

Form 1: Preparation

Part A must be completed at the beginning of a Policy/function/strategy development or review, and for every such occurrence. (Refer to the Step-by-Step Guide for additional information).

Step 1 – Preparation		
1.	Title of Policy - what are you equality impact assessing?	Flexible Working Policy
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	<ul style="list-style-type: none"> • promoting flexible working practices across Cardiff and Vale University Health Board regardless of job level • challenging the perception that the traditional working patterns is the default option - empowering managers and employees to have a well-informed, confident and productive discussion on the flexible working options that may be suitable for a role • promoting the business benefit of flexible working and ensuring that managers are fully supported to be able to implement practices in their areas • The purpose of this policy and the supporting guidelines is to provide a framework of guidance for managers and to promote best practice. • It is important that managers/supervisors are clear as to the principles underlying this process and the procedure to be followed, and that staff are treated fairly and equitably.
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	Director for Workforce and OD
4.	Who is Involved in undertaking this EqIA? - who are the key contributors to the EqIA and what are their roles in the process?	Claire Smith, Employee Engagement and Projects Development Manager David Gogherty, Trade Union Representative

Step 1 – Preparation

5.	Other Policies - Describe where this Policy/work fits in a wider context. Is it related to any other policies/activities that could be included in this EqIA?	Special Leave Policy Sickness Policy Annual Leave Policy Redeployment Policy Rehabilitation Policy Maternity and Adoption Guidelines
6.	Stakeholders - Who is involved with or affected by this Policy?	<p>All staff are able to apply for flexible working.</p> <p>The rationale for the benefits to both employer and employee were evidence in the Department for Work and Pensions Flexible Working Taskforce:</p> <ul style="list-style-type: none">• Flexible working can lead to a reduction in costs, notably by helping to reduce staff turnover and absenteeism• Flexible working can lead to higher productivity• Offering flexible working widens the talent pool and may attract candidates that have higher than average skill levels and bring with them extensive work and life experiences• Flexible working increases employee engagement and translates into greater commitment and loyalty to the company <p>The above will result in a better patient experience.</p>
7.	What factors may contribute to the outcomes of the Policy? What factors may detract from the outcomes? These could be internal or external factors.	Changes in legislation. Internal or External Recruitment. Awareness of the policy Staff take up Education for Managers

Form 2: Evidence Gathering

Equality Strand	Evidence Gathered	Does the evidence apply to the following with regard to this Policy/work? Tick as appropriate.									
Race	<p>The research was undertaken in October 2011, with no or little evidence to suggest adverse impact in relation to flexible working policies.</p> <p><i>Northern Ireland Council for Postgraduate Medical and Dental Education</i> <i>Northern Ireland Blood Transfusion Service</i> <i>Health Promotion Agency</i> <i>Northern Ireland Guardian Ad Litem Agency</i> <i>Central Services Agency</i> <i>Northern Ireland Regional Medical Physics Agency</i> <i>Southampton University Hospitals NHS Trust</i> This list is not exhaustive.</p> <p>The rational for the benefits to both employer and employee were evidence in the Department for Work and Pensions Flexible Working Taskforce:</p> <ul style="list-style-type: none"> • Flexible working can lead to a reduction in costs, notably by helping to reduce staff turnover and absenteeism • Flexible working can lead to higher productivity • Offering flexible working widens the talent pool and may attract candidates that have higher than average skill levels and bring with them extensive work and life experiences • Flexible working increases employee engagement and translates into greater commitment and loyalty to the company <p>The above will result in a better patient experience.</p>	Eliminating Discrimination and Eliminating Harassment	✓	Promoting Equality of Opportunity	✓	Promoting Good Relations and Positive Attitudes	✓	Encouraging participation in Public Life	✓	Take account of difference even if it involves treating some individuals more favourably*	
Disability	<p>The research was undertaken in October 2011, with no or little evidence to suggest adverse impact in relation to flexible working policies.</p> <p><i>Northern Ireland Council for Postgraduate Medical</i></p>		✓		✓		✓		✓		

