

## Equality Impact Assessment (EIA)

### Stage 1: Screening Assessment

<b>Name of Policy or Service being assessed:</b>	Flexible Working and Employment Break Policy
<b>Policy Lead:</b>	Eileen Wedgwood
<b>Person(s) responsible for completing the assessment (if not the Policy Lead:</b>	As above

The Equality Impact Assessment is a written record that demonstrates that the policy lead has shown *due regard* with respect to the characteristics protected by the Equality Act 2010 to the need to:-

- i. **eliminate unlawful discrimination,**
- ii. **advance equality of opportunity,** and
- iii. **foster good relations** between persons with different characteristics

1. Is this a new or existing policy?	Existing policy
2. What is the aim of the policy/ service? <i>ie. to ensure the Trust meets best practice for ....</i>	Policy and procedure around flexible working and employment breaks to create a diverse workforce with the ability to balance work/life commitments
3. What is the expected outcome of the policy/ service? (e.g. objectives and purposes of the policy/ service, standards for practice)?	To provide clear policy guidance and support equitable application across staff groups, Trust directorates and services.  To support the Trust's diverse workforce with the ability to balance work/life commitments, thus supporting staff and service user experience, reducing sickness absence, improving staff recruitment and retention, staff health and wellbeing and a range of other quality outcomes.
4. Does this policy/ service link to others? If yes please state link:	<ul style="list-style-type: none"> <li>• Compassionate and other leave policy</li> <li>• Managing sickness absence policy</li> <li>• Recruitment and Selection policy</li> <li>• Retirement policy</li> <li>• MOC policy</li> <li>• Maternity policy</li> <li>• E-rostering guidance</li> </ul>

<p>5. Who is intended to benefit from the policy / service? In what way? eg. all staff and service users</p>	<p>All staff should have access to these options to create a work/life balance that is suitable for them and the organisation as far as reasonable possible</p>	
<p>5. How is the policy / service to be put into practice? Who is responsible?</p>	<p>Line managers are responsible for reviewing requests and ensuring service provision within their area</p>	
<p>6. How and where is information about the policy / service publicised? Eg on the Trust intranet, and the internet/portal.</p>	<p>SID – policy and HR pages</p>	
<p>7. What regular consultation do you carry out with different communities and groups re the policy / service?</p>	<p>Consulted with staff side and management representation (HR policy working group)</p>	
<p><b>8. Equality Strands</b> Are there concerns that the policy / service could have an adverse impact on:-</p>	<p><u>Yes /No</u></p>	<p><b>If YES, please state evidence (either presumed or otherwise).</b> Please also include other relevant comments and considerations in relation to each protected characteristic area and this particular policy/service/ development.</p>
<ul style="list-style-type: none"> <li>• <b>Age</b> (eg consider impact on younger people/ older people)</li> </ul>	<p>no</p>	<p>Policy applies to people of all ages and life-stages (eg parents of pre-school and school-age children; carers of adult dependents; carers for elderly dependents; etc).</p>
<ul style="list-style-type: none"> <li>• <b>Disability</b> (remember to consider physical, mental and sensory impairments)</li> </ul>	<p>no</p>	<p>Policy specifically supports staff with a disability or underlying health condition in making an application for flexible working or employment break where this may benefit their health and wellbeing / work-life balance.</p> <p>Similarly re staff who are parents/carers of people of any age with a disability.</p> <p>Improvement or maintenance of mental health and wellbeing may be a specific factor in relation to requests for flexible working or employment breaks and, where applicable, this should be acknowledge and appropriately responded to.</p>
<ul style="list-style-type: none"> <li>• <b>Sex/Gender</b> (any particular impact on males, females, also consider impact on those responsible for childcare)</li> </ul>	<p>no</p>	<p>Equally application to any gender, although requests are potentially more likely to be made by female staff given predominantly female workforce (75:25) and that still more females than males take on the role of primary carer for pre-school and school-age children.</p>

