

# Equality Impact Assessment

Title:	<b>Flexible Working Policy</b>	
Version:	<b>1.0</b>	
Date of draft:	<b>December 2017</b>	
Date approved by Equalities Group	<b>14 June 2018</b>	

## Section 1A: Overview

<b>Name of Policy, Procedure, Practice, Strategy or Service:</b>	Flexible Working Policy
<b>Service, Group, Team:</b>	Resources, Personnel
<b>Equality Assessment Lead Officer:</b>	Jo Watts
<b>Head of Service</b>	Jennifer Browne

<b>1B: Please state the intended outcomes of the policy</b>	<b>How will you know these have been achieved? <i>What performance monitoring is in place?</i></b>
<p>Erewash Borough Council believes that flexible working may help promote work-life balance, increase staff motivation and improve performance and productivity.</p>	<p>Employee satisfaction in the process. <b>How measured?</b></p> <p>Employees exercising their right to request flexible working in accordance with relevant legislation.</p> <p>Avoidance of legal challenges.</p>

**Section 2A: The policy. How will the policy/plan/strategy impact on residents, visitors, businesses or other agencies that we work with? *What work has been undertaken to advise these groups about the changes planned in the policy/plan/strategy?***

The policy will impact on employees of Erewash Borough Council.

Consultation has been undertaken with the recognised Trade Unions.

**2B: What needs is the policy/service designed to meet?** *You could also refer to your current Service Plans and how the policy/service fits into EBC's Corporate Plan Priorities. How does the policy, procedure, practice, strategy or service align with Corporate Priorities*

Flexible working may help promote work-life balance, increase staff motivation and help improve employee productivity and performance. Employees who have a minimum of 26 weeks' continuous service with the council have the statutory right to request flexible working and to have their request considered seriously by the council. The policy communicates the process to be followed by both the council and the employee when considering and dealing with requests for flexible working. The policy details:

- The eligibility criteria for an employee to make a request for flexible working and how the request should be made
- The process for considering the request
- The business reasons for rejecting a flexible working request and the appeal process
- The timescales for dealing with a flexible working request

The policy contributes to the corporate priority of being "A well run efficient council".

**2C: Is the service provided subject to any element of outsourcing?** *Is the service delivered in part, or in its entirety by an outside company or organisation? If challenged about a service delivered on our behalf you must show that the organisation meets the expectations with regard to equalities in its customer service and recruitment and retention of staff.*

N/A

## **Section 3A: Gathering Information**

**What equality monitoring information do you gather and how is this information used to develop services, functions and policies at the current time.** *You could look at the take up of services, customer satisfaction (complaints and compliments) and enforcement action.*

This is a new Policy and no monitoring information has been gathered at this point. We will monitor the take up of this policy once implemented.

**3B: What does available data and the results of any consultations show about the take up of services? What is the impact on different groups? (qualitative and quantitative).** *You could look at previous community consultation exercises, customer reviews, census data, staff feedback etc. Does your consultation identify responses by protected characteristic or identify particular community and voluntary groups that you worked with.*

**Remember:** by law you are required to be able to demonstrate, through data analysis and evidence, that you have considered the impact of your service on **ALL** of the relevant protected groups. This document is just a short summary of this process and a tool to help you to check that you have taken the Equality Act 2010 and the Council's equality objectives into consideration.

See 3A above

**Section 4: Impact Assessment** *Here you need to analyse the needs of different groups and the possible impacts the service may have on them. How is the policy or decision likely to affect the **promotion of equality** and the **elimination of discrimination** in each of the groups?*

Stake Holder Group	Is this group likely to be affected in a positive way?	In what way will they be affected?	Is this group likely to be affected in a negative way?	In what way will they be affected?
Age (older people, young people)	<b>Yes</b>	Allows employees of all ages to be aware of their rights to request flexible working subject to policy requirements		

People with Disabilities (Both physical and mental impairments)	<b>Yes</b>	Available to all employees regardless of disabilities, subject to policy requirements		
Gender (Women, Men, Transgender, Transsexuals)	<b>Yes</b>	Available to all employees regardless of gender, subject to policy requirements.		
Race (Black, Asian, Minority Ethnic groups. Include people whose first language is not English)	<b>Yes</b>	Available to all employees regardless of race subject to policy requirements		
Sexual Orientation	<b>Yes</b>	Available to all employees subject to policy requirements		
Religion and belief	<b>Yes</b>	Allows employees of all religions and beliefs to be aware of their entitlement to request flexible working, subject to policy requirements		
Dignity, Human Rights and Socio-economic disadvantage	<b>Yes</b>	Available to all employees subject to policy requirements		
Marriage and Civil partnerships	<b>Yes</b>	Available to all employees subject to policy requirements		
Pregnancy and maternity/paternity	<b>Yes</b>	Available to all employees subject to policy requirements		

<b>Section 5A: Actions</b>	<b>How will you</b>	<b>When will this be</b>	<b>Expected outcomes /</b>	<b>Which Corporate</b>
----------------------------	---------------------	--------------------------	----------------------------	------------------------

monitor the ongoing effect of the policy/strategy/plan?	undertaken?	performance measures	Plan aim will this action meet?
Monitor take up of policy	Ongoing		

<b>5B: If you have identified any negative impacts on any of the groups in section 4 how will you mitigate the effect?</b>					
Negative impact	Action required to mitigate any potential negative impact	Outcome / performance measure	Lead Officer – who will the monitoring of this action be reported to?	Date that the monitoring will be undertaken, how often will it be done?	Which of the current Equality Objectives does this action meet? (State number *)

\*The objectives are:

1. **Provide a welcoming and safe place for our communities, visitors and businesses which embraces equality and is free from discrimination.**
2. **Provide relevant services that are free from discrimination and delivered in a way that is responsive and accessible.**
3. **Understand and value the diversity of our communities through community engagement**
4. **Foster an accessible and inclusive working environment for all our staff and strive to achieve a workforce that is representative and diverse.**