

**Equality Impact Assessment
Level One Assessment Form**

Service Area.....Human Resources

1. What is the name of the proposed policy, procedure, project etc to be assessed.	
Flexi Time Scheme	
2. What are the aims or intended outcomes of the policy to be assessed.	
The flexi time scheme was introduced some time ago to give staff and services greater flexibility within the expected working hours.	
3. Is there any potential public or staff concern that this function, policy or proposal may have a discriminatory impact	
PUBLIC No	STAFF No
4. Is there any other evidence (results of consultations, monitoring data etc) to suggest that the proposals could have an adverse/differential impact on the grounds of	
a. Race	Yes
b. Religion	Yes
(Both a & b – The scheme does not include reference to breaks for religious purposes eg, prayer times although such breaks have been allowed within the spirit of the scheme)	
c. Gender	Yes
HBC have “core times” within the flexi scheme which could be considered to be gender biased due to these being restricted to between 10 am and 4 pm (times employees are required to be in work). This could create issues for those employees with caring responsibilities who may wish to collect children from school without the need to reduce their hours	

<p>d. Disability</p> <p>As per c. – staff who have a disability may require more flexibility around working times to enable them to accommodate such conditions (eg, late starting due to mobility problems)</p> <p>e. Sexual Orientation</p> <p>f. Age</p>	<p>Yes</p> <p>No</p> <p>No</p>
<p>5. If there is no evidence are there any experts/ relevant groups who you can approach to explore their views on the issues</p>	
<p>Trade Unions and staff</p>	
<p>6. How will the views of these groups be obtained</p>	
<p>Through consultation via JCC</p>	
<p>7. Please detail the outcomes of these consultations</p>	
<p>Consult with relevant groups to determine if the existing scheme is causing difficulties for ETG and agree a way forward in addressing these.</p>	
<p>8. What are the risks (if any) associated with the policy in relation to the adverse/differential impact on the ETG's</p>	

Although it is evident that the scheme needs reviewing in view of the issues highlighted above, managers are encouraged to allow flexibility within the scheme. These are looked at on a case by case basis (eg, staff in benefits being allowed to take breaks for prayers, a disabled member of staff who is allowed to commence after 10am and work later than 6pm etc)

9. Considering the evidence above what priority would you give this policy in relation to the Equality Target Groups. Please provide a rationale for your conclusions

	High	Medium	Low
Disability		X	
Race		X	
Gender		X	
Sexual Orientation			X
Age			X
Religion or Belief		X	

10. If in your judgment the proposed service/policy etc does have an adverse impact? Can that impact be justified?

See above

11. What steps will you take to address any unjustified impact

Consult with staff and trade unions.

Look at other authorities flexi scheme to determine best practice

Review the flexi time scheme where practicable

12. Are there any additional resource implications for the steps that need to be taken, both in terms of time and finances	
<p>There will be a resource implication in terms of staff time to consult and liaise with other authorities and compare schemes.</p> <p>Relaxing the flexi time scheme core hours may result in staff arriving earlier or leaving later which would have potential security issues which again may increase costs if security systems require reviewing.</p>	
13. How will you monitor the effect of this function, policy etc on the equality target groups	
Staff consultation, staff survey results	
14. (HR Policies Only) Is the Policy consistent with employment Codes of Practice on Race, Gender and Disability? If not what else needs to be included	
Yes	
15. Does this Policy need to be fully impact assessed? Please give reasons	
Yes – For the reasons outlined above	

Name
Signed

Service
Dated

Service Manager Signature

Approved by Corporate Equalities Planning and Scrutiny Group

Signed

Date