<ul style="list-style-type: none"> <li>• <b>Gender identity and gender reassignment</b> (ie impact on people who identify as trans or non-binary)</li> </ul>	no	Equally application to any gender identity. Potentially available to people who wish to have an employment break whilst undergoing gender transition or to help support improved work-life balance and wellbeing at any stage through flexible working arrangements, where desired.
<ul style="list-style-type: none"> <li>• <b>Race / ethnicity / ethnic communities / cultural groups</b> (include those with foreign language needs, including European countries)</li> </ul>	no	<p>Policy supports staff in requesting flexible working or employment breaks including to support family circumstances or domestic/care arrangements, which may or may not be influenced by traditional or cultural factors (subject to the individual making the request).</p> <p>Policy specifically suggests that flexible working may be requested in relation to pursuing personal cultural, religious or spiritual advancement or pilgrimage.</p>
<ul style="list-style-type: none"> <li>• <b>Pregnancy and maternity, including adoption</b> (ie impact during pregnancy and the 12 months after; including for both heterosexual and same sex couples)</li> </ul>	no	Policy specifically supports staff who are parents (including new parents and adoptive parents) in making an application for flexible working or employment break where this may benefit their health and wellbeing / work-life balance.
<ul style="list-style-type: none"> <li>• <b>Sexual Orientation</b> (impact on people who identify as lesbian, gay or bi – whether stated as ‘out’ or not)</li> </ul>	no	Policy is expressly inclusive of staff who are lesbian, gay or bisexual who wish to seek flexible working arrangements or an employment break, whether in relation to personal reasons or caring/family responsibilities.
<ul style="list-style-type: none"> <li>• <b>Marriage and/or Civil Partnership</b> (including heterosexual and same sex marriage)</li> </ul>	no	Marital status and civil partnership are not influencing factors in relation to decisions about flexible working or employment breaks and staff who are in or are not in any form of committed relationship are equally eligible to request flexible working or an employment break (referred to in s3.1).
<ul style="list-style-type: none"> <li>• <b>Religion and/or Belief</b> (includes those with religion and /or belief and those with none)</li> </ul>	no	Policy specifically suggests that flexible working may be requested in relation to pursuing personal cultural, religious or spiritual advancement, fulfilment or pilgrimage

<ul style="list-style-type: none"> <li>• <b>Other equality groups?</b> (may include groups like those living in poverty, sex workers, asylum seekers, drug addicts, prison and (ex) offending population, gypsy/Romany and travelling communities and others who may be disadvantaged in some way, who may or may not be part of the groups above equality groups)</li> </ul>	no	<p>Line managers considering requests must consider all requests for flexible working or employment breaks fairly and with due consideration. It will be important in doing so to take a non-judgemental approach with regard to individual lifestyle choices and preferences, valuing and respecting people as individuals.</p> <p>Some individuals may have compelling reasons for their request such as to help get their life back 'on track' following relationship breakdown, bereavement or experience of domestic violence; offending or substance misuse in the household etc. Where applicable, these reasons should be acknowledged (including the impact on mental health) and responded to appropriately and compassionately as part of a line management support package.</p>
<p>9. Do any differences identified above amount to discrimination and the potential for adverse impact in this policy?</p>	No	
<p>If YES could it still be justifiable e.g. on grounds of promoting equality of opportunity for one group? Or any other reason</p> <p>ie. Indirect discrimination can be justifiable sometimes when a service is being provided for a particular target group e.g. Asian women's breast screening, Gay men's sexual health clinic, gender specific services /environments</p>	N/a	
<p>10. Do you think this policy / service /development specifically contributes to promoting equality, diversity and inclusion in North Staffordshire?</p> <p>If so, in what way?</p> <p>Please note any examples of good practice</p>	<p>Yes. This policy supports people from a range of protected characteristics (and none) in making requests for flexible working or employment breaks. This is important to supporting people into and in employment throughout different life stages and circumstances, and also relates closely to sustaining the mental wellbeing of the workforce.</p> <p>This policy has been written to be specifically inclusive in-line with guidance received from Stonewall.</p>	
<p>11. What approaches will you take to get feedback on your assessment?</p>	Share with Diversity & Inclusion Lead	

**In the case of a negative impact being identified above, please indicate any measures planned to mitigate against this by completing Stage 2, Full Impact Assessment as below:-**

**Stage 2: Full impact assessment**

What is the impact?	Mitigating actions	Monitoring of actions
Full impact assessment not required		

	Yes	No
Do you need any additional assistance to help you carry out the full assessment?		


**Signed (Policy Lead Assessor)** Eileen Wedgwood

**Date** 7<sup>th</sup> November 2017

**GETTING FEEDBACK AND ADVICE**

Feedback should now be sought from the Diversity and Inclusion Lead by emailing them at [Diversity@northstaffs.nhs.uk](mailto:Diversity@northstaffs.nhs.uk)

<b>What feedback / guidance was provided?</b>
Transferred to current EIA template. Guidance given on developing EIA in relation to the protected characteristics in relation to different scenarios, supporting greater inclusion of different protected characteristic groups as well as groups not necessarily protected under the Equality Act 2010 (eg victims of domestic abuse).

**Counter-signed (Diversity & Inclusion Lead)**   
Lesley Faux

**Date** 28<sup>th</sup> November 2017

**COMPLETED FORMS – Please forward to the Diversity and Inclusion Lead via email: [Diversity@northstaffs.nhs.uk](mailto:Diversity@northstaffs.nhs.uk)**  
Telephone queries to: 0300 123 1535 ext 2814