

Equality Impact Assessment Template – Policy, function or strategy

This document should be completed when a new policy, function or strategy is introduced or when a substantive change to an existing policy, function or strategy is recommended.

1. Policy, function or strategy		
a.	Name/description of the policy, function or strategy ¹	Revised Flexible Working Policy 2023
b.	Responsible organisation(s)/Lead Service	Organisational Development, Policy and Communications
c.	Lead Officer	Angela Rainey Service Manager People and Change Management
d.	Date of Impact Assessment	07/06/2023
e.	Partners/other Services involved in the development of the policy, function or strategy	Corporate management team, trade unions, the corporate workforce planning and development group, staff disability forum and the Inverclyde trauma informed and responsive practice strategic group.
f.	Is the policy, function or strategy?	<input type="checkbox"/> New
		<input checked="" type="checkbox"/> Reviewed/Revised
g.	What is the purpose of the policy, function or strategy (include details of any new legislation which prompted the introduction of the policy, function or strategy or the substantive change to the policy, function or strategy)?	Under the Employment Rights Act 1996, all employees have a statutory right to request flexible working; regardless of whether they are a parent/s and carer/s. The Council has an existing policy. The revised policy will now incorporate additional flexible working options. The revised policy also accounts for pending legislation in relation to the Employment Relations (Flexible Working) Bill.
h.	What are the intended outcomes of the policy, function or strategy?	The policy supports the Council's aims in addressing child poverty, gender equality, fair work, disability confident, equally safe at work and our recruitment and retentions initiatives

¹ Please attach details of the policy, function or strategy to this Template

		recently outlined in a report to the Policy and Resources Committee.	
i.	Geographical area (Inverclyde-wide or a specific location)	Inverclyde	
j.	Which parts of the Equality Duty will the policy, function or strategy impact on?	X	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
		X	Advance equality of opportunity between people of different groups
		X	Foster good relations between people from different groups
k.	Will those who may be directly or indirectly affected by the policy, function or strategy be involved in its development?	Yes	

2. Does the policy, function or strategy impact on:		
	Yes	No
a. Protected Characteristics under The Equality Act 2010: Age; Disability; Gender Reassignment; Marriage and Civil Partnership; Pregnancy and Maternity; Race; Religion and Belief; Sex; Sexual Orientation (see Section 3)	X	
b. Reducing inequalities of outcome caused by socio-economic disadvantage – Fairer Scotland Duty ² (see Section 6)	X	
c. Inverclyde Alliance Partnership Plan 2023/33 ³ (see Section 7)	X	

² [Fairer Scotland Duty: guidance for public bodies](#)

³ [Partnership Plan 2023/33](#)

d. Council Plan 2023/28 ⁴ (see Section 8)	X	
3. If 'Yes' is selected for any part of Section 2, please populate the other relevant Sections of this Template.		
4. If 'No' is selected for <u>every part</u> of Section 2, please state the reasons for this.		
<p>Please sign below and email a copy of this Template to Karen Barclay, Corporate Policy and Performance Officer: <u>karen.barclay@inverclyde.gov.uk</u></p>		
Signature:	Date:	

3. Impact – Protected Characteristics						
Which of the Protected Characteristics will the policy, function or strategy have an impact upon?						
	Impact					
Protected Characteristic	Positive		Neutral	Negative		Reasons/Comments
	High	Low		High	Low	
Age	X					The revised policy promotes various flexibility options that would support employees looking to work part-time, flexibility – hours and location, winding down to retirement, time off during religious events, adjustments whether permanent or temporary, return from a period of leave, caring responsibilities.
Disability	X					

⁴ [Council Plan 2023/28](#)

Gender Reassignment	X					
Marriage and civil partnership			X			
Pregnancy and maternity	X					
Race			X			
Religion and belief	X					
Sex	X					
Sexual orientation			X			
Other groups to consider • Carers	X					

4. Which parts of the Equality Duty will the policy, function or strategy have an impact upon?

X	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
X	Advance equality of opportunity between people from different groups
X	Foster good relations between people from different groups

5. Impact – Groups

From the information you have highlighted above, describe the positive and negative impacts and the groups affected under The Equality Act 2010.

Positive impact

+

(Describe groups affected.)

Age – employees who may be thinking about retirement may wish to work in a different way in the lead up to them leaving employment, e.g. part-time, flexible retirement, etc.

Disability – the policy would support situations where adjustments are required to the working hours/location/pattern

Pregnancy and Maternity and Sex – the policy provides opportunity for various flexible working options to suit the needs of female returners

Religion and belief – the various flexibility options available in the policy supports religious diversity

Carers - the various flexibility options available in the policy supports a diversity of carer needs

Negative impact

-

(Describe groups affected.)

6. Impact – Fairer Scotland Duty

What impact will the policy, function or strategy have on reducing inequalities of outcome caused by socio-economic disadvantage?

Positive impact +	Neutral impact =	Negative impact -
X		
<p>Briefly describe how the policy, function or strategy will impact on reducing inequalities of outcome.</p> <p>The revised Flexible Working Policy will offer a range of flexible working options which will support priority parents to access and maintain employment.</p>		

7. Impact – Inverclyde Alliance Partnership Plan 2023/33

Which Themes from the Partnership Plan 2023/33 will the policy, function or strategy impact on?

