffer from health and safety problems relating to the performance of night work the CCG should consider transferring them to suitable available day work.
- 7.4 Additional requirements may need to be met with the line manager and staff for further advice the HR team or Occupational Health should be contacted.

8 APPEAL

- 8.1 The Employee reserves the right to invoke the grievance procedure if they feel their working conditions are not in line with the requirement of this policy or where the employee feels they have been unfairly treated in relation to their working time.

9 RECORDS

Line Managers are responsible for ensuring records of secondary employment, are to be kept securely on personnel files as well as other documentation regarding working time limits.

10 NO DETRIMENT

- 10.1 No employee should suffer any detriment as a result of exercising any entitlement under the directive. This includes any discrimination or disadvantage because of family or carer responsibilities.
- 10.2 Employees should raise any concerns with their line manager in the first instance or their Human Resources / Staff Side representative as soon as they arise.

Appendix 1

Working Time Regulations 1998 – OPT OUT FORM

Under the regulations I am entitled not to work for more than an average of 48 hours per week.

In completing this form, I am choosing to opt out of the 48 hour working limit. Please note that rest periods and breaks still apply.

Agreement

I hereby give you notice that I am willing to work, more than an average of 48 hours a week.

In opting out of the 48-hour limit, I agree that I will not work excessively long hours where this may be a risk to the health and safety of my colleagues, the public or myself.

This agreement is to remain effective for an indefinite period and I understand that should I wish to terminate this agreement, I can do so at any time by providing my manager with written notice of my intention to do so.

Signed:

Department:

Date:.....

Please return to your manager, who is required to keep a copy of this form on your personal file.

Appendix 2

1. Equality Impact Analysis							
Policy / Project / Function:	Working Time Regulations Policy						
Date of Analysis:	08 September 2014						
This Equality Impact Analysis was completed by: (Name and Department)	Workforce Service						
What are the aims and intended effects of this policy, project or function?	This document sets out the CCG's standard Working Time Regulations and includes staff undergoing secondary employment. It has been drafted to comply with statutory requirements.						
Please list any other policies that are related to or referred to as part of this analysis	<ul style="list-style-type: none"> • Disciplinary Policy • Annual Leave Policy • Grievance Policy • Business Conduct Policy • Secondary Employment Policy 						
Who does the policy, project or function affect?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Employees</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Service Users</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Members of the Public</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Employees	<input checked="" type="checkbox"/>	Service Users	<input type="checkbox"/>	Members of the Public	<input type="checkbox"/>
Employees	<input checked="" type="checkbox"/>						
Service Users	<input type="checkbox"/>						
Members of the Public	<input type="checkbox"/>						
Please Tick ✓	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Other (List Below)</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="2">Agency workers</td> </tr> <tr> <td colspan="2">Some contractors</td> </tr> </table>	Other (List Below)	<input checked="" type="checkbox"/>	Agency workers		Some contractors	
Other (List Below)	<input checked="" type="checkbox"/>						
Agency workers							
Some contractors							

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"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Considered – neutral impact
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Workers who are between the ages of 16-18 are required to work fewer hours than adults. Whilst the CCG does not employ anyone in this age group, the policy is written to adhere to the legislation with regard to this. This policy will have a positive effect on younger workers who may be more likely to have secondary employment.
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Considered – neutral impact
Disabled People	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	The policy provides for the CCG to consider transferring night workers who are identified by a medical practitioner to suffer from health problems relating to the performance of night work to suitable available day work. This could support disabled staff where this is a concern and provide a positive impact. Whilst no employees in the CCG have declared a disability, the policy adheres to legislation and is available to staff who may become disabled in the future.
Gender	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	This policy will have a positive effect on female workers who may be more likely to have secondary employment.

Transgender People	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Considered –neutral impact
Pregnancy and Maternity	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	The policy provides for the CCG to consider transferring night workers who are identified by a medical practitioner to suffer from health problems relating to the performance of night work to suitable available day work. This could support pregnant women where this identified as a concern.
Marital Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Considered –neutral impact
Religion and Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Considered –neutral impact
Reasoning					
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 July 2014