	<p>and Dental Education Northern Ireland Blood Transfusion Service Health Promotion Agency Northern Ireland Guardian Ad Litem Agency Central Services Agency Northern Ireland Regional Medical Physics Agency Southampton University Hospitals NHS Trust This list is not exhaustive.</p> <p>The rational for the benefits to both employer and employee were evidence in the Department for Work and Pensions Flexible Working Taskforce:</p> <ul style="list-style-type: none"> • Flexible working can lead to a reduction in costs, notably by helping to reduce staff turnover and absenteeism • Flexible working can lead to higher productivity • Offering flexible working widens the talent pool and may attract candidates that have higher than average skill levels and bring with them extensive work and life experiences • Flexible working increases employee engagement and translates into greater commitment and loyalty to the company <p>The above will result in a better patient experience.</p>									
Gender	<p>The research was undertaken in October 2011, with no or little evidence to suggest adverse impact in relation to flexible working policies.</p> <p>Northern Ireland Council for Postgraduate Medical and Dental Education Northern Ireland Blood Transfusion Service Health Promotion Agency Northern Ireland Guardian Ad Litem Agency Central Services Agency Northern Ireland Regional Medical Physics Agency Southampton University Hospitals NHS Trust This list is not exhaustive.</p>	✓		✓		✓		✓		

	<p>The rational for the benefits to both employer and employee were evidence in the Department for Work and Pensions Flexible Working Taskforce:</p> <ul style="list-style-type: none"> • Flexible working can lead to a reduction in costs, notably by helping to reduce staff turnover and absenteeism • Flexible working can lead to higher productivity • Offering flexible working widens the talent pool and may attract candidates that have higher than average skill levels and bring with them extensive work and life experiences • Flexible working increases employee engagement and translates into greater commitment and loyalty to the company <p>The above will result in a better patient experience.</p>									
<p>Sexual Orientation</p>	<p>The research was undertaken in October 2011, with no or little evidence to suggest adverse impact in relation to flexible working policies.</p> <p><i>Northern Ireland Council for Postgraduate Medical and Dental Education</i> <i>Northern Ireland Blood Transfusion Service</i> <i>Health Promotion Agency</i> <i>Northern Ireland Guardian Ad Litem Agency</i> <i>Central Services Agency</i> <i>Northern Ireland Regional Medical Physics Agency</i> <i>Southampton University Hospitals NHS Trust</i></p> <p>This list is not exhaustive.</p> <p>The rational for the benefits to both employer and employee were evidence in the Department for Work and Pensions Flexible Working Taskforce:</p> <ul style="list-style-type: none"> • Flexible working can lead to a reduction in costs, notably by helping to reduce staff turnover and absenteeism • Flexible working can lead to higher productivity 	✓		✓		✓		✓		

	<ul style="list-style-type: none">Offering flexible working widens the talent pool and may attract candidates that have higher than average skill levels and bring with them extensive work and life experiencesFlexible working increases employee engagement and translates into greater commitment and loyalty to the company The above will result in a better patient experience.								
Age	<p>The research was undertaken in October 2011, with no or little evidence to suggest adverse impact in relation to flexible working policies.</p> <p><i>Northern Ireland Council for Postgraduate Medical and Dental Education</i> <i>Northern Ireland Blood Transfusion Service</i> <i>Health Promotion Agency</i> <i>Northern Ireland Guardian Ad Litem Agency</i> <i>Central Services Agency</i> <i>Northern Ireland Regional Medical Physics Agency</i> <i>Southampton University Hospitals NHS Trust</i> This list is not exhaustive.</p> <p>The rationale for the benefits to both employer and employee were evidence in the Department for Work and Pensions Flexible Working Taskforce:</p> <ul style="list-style-type: none">Flexible working can lead to a reduction in costs, notably by helping to reduce staff turnover and absenteeismFlexible working can lead to higher productivityOffering flexible working widens the talent pool and may attract candidates that have higher than average skill levels and bring with them extensive work and life experiencesFlexible working increases employee engagement and translates into greater commitment and loyalty to the company The above will result in a better patient experience.	✓		✓		✓		✓	