□	<p>Theme 1: Empowered people</p> <ul style="list-style-type: none"> • Communities can have their voices heard, and influence the places and services that affect them • Gaps in outcomes linked to poverty are reduced
X	<p>Theme 2: Working people</p> <ul style="list-style-type: none"> • More people will be in sustained employment, with fair pay and conditions • Poverty related gaps are addressed, so young people can have the skills for learning, life and work • Businesses are supported and encouraged to reduce their carbon footprint and develop green jobs
□	<p>Theme 3: Healthy people and places</p> <ul style="list-style-type: none"> • People live longer and healthier lives • Supportive systems are in place to prevent alcohol and drug misuse • Our natural capital is looked after, and we are effectively adapting and mitigating the effects of climate change

<input type="checkbox"/>	<p>Theme 4: A supportive place</p> <ul style="list-style-type: none"> • Vulnerable adults and children are protected and supported, ensuring they can live safely and independently • We recognise where people are affected by trauma, and respond in ways that prevent further harm and support recovery • Public protection and community safety are improved through targeting our resources to reduce the risk of offending and harm
<input type="checkbox"/>	<p>Theme 5: A thriving place</p> <ul style="list-style-type: none"> • Growth in our working age population by encouraging people to stay here, and attracting new people to settle here • Development of strong community-based services that respond to local need • Homes are energy efficient and fuel poverty is reduced • Increased use of active travel and sustainable transport options • Easy access to attractive and safe public spaces, and high-quality arts and cultural opportunities
<p>Briefly describe how the policy, function or strategy will impact on the Inverclyde Alliance Partnership Plan 2023/22 Themes.</p> <p>Theme 2: Working People - supporting flexible working allows employees to access and remain in employment.</p>	

8. Impact – Council Plan 2023/28

Which Themes from the Council Plan 2023/28 will the policy, function or strategy impact on?

<input checked="" type="checkbox"/>	<p>Theme 1: People</p> <ul style="list-style-type: none"> • Our young people have the best start in life through high quality support and education • Gaps in outcomes linked to poverty are reduced • People are supported to improve their health and wellbeing • More people will be in employment, with fair pay and conditions • Our most vulnerable families and residents are safeguarded and supported
<input type="checkbox"/>	<p>Theme 2: Place</p> <ul style="list-style-type: none"> • Communities are thriving, growing and sustainable • Our strategic housing function is robust

	<ul style="list-style-type: none"> • Our economy and skills base are developed • We have a sufficient supply of business premises • Our natural environment is protected
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X	<p>Theme 3: Performance</p> <ul style="list-style-type: none"> • High quality and innovative services are provided, giving value for money • Our employees are supported and developed
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Briefly describe how the policy, function or strategy will impact on the Council Plan 2023/28 Themes.

Theme 1: People; and Theme 3: Performance - flexible working supports a healthy work-life balance and brings equality of opportunity for all.

9. Evidence

What evidence do you have to help identify any potential impacts of the policy, function or strategy?

Note: Evidence could include information from consultations, surveys, the Citizens' Panel, focus groups, interviews, projects, user feedback, complaints, officers' knowledge and experience, equalities monitoring data, publications, research, reports, and local and national groups.

Evidence	Details
Consultation/engagement (including any carried out while developing the policy, function or strategy)	Consultation has been undertaken with all trade unions, the corporate workforce planning and development group, staff disability forum and the Inverclyde Trauma Informed and Responsive Practice Strategic Group. All consultation groups are supportive of the proposals outlined in the report.
Research	Benchmarking with other employers and review of the CIPD Flexible and Hybrid Working in Practice 2023 publication.
Officers' knowledge and experience (including feedback from frontline staff)	Lead officer is a senior member of the OD, Policy and Communications Service and is a full member of the Chartered Institute of Personnel and Development.
Equalities monitoring data	Workforce Information and Activity Reports, the Council's Equality Mainstreaming Reports.
User feedback (including complaints)	
Stakeholders Other	
Are there information gaps and, if so, what are these?	

10. Consequences of Analysis

What steps will you take in response to the findings of your analysis? Please select at least one of the following and provide a brief explanation.

a.	Continue development with no changes	<input checked="" type="checkbox"/>	
b.	Continue development with minor alterations	<input type="checkbox"/>	
c.	Continue development with major changes	<input type="checkbox"/>	
d.	Discontinue development and consider alternatives (where relevant)	<input type="checkbox"/>	

How will the effect of the policy, function or strategy be monitored following implementation?

The Council's workforce information and activity reports detail the volume of flexible working applications and this will be reviewed each quarter to identify areas where there has been an increase or where there is further work required in promoting the revised policy.

When is the policy, function or strategy due to be implemented?

Autumn 2023

When will the policy, function or strategy be reviewed?

Autumn 2024, unless changes in employment legislation determine earlier

What resources are available for the implementation of the policy, function or strategy? Have these resources changed?

No resource changes

11. Please use the space below to detail any other matters arising from the Equality Impact Assessment process, including what action could be taken to mitigate the impact of the policy, function or strategy.

Details of the Person(s) who completed the Assessment:	
Name:	ANGELA RAINEY
Position:	SERVICE MANAGER – PEOPLE AND CHANGE MANAGEMENT
Date:	19/06/2023
Authorised by:	
Name:	RUTH BINKS
Position:	CORPORATE DIRECTOR – EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT
Date:	19th JUNE 2023

Please send a copy of the completed Template to Karen Barclay, Corporate Policy and Performance Officer at karen.barclay@inverclyde.gov.uk.