General	Total number of employees in the CCG is 22
Age	72.73% are aged 30-55 29.27% of staff are over 55 No employees are under 30
Race	90.9% staff employed in the CCG are White 4.55% staff are Black 4.55% of staff have are not stated/undefined their ethnicity
Sex	54.55% staff employed are male 45.45% staff employed are female
Gender reassignment	No information at this stage
Disability	86.36% of staff employed declared themselves as having no disability 13.64% did not declare /undefined No staff have declared a disability
Sexual Orientation	77.27% of staff described themselves as heterosexual 22.73% did not wish to respond /undefined
Religion, faith and belief	Christianity is the largest religious group declared by staff in the CCG (40.91%) 27.27% declared themselves Atheist 27.27% were undefined or did not wish to declare 4.55% of staff have other beliefs/religious beliefs
Marriage and civil partnership	81.81% of employees are married. No employees are in a civil partnership. The remainder (18.19%) 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? 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 employee data</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 with local Trade Unions representatives</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>Provision of a framework to ensure all staff adhere to legislation to support health and well-being</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 <i>Genuine Determining Reason</i> exists
Gender (Men and Women)	✓			This policy will have a positive effect on female workers who may be more likely to have secondary employment.
Race (All Racial Groups)	✓			Considered – neutral impact
Disability (Mental and Physical)		✓		The policy provides for the CCG to consider transferring night workers who are identified by a medical practitioner to suffer from health problems relating to the performance of night work to suitable available day work. This could support disabled staff where this is a concern and provide a positive impact. Whilst no employees in the CCG have declared a disability, the policy adheres to legislation and is available to staff who may become disabled in the future.
Religion or Belief	✓			Considered – neutral impact
Sexual Orientation (Heterosexual, Homosexual and Bisexual)	✓			Considered – neutral impact
Pregnancy and Maternity		✓		The policy provides for the CCG to consider transferring night workers who are identified by a medical practitioner to suffer from health problems relating to the performance of night work to suitable available day work. This could support pregnant women where this identified as a concern.
Transgender	✓			Considered –neutral 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 <i>Genuine Determining Reason</i> exists
Marital Status	✓			Considered – neutral impact
Age		✓		<p>Workers who are between the ages of 16-18 are required to work fewer hours than adults. Whilst the CCG does not employ anyone in this age group, the policy is written to adhere to the legislation with regard to this.</p> <p>This policy will have a positive effect on younger workers who may be more likely to have secondary employment.</p>

6 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:

7 Equality Impact Analysis Findings

Analysis Rating:	Red	Red/Amber	Amber	✓ 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 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 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:

Appendix 3

SUSTAINABILITY IMPACT ASSESSMENT

Staff preparing a policy, Governing Body (or Sub-Committee) report, service development or project are required to complete a Sustainability Impact Assessment (SIA). The purpose of this SIA is to record any positive or negative impacts that this is likely to have on sustainability.

Title of the document	Working Time Regulations Policy
What is the main purpose of the document	The purpose of this policy and procedure is to outline the rules set out by the CCG for the working time regulations for employees
Date completed	03 February 2015
Completed by	Y&HCS Workforce Team

Domain	Objectives	Impact of activity Negative = -1 Neutral = 0 Positive = 1 Unknown = ? Not applicable = n/a	Brief description of impact	If negative, how can it be mitigated? If positive, how can it be enhanced?
Travel	Will it provide / improve / promote alternatives to car based transport? Will it support more efficient use of cars (car sharing, low emission vehicles, environmentally friendly fuels and technologies)? Will it reduce 'care miles' (telecare, care closer) to home? Will it promote active travel (cycling, walking)? Will it improve access to opportunities and facilities for all groups?	N/A		

Procurement	<p>Will it specify social, economic and environmental outcomes to be accounted for in procurement and delivery?</p> <p>Will it stimulate innovation among providers of services related to the delivery of the organisations' social, economic and environmental objectives?</p> <p>Will it promote ethical purchasing of goods or services?</p> <p>Will it promote greater efficiency of resource use?</p> <p>Will it obtain maximum value from pharmaceuticals and technologies (medicines management, prescribing, and supply chain)?</p> <p>Will it support local or regional supply chains?</p> <p>Will it promote access to local services (care closer to home)?</p> <p>Will it make current activities more efficient or alter service delivery models</p>	N/A		
Facilities Management	<p>Will it reduce the amount of waste produced or increase the amount of waste recycled?</p> <p>Will it reduce water consumption?</p>	N/A		
Workforce	<p>Will it provide employment opportunities for local people?</p> <p>Will it promote or support equal employment opportunities?</p> <p>Will it promote healthy working lives (including health and safety at work, work-life/home-life balance and family friendly policies)?</p> <p>Will it offer employment opportunities to disadvantaged groups?</p>	1	This policy will promote healthy and safety as it gives advice and legislation that enables individuals to take breaks and holidays and sustain a work/life balance.	This can be enhanced by directing all staff members to this policy so they understand their entitlement.

Community Engagement	<p>Will it promote health and sustainable development?</p> <p>Have you sought the views of our communities in relation to the impact on sustainable development for this activity?</p>	N/A		
Buildings	<p>Will it improve the resource efficiency of new or refurbished buildings (water, energy, density, use of existing buildings, designing for a longer lifespan)?</p> <p>Will it increase safety and security in new buildings and developments?</p> <p>Will it reduce greenhouse gas emissions from transport (choice of mode of transport, reducing need to travel)?</p> <p>Will it provide sympathetic and appropriate landscaping around new development?</p> <p>Will it improve access to the built environment?</p>	N/A		
Adaptation to Climate Change	<p>Will it support the plan for the likely effects of climate change (e.g. identifying vulnerable groups; contingency planning for flood, heat wave and other weather extremes)?</p>	N/A		
Models of Care	<p>Will it minimising 'care miles' making better use of new technologies such as telecare and telehealth, delivering care in settings closer to people's homes?</p> <p>Will it promote prevention and self-management?</p> <p>Will it provide evidence-based, personalised care that achieves the best possible outcomes with the resources available?</p> <p>Will it deliver integrated care, that co-ordinate different elements of care more effectively and remove duplication and redundancy from care pathways?</p>	N/A		