

HUMAN RESOURCES

EQUALITY IMPACT ASSESSMENT AND ANALYSIS (EqIAA)

INTRODUCTORY INFORMATION

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| Name of Function under consideration: | Homeworking Policy |
| Date(s) of completing the EqIAA: | 22 November 2013 |
| Name and job title(s) of person(s) completing the EqIAA: | Sam Stillman, HR Advisor Emma Ford, 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 purpose of the Homeworking Policy is to ensure that when employees are working from home they do so safely, in line with the Health & Safety at Work Act. It includes the protocols for working at home including contact, data security measures, authorisation, service delivery, and team workloads. Also, it sets out the Right to Appeal.

The policy has been written in accordance with the RNIB's Clear Print guidelines e.g. colour contrasts, text alignment, font size – actions are noted later in this form.

The homeworking policy is available to any employee that can carry out work at home that could also be carried on the council's premises. There is no right to work at home.

No negative equality impacts are identified but it does have a positive impact on some protected groups. For example, homeworking can be provided as a reasonable adjustment for disabled people to help them manage their impairment. Pregnant women may find it helpful to work from home if it becomes uncomfortable or difficult to travel. People may benefit from working at home at certain times to enable them to observe their religion or belief.

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

Data from the 2012 Staff Survey was analysed to identify council employee satisfaction levels of the total benefits package (including flexible working) and work-life balance. A range of comments were made about homeworking by a small number of employees. The comments covered the following issues: homeworking is a benefit, forward thinking, feel under pressure to work at home, some managers are supportive and some managers are not supportive, work at home to catch up on work, it provides flexibility. These results and the feedback were considered by management teams and used to develop departmental and divisional action plans.

Records of designated and regular homeworkers are maintained locally by managers and so this data is not available corporately. Similarly, informal arrangements for homeworking are managed locally and not recorded centrally in HR.

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

Consultation was conducted with the Health & Safety Manager, ICT and HR Professionals, and Trade Unions. No evidence was found that relates to equalities impact. The consultation resulted in removing information that was unnecessary in the policy and ensuring the information is up to date and in accordance with legislation e.g. Health and Safety at Work Act 1974.

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

Research was carried out on the ACAS and Gov.uk websites to ensure the council is compliant with legislation and best practice. The research affirmed that the Homeworking Policy meets legislation and best practice. No evidence was provided about equalities impact.

5. Any other relevant notes?

Under the Equality Act 2010 homeworking could be seen as a reasonable adjustment. Although it is not permissible to undertake care responsibilities whilst homeworking, it could be beneficial to help people balance caring responsibilities and work commitments.

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"/> | This EqIA has not identified any changes to the policy due to an equalities impact. Some formatting amendments will be made to ensure the document is accessible. |
| 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.

Check the document is accessible i.e. formatting, font and text size, alignment, colour contrast of logo, full stops at the end of bullet points etc.

An EqIAA of the Homeworking Policy will be completed annually but will be subject to change at any time if an equalities impact is identified that requires action.

SECTION 3 – EqIAA EVIDENCE

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

Business Link: <http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1074446319>.
 ACAS: <http://www.acas.org.uk/index.aspx?articleid=803>.
 Direct Gov: http://www.direct.gov.uk/en/Employment/Employees/Flexibleworking/DG_10027910.
 RNIB Clear Print Guidelines.
 Staff Survey 2012.
 Homeworking Equality Impact Assessment March 2012.
 Health and Safety at Work Act 1974.
 Equality Act 2010.