

Equality Impact Assessment (EIA) Form

Please read EIA guidelines when completing this form

1. Name of Service Area/Directorate

Name of Head of Service for area being assessed	Tracey Sampson
Directorate	HR & OD

Individual(s) completing this assessment	Name	Job Title
	Leanne Edwards	HR Improvement Manager
Date assessment completed		

2. What is being assessed

Activity being assessed (eg. policy, procedure, document, service redesign, strategy etc.)	Policy & guidance																
What is the aim, purpose and/or intended outcomes of this activity?	<p>The Policy and guidance will outline the working principles of Flexible Futures as established by the Council and provides a framework for consistent and fair practice on the issues taking in to account when considering working arrangements.</p> <p>The policy define the 3 'worker styles' which will be adopted by the Council, these are: Fixed workers (those who work from a set location) Flexible workers (those who can work from any location to meet the Council needs, but will have access to office space) Field workers (those who work remotely, these roles won't have a fixed office setting)</p> <p>The policy and guidance also reaffirm guidelines contained in other policies (i.e. mileage claims, ICT information Security)</p> <p>The policy will also form the basis of a cultural change to the way in which staff work, focussing more on an outcomes based approach rather than presentism, where services allow.</p>																
Name of lead for activity	Debbie Thompson																
Who will be affected by the development and implementation of this activity?	<table border="0"> <tr> <td><input type="checkbox"/></td> <td>Service Users</td> <td><input checked="" type="checkbox"/></td> <td>Staff</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Patients</td> <td><input type="checkbox"/></td> <td>Communities</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Carers</td> <td><input type="checkbox"/></td> <td>Other _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Visitors</td> <td></td> <td></td> </tr> </table>	<input type="checkbox"/>	Service Users	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Patients	<input type="checkbox"/>	Communities	<input type="checkbox"/>	Carers	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Visitors		
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Is this:	<input checked="" type="checkbox"/> Review of an existing activity <input type="checkbox"/> New activity																

	<input type="checkbox"/> Planning to withdraw or reduce a service, activity or presence?
What information and evidence have you reviewed to help inform this assessment? (name sources, eg demographic information for services/staff groups affected, complaints etc.)	Staff information including resource number, employee name, employee position, resource approval flows, work location, Kit provided and worker style assigned to each employee.
Summary of engagement or consultation undertaken (eg. who and how have you engaged with, or why do you believe this is not required)	Regular staff and leadership meetings were held within the Change & Wellbeing Champion group to inform of the policy and to consider any questions or issues that may be encountered. The Change & Wellbeing group has employee participation from a range of services. These meetings began 13 th April 2022 and plan to end discussing Flexible Futures at the end of August 2022. It is not planned to disband the group and to continue regular staff engagement on continuing projects.
Summary of relevant findings	<p>Since March 2020, the majority of staff have been working to a remote / hybrid model, with those roles who were unable to do so placed on furlough. Following the end of the pandemic it has been understood that most employees don't want to work in the office 5 days a week and a degree of flexibility is required. This flexibility allows staff to have a better work-life balance and increases engagement.</p> <p>HC wish to continue with this model of working, however, this will require an introduction of policy to inform this new way of working.</p>

3. The impact of this activity

Please consider the potential impact of this activity (during development and implementation) on each of the equality groups outlined below. **Please tick one or more impact box below for each Equality Group and explain your rationale.** Please note it is possible for the potential impact to be both positive and negative within the same equality group and this should be recorded. Remember to consider the impact on staff, public, patients, carers etc. in these equality groups.

Equality Group	Potential <u>positive</u> impact	Potential <u>neutral</u> impact	Potential <u>negative</u> impact	Please explain your reasons for any potential positive, neutral or negative impact identified
Age		X		Staff are already employed and have been working to a style for some time. This policy will be applied consistently and fairly to all employees and considers the type of role they do to inform worker style.
Disability	X			For some disabled employees the opportunity to work flexibly supports them to manage their disability / condition and improve the work life balance.
Gender Reassignment		X		Staff are already employed and have been working to a style for some time. This policy will be applied consistently and fairly to all employees and considers the type of role they do to inform worker style.
Marriage & Civil Partnerships		X		Staff are already employed and have been working to a style for some time. This policy will be applied consistently and fairly to all employees and considers the type of role they do to inform worker style.
Pregnancy & Maternity	X			For some pregnant employees having the ability to work flexibly will support them through their pregnancy and maternity leave. This policy will be applied consistently and fairly to all employees and considers the type of role they do to inform worker style.
Race (including Travelling Communities and people of other nationalities)		X		Staff are already employed and have been working to a style for some time. This policy will be applied consistently and fairly to all employees and considers the type of role they do to inform worker style.
Religion & Belief		X		Staff are already employed and have been working to a style for some time. This policy will be applied consistently and fairly to all employees and considers the type of role they do to inform worker style.
Sex (also consider measures to tackle sexual violence)		X		Staff are already employed and have been working to a style for some time. This policy will be applied consistently and fairly to all employees and considers the type of role they do to inform worker style.
Sexual Orientation		X		Staff are already employed and have been working to a style for some time. This policy will be applied consistently and fairly to all employees and considers the type of role they do to inform worker style.
Other Vulnerable and Disadvantaged Groups (eg. carers, care leavers, homeless, social/ economic deprivation, etc)	X			Employees that have other careering responsibilities will benefit from these more flexible working arrangements. This policy will be applied consistently and fairly to all employees and considers the type of role they do to inform worker style.
Health Inequalities (any preventable, unfair & unjust differences in health status between groups,		X		Staff are already employed and have been working to a style for some time. This policy will be applied

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populations or individuals that arise from the unequal distribution of social, environmental & economic conditions within societies)				consistently and fairly to all employees and considers the type of role they do to inform worker style.

What actions will you take to mitigate any potential negative impacts?	Risk identified	Actions required to reduce/eliminate negative impact	Who will lead on the action?	Timeframe

4. Monitoring and review

How will you monitor these actions?	
When will you review this EIA? (eg in a service redesign, this EIA should be revisited regularly throughout the design & implementation)	EIA will be reviewed when any change arises to policy or practice.

5. Equality Statement

- All public bodies have a statutory duty under the Equality Act 2010 to set out arrangements to assess and consult on how their policies and functions impact on the 9 protected characteristics.
- Herefordshire Council will challenge discrimination, promote equality, respect human rights, and design and implement services, policies and measures that meet the diverse needs of our service, and population, ensuring that none are placed at a disadvantage over others.
- All staff are expected to deliver services and provide services and care in a manner which respects the individuality of service users, patients, carers etc, and as such treat them and members of the workforce respectfully, paying due regard to the 9 protected characteristics.

Signature of person completing EIA	
Date signed	