

Human Resources

Equality Impact Assessment and Analysis (EqIAA)

Introductory Information

Name of Function under consideration:	Flexi-time scheme
Date(s) of completing the EqIAA:	14 December - 4 January 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 operates a scheme of flexible working hours which applies to most office-based staff, except those specifically excluded for operational reasons or who are otherwise on contracts of employment which do not include flexible working hours.

This scheme provides staff with scope for flexible working hours, in terms of arrival and departure times, length and timing of lunch breaks and the potential for flexi-leave.

This scheme does not cover school-based employees, for whom separate policies apply.

Consideration has been given to the accessibility of the policy document i.e. font type and size, contrasting colours, a clear layout, numbered sections. The document is available on the MyHR intranet site and a printable version is also available.

The policy is available in different formats by contacting the HR Employee Relations Team.

The flexi-time scheme enables employees to work flexibly and achieve a better work life balance. Therefore, the scheme can have a positive impact on all equalities groups.

The flexi-time scheme could help disabled employees to manage their disability or organise appointments more easily or people to manage their work and religion or belief commitments together.

The flexi-time scheme is not available to all employees but this is because of operational requirements and so this does not present any equalities impact.

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

The flexi-time scheme applies to 1474 employees. There is no evidence to suggest that within this number there are any groups with protected characteristics that are adversely affected.

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

The scheme itself has not changed and so we have not undertaken any consultation. The updated scheme was shared with all the Trade Unions but no feedback was received that identified any equalities impact.

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

The Equality Act 2010 has been considered in the review of this scheme. It has helped us to identify that the flexi-time scheme can positively impact all groups and may be of particular benefit to disabled employees, employees with caring responsibilities and people with a religion or belief.

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 employees where operational demands allow. It does not adversely impact on any particular protected characteristic. It provides flexible working arrangements which may benefit all groups.
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.

Changes have not been made to the flexi-time scheme itself but the language has been improved to make it easier to read and it has been formatted according to the RNIB's ClearPrint guidelines.

The scheme will be reviewed on an annual basis.

Section 3 – EqIAA Evidence

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

HR Advisor meeting on 14 December 2012 to discuss equality impact of this scheme.

Review of previous Equality Impact Assessment that was completed on 22 February 2011.

Planned date for next EqIAA exercise:

January 2014