

Equality Impact Assessment Summary

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Policy/Service: Work Life Balance Policy

Background

- Description of the aims of the policy
- Context in which the policy operates

The aim of this policy is to provide a clear and consistent framework for considering requests by staff to change their working patterns and also requests for special leave. To provide a framework for managers to ensure that staff are treated fairly and consistently in relation to leave while ensuring service provision.

This policy is applicable to all staff including (but not restricted to) staff with caring responsibilities. In the case of medical staff, there are particular requirements for junior doctors who wish to pursue flexible training, and further advice is available from the Deanery and the medical staffing department.

Methodology

- A brief account of how the likely effects of the policy was assessed (to include race and ethnic origin, disability, gender, culture, religion or belief, sexual orientation, age) outlining the data sources and any other information used
- The consultation that was carried out (who, why and how?)

Consultation has involved the Staff Employee Partnership Forum, General Managers and members of the HR Department to ensure clarity of procedure and entitlements.

A report of grievances raised was obtained from the Electronic Staff Record to identify whether any had been raised as a result of the flexible working requests. There are none recorded.

Key Findings

- Describe the results of the assessment
- Identify if there is adverse or a potentially adverse impacts for any equalities groups

At present there is no evidence that the policy adversely impacts on particular equalities groups unwittingly.

There are 1249 staff who are classified as part time workers (which includes term time, annualised hours etc). It has been identified that local flexible working practices are evident throughout the Trust including flexi time, time off in lieu and working from home.

There is no central database of formal flexible working requests submitted.

Conclusion

- Provide a summary of the overall conclusions

In conclusion there are no equalities groups that are adversely impacted upon as a result of this

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policy.

The policy clearly states that it is applicable to all staff within the Trust and all applications should be considered on an individual basis by managers.

Recommendations

- State recommended changes to the proposed policy as a result of the impact assessment
- Where it has not been possible to amend the policy, provide the detail of any actions that have been identified
- Describe the plans for reviewing the assessment

At present there are no recommended changes as no equalities group is adversely affected and the policy has a further review date.

To ensure any formal flexible working requests are held on the Electronic Staff Record system.

Guidance on Equalities Groups

Race and Ethnic origin (includes gypsies and travellers) (consider communication, access to information on services and employment, and ease of access to services and employment)	Religion or belief (include dress, individual care needs, family relationships, dietary requirements and spiritual needs for consideration)
Disability (consider communication issues, access to employment and services, whether individual care needs are being met and whether the policy promotes the involvement of disabled people)	Sexual orientation including lesbian, gay and bisexual people (consider whether the policy/service promotes a culture of openness and takes account of individual needs)
Gender (consider care needs and employment issues, identify and remove or justify terms which are gender specific)	Age (consider any barriers to accessing services or employment, identify and remove or justify terms which could be ageist, for example, using titles of senior or junior)
Culture (consider dietary requirements, family relationships and individual care needs)	Social class (consider ability to access services and information, for example, is information provided in plain English?)