

**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.**

Flexible Working Policy

**2. What are the aims or intended outcomes of the policy to be assessed.**

The policy aims to provide employees with choices in adopting a working pattern that enables them to balance their work responsibilities with other aspirations whilst meeting service and organisational needs.

**3. Is there any potential public or staff concern that this function, policy or proposal may have a discriminatory impact**

PUBLIC

STAFF

No

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 \*

b. Religion\*

c. Gender\*

d. Disability\*

e. Sexual Orientation\*

f. Age\*

\* No evidence as based on best practice, legislation and model policies and nothing identified during consultation process

**5. If there is no evidence are there any experts/ relevant groups who you can approach to explore their views on the issues**

Ongoing consultation with Trade Unions via the LJNCC and through the staff focus groups

**6. How will the views of these groups be obtained**

As above

**7. Please detail the outcomes of these consultations**

In depth consultation with trade unions at the policy development stage prior to approval of the policy in February 2004

**8. What are the risks (if any) associated with the policy in relation to the adverse/differential impact on the ETG's**

Non Identified

**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			*
Race			*
Gender	*		
Sexual Orientation			*
Age			*
Religion or Belief		*	

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

Potential issue for more flexibility in order to attract female managers to senior posts. This is identified as a potential issue due to the gender split for female/male managers within the organisation. More investigation and full impact assessment to be undertaken on the training/appraisal systems to identify any appropriate positive action. Any agreed outcomes may link to a potential review of the flexible working policy.

Include more flexibility guidance within the policy to address any flexibility requirements around religious breaks within core times for issues such as prayer times.

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

Ongoing monitoring and review. Application of the policy based

<p>on best practice and legislative requirements.</p> <p>Feedback from staff focus groups</p> <p>Ongoing consultation with Trade Unions</p> <p>Review of the flexible working policy as appropriate</p>	
<p><b>12. Are there any additional resource implications for the steps that need to be taken, both in terms of time and finances</b></p>	
<p>Non Identified</p>	
<p><b>13. How will you monitor the effect of this function, policy etc on the equality target groups</b></p>	
<p>The application of the flexible working policy is monitored on an ongoing basis. Within the policy, employees have the right to appeal against any decision to refuse a request to work flexible. There are also legislation surrounding the refusal of a request which is outlined within the policy. These cases are dealt with on a case by case basis.</p>	
<p><b>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</b></p>	
<p>Yes</p>	

**15. Does this Policy need to be fully impact assessed? Please give reasons**

No – the document is a policy based on best practice and complies with relevant employment legislation. The purpose of the policy is to give employees a range of choices in achieving a work life balance. There has to be a clear and justifiable business reason for refusing such a requests and these cases are closely monitored by HR personnel to ensure such refusals comply with legislative requirements.

As outlined above the policy will be reviewed on an ongoing basis in order to identify any issues arising from its application.

Name  
Signed

Service  
Dated

**Service Manager Signature**

Approved by Corporate Equalities Planning and Scrutiny Group

**Signed**

**Date**