

# Equality Impact Assessment Record

Date of EIA                      March 2009  
 Directorate                      Corporate Services

Initial Screening Record	
Activity to be assessed	<b>A Carer's right to ask for flexible working</b>
What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change
Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing
Aim / objective / purpose of the activity – who is the activity designed to benefit/target?	<p><b>The purpose of the activity is to:</b> provide guidance for managers on dealing with requests from carers to change working hours, fairly and legally; to provide employees with guidance on their rights</p> <p><b>The activity is designed for:</b> Bracknell Forest Council employees</p>
Who is responsible for the activity?	The person/section/team responsible for this policy/function is: Corporate HR responsible for creating and publishing guidance; Departmental HR responsible for providing practical advice; Managers across the authority responsible for implementing it
Did Step 1: Initial Screening indicate that a full EIA was necessary?	<input checked="" type="checkbox"/> Yes – full EIA completed and recorded below. <input type="checkbox"/> No – full EIA not completed therefore record ends here.
Full EIA Record	
Who are the members of the EIA team?	Pat Butler
What evidence has been found to indicate that the activity might need to be amended? (Include any consultation undertaken)	<p>Amendment will be needed to anticipate legal changes due in April 2009, extending the right to those with children of 16 and under.</p> <p>No other amendments anticipated in respect of equalities issues as the policy is already inclusive of a wide range of carer relationships which may exist amongst Council employees</p>
With regard to the equalities themes, which groups might be <b>impacted</b> by the activity? Might any of these groups be impacted <b>adversely</b> ?	<b>Groups Impacted</b>
	<b>Groups impacted adversely</b>
What evidence is there to suggest an impact/adverse impact?	<p>Data on workforce clearly indicates a large number of female staff working part time; this is a national trend, often connected to childcare/eldercare responsibilities. Therefore the impact is greater on women, although men are also covered by the policy.</p> <p>79% of the organisation's workforce is female. Part time workers in particular tend to be female; at the present we have 648 female part-timers and only</p>

	90 male part timers.	
On what grounds can impact or adverse impact be justified?	<p>No adverse impact anticipated.</p> <p>Policy should assist workers of whatever gender to balance home and work commitments, where the service itself is not adversely affected. Likely to be used more by female employees. Helps retain skilled workers of either gender, but proportionately more women.</p>	
Is there any current action that addresses issues for any of the groups impacted/adversely impacted?	<p>The Council's flexible working policy assists those with caring responsibilities to work more flexibly. In addition, the Council already has a large number of part time working opportunities and is looking at initiatives to promote part time working as part of the Gender Equality Scheme.</p>	
What changes will you make to the activity reduce or remove any differential/adverse impact?	<p>Impact is not adverse; policy applies to carers of whatever group. Change will be to expand the policy to cover a wider range of parents and thus provide greater potential options for those parents.</p> <p>A wide range of carer relationships are specified in the policy.</p> <p>The changes will be publicised through the intranet, with a specific email to key managers across the authority to ensure they are alerted to the changes and aware of the principles involved.</p>	
Into which action plan/s will these actions be incorporated?	<p>CS – HR business plan in support of the Gender Equality Scheme</p>	
Who is responsible for the action plan?	<p>Tony Madden</p>	
Have any examples of good practice been identified as part of the EIA?	<p>This policy is both an indication of what the legal entitlements are, and a fallback position should the employee wish to exercise their legal rights if an informal request fails. It also clarifies the grounds on which a manager might legally refuse a request.</p> <p>It is available to all employees on BORIS.</p>	
Has the EIA been published on the Council website?	<p>Yes</p>	
Who is the relevant Chief Officer and have they signed off the EIA?	<p>Tony Madden</p>	
Which PMR will this EIA be reported in?	<p><u>Corporate Services HR – First quarter of 2009/10</u></p>	