

Human Resources

Equality Impact Assessment and Analysis (EqIAA)

Introductory Information

Name of function under consideration:	Job share scheme
Date(s) of completing the EqIAA:	22 November 2013
Name and job title(s) of person(s) completing the EqIAA:	Emma Ford, HR Advisor Sam Stillman, HR Advisor

Section 1 – Impact and Analysis

1. Considering all aspects of this function, state what issues have an impact on equalities and why.

The council supports job sharing as part of its equal opportunities policy, its flexible approach to recruitment and retention of suitably qualified employees and its family friendly policies. In principle, the scheme applies to all permanent posts and across all departments. This policy applies to all employees regardless of protected characteristics. Separate policies apply to school-based employees.

Job sharing is the division of the duties of a post, typically between two employees on an equal basis to cover the whole of a normal working week.

It is important that the policy and supporting guidance is accessible. These are available electronically from the council's HR intranet site (MyHR) and in printed format. The HR Employee Relations team have produced the policy in an accessible format in accordance to the RNIB's Clearprint Guidelines and different formats can be provided on request e.g. Braille, audio tape, large print, easy read, languages other than English etc.

The policy has been improved by making the language simpler and formatting the document to make it more accessible.

The job share scheme may have a positive impact on men and women to help them manage parental or caring responsibilities. It could be beneficial to a disabled person who needs to manage their impairment and employees who are approaching retirement may wish to job share as part of a flexible retirement process.

2. What data does the council have internally that links to this function and what does it tell us about equalities impact?

There are 62 job share contracts recorded on Resourcelink, the HR database. We have analysed this data to establish what this tells us about equalities impact. The data has not been included in this report as it may be possible to identify individuals. Overall, the data shows that job share roles are predominantly occupied by women. This mirrors existing patterns in local government and in the wider UK workforce¹.

¹ South Gloucestershire Council Living Wage Equality Impact Assessment August 2013.

Data from leaver questionnaires since 2011 and the staff survey 2012 do not indicate any equalities impact of the job share scheme.

3. Where appropriate, what consultation has been conducted in relation to this Function and what evidence has this provided about equalities impact?

The review of the job share scheme resulted in no major changes being made therefore it is not necessary to conduct a formal consultation. The revised policy has been sent to HR Business Partners for comment. Trade Unions will be informed of the revision and invited to feedback on the minor changes that have been made to the decision making process related to job share, and to improve the language and format of the document.

4. What relevant external research (data, reports, expert opinion, legislation etc.) has been considered and what evidence has this provided about equalities impact?

We have researched a number of external sources to ensure that our policy meets legislative requirements and is good practice. The research was conducted at:

www.acas.org.uk.

www.gov.uk.

<http://www.cipd.co.uk/hr-inform>.

5. Any other relevant notes?

None.

Section 2 – Outcomes

6. The evidence that has been collected under Section 1 of this form will need to feed into the decision making process regarding any changes to be implemented before any final decisions are taken. There are four possible outcomes of this EqIAA – indicate which outcome below with the reasons and justification for this.

Outcome	Response	Reason(s) and Justification
Outcome 1: No major change required.	<input checked="" type="checkbox"/>	The policy applies to all employees regardless of any protected characteristic they may have. It may positively impact men and women who have caring responsibilities and may enable disabled people to manage their impairment. More women are employed in job share roles than men which reflects the wider UK labour market.
Outcome 2: Adjustments to remove barriers or to better promote equality have been identified.	<input type="checkbox"/>	
Outcome 3: Continue despite having identified potential for adverse impact or missed opportunities to promote equality.	<input type="checkbox"/>	
Outcome 4: Stop and rethink.	<input type="checkbox"/>	

7. List the actions you will take as a result of this EqIAA.

- We will check that the document is produced in an accessible format.
- The policy and Equality Impact Assessment will be reviewed annually.

Section 3 – EqIAA Evidence

8. List and attach the evidence you have which shows how you have systematically considered equality impact.

Template job share policy available from HR Inform.

www.acas.org.uk

Job share scheme Equality Impact Assessment January 2009.

RNIB's Clearprint guidelines.