<p>Human Rights</p>	<p>The research was undertaken in October 2011, with no or little evidence to suggest adverse impact in relation to flexible working policies.</p> <p><i>Northern Ireland Council for Postgraduate Medical and Dental Education</i> <i>Northern Ireland Blood Transfusion Service</i> <i>Health Promotion Agency</i> <i>Northern Ireland Guardian Ad Litem Agency</i> <i>Central Services Agency</i> <i>Northern Ireland Regional Medical Physics Agency</i> <i>Southampton University Hospitals NHS Trust</i> This list is not exhaustive. The evidence indicated a neutral impact.</p> <p>The rationale for the benefits to both employer and employee were evidence in the Department for Work and Pensions Flexible Working Taskforce:</p> <ul style="list-style-type: none"> • Flexible working can lead to a reduction in costs, notably by helping to reduce staff turnover and absenteeism • Flexible working can lead to higher productivity • Offering flexible working widens the talent pool and may attract candidates that have higher than average skill levels and bring with them extensive work and life experiences • Flexible working increases employee engagement and translates into greater commitment and loyalty to the company <p>The above will result in a better patient experience.</p> <p>The underlying aim of the policy is to allow staff to work in line with some of their choices they may wish to make around the hours they work. The UHB recognises and accepts that staff have lives outside of work and the policy takes account of all the articles but particularly respect for private and family life, home and correspondence.</p>
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*** This column relates only to Disability due to the specific requirement in the Equality Act 2010 to treat disabled people more favourably to achieve equal outcomes. This is not applicable to the other equality strands.**

Form 3: Assessment of Relevance and Priority

Equality Strand	Evidence: Existing evidence to suggest some groups affected. Gathered from Step 2. (See Scoring Chart A)	Potential Impact: Nature, profile, scale, cost, numbers affected, significance. Insert one overall score (See Scoring Chart B)	Decision: Multiply 'evidence' score by 'potential impact' score. (See Scoring Chart C)
Race	3	1	3
Disability	3	1	3
Gender	3	1	3
Sexual Orientation	3	1	3
Age	3	1	3
Religion or Belief	3	1	3
Welsh Language	1	0	0
Human Rights	3	1	3

Scoring Chart A: Evidence Available

3	Existing data/research
2	Anecdotal/awareness data only
1	No evidence or suggestion

Scoring Chart B: Potential Impact

-3	High negative
-2	Medium negative
-1	Low negative
0	No impact
+1	Low positive
+2	Medium positive
+3	High positive

Scoring Chart C: Impact Decision

-6 to -9	High Impact (H)
-3 to -5	Medium Impact (M)
-1 to -2	Low Impact (L)
0	No Impact (N)
1 to 9	Positive Impact (P)

FORM 4: (Part A) Outcome Report

Policy Title:	Flexible Working Policy
Organisation:	Cardiff and Vale University Health Board
Name: Title: Department:	Claire Smith, Employee Engagement and Projects Development Manager, Learning and Education Department David Gogherty, Trade Union Representative
Summary of Assessment:	All the evidence found suggested that having a policy such as this either has no impact or promotes the equality agenda. No evidence was found that indicated a negative impact. There was no evidence of impact for the Welsh Language strand.
Decision to Proceed to Part B Equality Impact Assessment:	<p style="text-align: center;">Yes/No</p> <p style="text-align: center;">Please record reason(s) for decision</p> <p>The overall impact is positive with no or very little negative impact.</p>

Action Plan

You are advised to use the template below to detail any actions that are planned following the completion of Part A or Part B of the EqIA Toolkit. You should include any remedial changes that have been made to reduce or eliminate the effects of potential or actual adverse impact, as well as any arrangements to collect data or undertake further research.

	Action(s) proposed or taken	Reasons for action(s)	Who will benefit?	Who is responsible for this action(s)?	Timescale
1. What changes have been made as a result of the EqIA?	n/a	n/a	n/a	n/a	n/a
2. Where a Policy may have differential impact on certain groups, state what arrangements are in place or are proposed to mitigate these impacts?	n/a	n/a	n/a	n/a	n/a

3. Justification: For when a policy may have adverse impact on certain groups, but there is good reason not to mitigate.	n/a	n/a	n/a	n/a	n/a
4. Describe any mitigating actions taken?	n/a	n/a	n/a	n/a	n/a
5. Provide details of any actions planned or taken to promote equality .	We have included an equality statement into the policy that clearly states that the policy is open to all as appropriate to individual and organisational circumstances. We would provide copies of the document in	The UHB want to be explicit about its commitment to the equality agenda/legislation.	Staff will be primary benefit which will impact on positive on their families and/or patients as applicable	Managers	Already completed within the document

	alternative formats, including Welsh if required.				
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Date:	10 th January 2012
Monitoring Arrangements:	All Flexible Working Request Applications are monitored and kept for one year.
Review Date:	10 th January 2015
Signature of all Parties:	