

EQUALITY IMPACT ASSESSMENT – STAGE 1

EIA Ref	PR/14/34	
Lead Officer	Name	Pat Bickerstaffe
	Position	Office Manager
	Contact details	0151 511 6090

SECTION 1 –Context & Background

1.1 What is the title of the policy/practice?

Agile Working Policy

1.2 What is the current status of the policy/practice?

Existing

Changed

New ✓

1.3 What are the principal aims and intended outcomes of the policy/practice?

To reduce the need for a physical presence in the office and make a significant contribution to financial savings.

1.4 Who has primary responsibility for delivering the policy/practice?

All Managers.

Staff should also be aware of their own responsibilities when agile working.

1.5 Who are the main stakeholders?

HBC Staff

1.6 Who is the policy/practice intended to affect?

Residents

Staff ✓

Specific Group(s)

(add details below)

The policy applies to all office based employees at any level within the organisation.

1.7 Are there any other related policies/practices?

Acceptable Use Policy and Social Networking Guidance
Employee Handbook
Information Security Policies and Guidance
Health and Safety and Risk Management Portal
ICT how to guides
Home Working Guidance

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SECTION 2 – Consideration of Impact

2.1 Relevance: – the Public Sector Equality Duty

Does this policy / practice / service have due regard to the need to: -

- (a) Eliminate discrimination, harassment, victimisation and any other conflict that is prohibited by the Equality Act 2010
- (b) Advance equality of opportunity between two persons who share a relevant protected characteristic
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Yes (✓) No ()

State reasons below

(Relevance to service users/staff)

Applies to all office based HBC Staff

2.2 Has data and information been used in determining the impact of the policy/procedure under review?

(for example research, surveys, complaints, consultation, , monitoring data)

Equality Group(s)	N/A
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Baseline data and information

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2.3 On the basis of evidence, has the actual/potential impact of the policy/practice been judged to be positive (+), neutral (=) or negative (-) for each of the equality groups and in what way? Is the level of impact judged to be high (H), medium ((M), or low (L)?

Protected Characteristic	Impact type +, =, -	Level H, M, L, -	Nature of impact
Age	=	/	
Disability	=	/*	*The Council has a duty to make reasonable adjustments for staff with a disability. This also applies to agile and home working situations.
Gender	=	/	
Race/ethnicity	=	/	
Religion / belief	=	/	
Sexual Orientation	=	/	
Transgender	=	/	

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Marital status/ Civil Partnerships	=	/	
Pregnancy/Maternity	=	/	
In Halton two further vulnerable groups have been identified: -			
Carers	+	L	Home working may be advantageous for some staff with caring responsibilities.
Socio – economic disadvantage	=	/	

2.4 Does the policy/practice have any potential impact on safeguarding vulnerable people?

No

2.5 How will the impact of the policy/practice be monitored?

Managers and employees must ensure that agreed objectives and deadlines are met and employees must maintain regular contact with their manager and other team members when home or agile working.

2.6 Who will be responsible for monitoring?

Line Managers.

2.7 If any negative impacts, or potential negative impacts, have been identified what mitigating actions will be put in place, thereby eliminating the need for a further Stage 2 assessment Where none have been identified insert 'no further action required' in the first column

Action & purpose / outcome	Priority	Timeframe	Lead Officer
No further action required	(H, M, L)		

2.8 Summary of stakeholders involved in this review

Name / Job Title	Organisation/representative of
Les Unsworth Policy Officer	HBC

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2.9 Completion Statement

As the identified Lead Officer of this review I confirm that:-
No negative impact has been identified for one or more equality groups that cannot be mitigated at this stage and that a Stage 2 Assessment is not required ☒

Signed: L Unsworth

Date: 15.05.2014

Completed EIAs should be sent to Les Unsworth, Corporate and Organisational Policy, to be given a unique reference number and for inclusion on the central register.

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Appendix 1

Public Sector Equality Duty – EIA Checklist

The Equality Act s149 (the Public Sector Equality Duty) requires is that HBC has due regard to the need to:-

- (a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

These are matters that we must show we have taken into the reckoning in making decisions about the Council's functions. We therefore need evidence of the following:

1. We know about the duty
2. We have reflected on the duty
3. We have consulted those affected or likely to be affected
4. We have used relevant information already in the council's possession (surveys etc.)
5. We have allowed adequate time for consultation with those affected and/or those who speak for those affected
6. We have allowed adequate time for earnest and genuine consideration of the information and views received
7. We have identified any adverse effects
8. We have sought to mitigate any adverse effects of decisions
9. We have identified principal options
10. Decision makers have not made up their mind in advance
11. We have considered all material considerations including our own financial situation, policy and strategy documents alongside along views received from consultees but have not applied those policies etc. In a rigid or unthinking way.