

## Initial Equalities Screening Record Form

<b>Date of Screening:</b> May 2013	<b>Directorate:</b> Corporate Services	<b>Section:</b> HR		
<b>1. Activity to be assessed</b>	Flexible working policy			
<b>2. What is the activity?</b>	<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			
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing			
<b>4. Officer responsible for the screening</b>	Pat Butler			
<b>5. Who are the members of the screening team?</b>	Pat Butler, Anna Whitworth, Jane Sherwood – with input from the working group in 2012 led by Alison Sanders, including representatives from each department.			
<b>6. What is the purpose of the activity?</b>	To provide a framework of rules around flexible working, and how it is to operate. Seeks equitable treatment of employees across the authority in terms of what workstyle is appropriate to the job they do, and what the expectations of that workstyle are.			
<b>7. Who is the activity designed to benefit/target?</b>	Employees			
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>	<b>Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both?  If the impact is neutral please give a reason.	<b>What evidence do you have to support this?</b> E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data	
<b>8. Disability Equality</b>	Y	N ✓	The policy advises that if special equipment is required to support a disability or health issue, the manager should contact HR. Whilst it is unlikely that special kit would be provided both for work and home, each case will be considered on its own circumstances.	
<b>9. Racial equality</b>	Y	N ✓	Not anticipated that there will be any impact at this time.	

<b>10. Gender equality</b>	Y	N ✓	Both genders can participate, and the workstyles are based around the job requirement, not any gender stereotype. However the policy does make clear that working at home is not a substitute for paid childcare/dependent care – an issue which is more likely to affect women, statistically.	
<b>11. Sexual orientation equality</b>	Y	N ✓	Not anticipated that there will be any impact at this time.	
<b>12. Gender re-assignment</b>	Y	N ✓	Not anticipated that there will be any impact at this time.	
<b>13. Age equality</b>	Y	N ✓	Not anticipated that there will be any impact at this time. Application of standard criteria around workstyles ensure that neither the ability to work at home and be issued with mobile/blackberry/laptop nor the ability to have a designated desk are seen as a mark of seniority for those of longer service or higher grade (although Directors/Chief Officers are allowed a designated office- partly on grounds of confidentiality).	Previously issue of laptop, mobile or other remote working kit had been given on a subjective basis and anecdotally, given more readily to more senior staff (who are statistically likely to be older and longer serving). Some staff may have been expected to provide and use their own mobiles and some were bearing the cost of their calls – not now the case.
<b>14. Religion and belief equality</b>	Y	N ✓	Not anticipated that there will be any impact at this time.	
<b>15. Pregnancy and maternity equality</b>	Y	N ✓	Not anticipated that there will be any impact at this time. The policy does however make it clear that in exceptional circumstances, a flexible worker can ask to be allowed to work at a fixed office location for a period of time – this might perhaps be the case where having a baby in the house might make working at home temporarily very difficult for the new parent.	

16. Marriage and civil partnership equality	Y	N ✓	Not anticipated that there will be any impact at this time.		
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	<p>Those living in one room (eg lodgings) are less likely to be able to find a suitable area for working from home – more likely in those of low income. Provision of laptop or mobile where appropriate may make working at home more feasible for those on lower incomes, but some mobile workers not dealing with sensitive information will still be using their own computer kit if they have it. Those who do not have their own computer kit to use at home can still work in the office and therefore will not be prevented from working – but are less likely to reap the benefits of reduced travel costs etc.</p> <p>Carers for any kind of dependent cannot rely on home working as a substitute for childcare and would have to make arrangements for care just as they would when working in the office. However, if the dependent lives at home it may be that they cannot work at home without constant distraction from their dependent, even if another person is present to undertake the care – and in that case the individual would discuss with their manager either working in the office as “fixed” for a period or finding alternate locations to work from.</p>				
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?					
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?					
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N✓			
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?					
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N✓			
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.					
Action			Timescale	Person Responsible	Milestone/Success Criteria

<b>24. Which service, business or work plan will these actions be included in?</b>			
<b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b>			
<b>26. Chief Officers signature.</b>	T Madden		