

Equality Impact Assessment: Homeworking Policy

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EQUALITY IMPACT ASSESSMENT TEMPLATE

Section 1: Details of the Policy/Practice

Department/Team responsible for the policy:	Organisational Development		
Name of Policy or Practice being assessed:	Homeworking Policy		
Purpose and anticipated outcomes of the policy:	<p>The purpose of the Homeworking Policy is to provide guidance for both managers and employees who contractually homework and those who occasionally work from home.</p> <p>The policy defines two categories of homeworking available within the organisation and sets out entitlements, eligibility criteria and other conditions that apply. It has been developed to provide a clear procedure for dealing with homeworking requests that ensures fair treatment and a consistent approach, which is understood by all managers and employees.</p>		
Is this a new or existing policy?	New	X (revised)	Existing
List of participants in Equality Impact Assessment Process:	Kirstine Rankin- Senior OD Adviser Jacqui Duncan – OD Adviser Heather Moonlight- OD Assistant Linda McKenna – Equalities and Engagement Adviser		
Date assessment started:	29/10/15	Completion Date:	13/11/15

<p>Please indicate who is likely to be affected by the policy:</p> <p>For example Care service providers/users, men, women, young people, people with disabilities</p>	<p>The policy is for Care Inspectorate employees from and across all protected characteristics. The right to request contractual homeworking is restricted to the following roles: Strategic Inspectors and Inspectors in Inspection, Registration and Complaints. Team Managers in these areas are not eligible to apply for contractual homeworking due to their vital role in driving engagement and providing visible leadership in the organisation.</p> <p>Occasional working from home is available to all other employees with the express agreement of their manager.</p>
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Section 2: Collecting Information

What evidence is available about the needs of relevant groups? Please consider Demographic data, including Census information, Research, Consultation and survey reports, Service user feedback and complaints, Case law, Officer/adviser knowledge & experience

Details	Source of Evidence
Approximately 140 employees- however this is currently under review.	OD Management Information.
A range of information was examined including the Scottish Government Equality Evidence Finder	http://www.gov.scot/Topics/People/Equality/Equalities/DataGrid

From your research above have you identified any gaps in evidence? If so what are the gaps?

We have not identified any gaps in evidence.

As appropriate please describe the consultation/engagement undertaken including details of the groups involved and the methods used.

We have developed the draft Homeworking Policy through a number of consultation and engagement exercises including:

- The Homeworking Review Working Group
- Discussion with ET and Partnership Forum
- Discussion with Team Managers through the Leadership Forum

Are there any other groups to be consulted?

Not at this time.

Section 3: Impacts

Has the research and consultation identified any potential for impacts on the following groups:

Protected Characteristic	Yes	No	Please explain
Age (Older people, children and young people)		x	It is not considered that the homeworking policy would have any impact on people of different ages.
Disability	x		Potential positive impact for employees with disabilities where adjusting their place of work might help them to overcome accessibility barriers. This may be considered as a reasonable adjustment if

			there is a health reason for doing so.
Gender Reassignment (Where a person is living as the opposite gender to their birth)		x	It is not considered that the homeworking policy would have any impact on this protected group.
Pregnancy and Maternity	x		Potential positive impact for women in later stages of pregnancy where mobility may be an issue. This may be considered as a reasonable adjustment if there is a health reason for doing so.
Race, ethnicity, colour, nationality or national origins (including Gypsy/Travellers, refugees, asylum seekers)		x	It is not considered that the homeworking policy would have any impact on people of different racial groups.
Religion or belief (including non-belief)		x	It is not considered that the homeworking policy would have any impact on this protected group.
Sex/Gender		x	It is not considered that the homeworking policy would have any impact on this protected group.
Sexual Orientation		x	It is not considered that the flexible working policy would have any impact on people due to their sexual orientation.

Is there any evidence that the policy may:

	Yes	No	No Evidence
Result in less favourable treatment for particular groups?		x	
Give rise to direct or indirect discrimination?		x	
Give rise to unlawful harassment or victimisation?		x	

If yes to any of the above, please give details:

N/A

How will the policy be modified to mitigate this?

N/A

Section 4: Meeting our General Equality Duty

The following sections must be completed:

Which aspects of the policy seek to eliminate unlawful discrimination, harassment and victimisation?

The policy covers all employees across the organisation (applying the restrictions set out above) and aims to treat everyone fairly regardless of protected characteristic. It seeks to ensure that there are no barriers to anyone accessing and making use of the policy and related procedures. Support measures have been put in place throughout the policy to ensure that no one receives unfair treatment due to their protected characteristic – this includes support from the OD Team, Employee Assistance Programme, measures to take

account of sick leave/maternity leave.

Which aspects of the policy seek to advance equality of opportunity between people which share a relevant protected characteristic and those who do not?

The policy as a whole seeks to advance equality of opportunity for and between different protected groups. Actions have been included to advance equality of opportunity including equality monitoring of who requests homeworking/working from home.

Which aspects of the policy seek to foster good relations between people who share a protected characteristic and those who do not?

The purpose and intended outcomes of the policy do not seek to foster good relations between and across protected groups. However, the organisation has a range of other policies, projects and actions to help bring people together – e.g. Equality Training, Involvement Strategy, Equality Outcomes and Mainstreaming Report.

Section 5: Outcome of Assessment

Please detail the outcome of the assessment:

No major change	X
Adjust the policy	
Continue the policy	
Stop and remove the policy	

Please detail recommendations, including any action required to address any negative impacts identified:

N/A

Section 6: Monitoring

Describe how you will monitor the impact of this policy e.g. performance indicators used, other monitoring arrangements, who will monitor progress, criteria used to measure achievement of outcomes:

- The OD will team will monitor queries coming into the OD Enquiries mailbox around homeworking and will flag up any potential equalities issues to the Head of OD. An agreed course of action will follow.
- The OD team will produce an 'equalities profile' for each homeworking case that is approved/refused/appealed. If there are any trends coming through, and whether we need to review the policy or put additional supports in place to reduce or remove any potential negative impact(s)

When and how is the policy or practice due to be reviewed?

- The Homeworking Policy will be formally reviewed every 3 years- we will consult with

the Policy Review Group (the group consists of colleagues from across the Care Inspectorate including employees, our equalities and engagement adviser, managers and trade union representatives) and consult with our Executive Team, Resources Committee (which includes members of our Board) and Partnership Forum.

- We have a policy monitoring programme that means we review all our policies on an annual basis.
- The OD function produces and publishes the OD Annual Workforce Report. The report contains a section on flexible working within the Care Inspectorate.
- The policy will be reviewed on an on-going basis e.g. if we receive intelligence from OD Enquiries/feedback from colleagues/particular case/ legislation/case law that would call for an earlier review of the policy.

Section 7: Sign Off

Date sent to Involvement and Equalities Team:	12/11/15
Comments from Involvement and Equalities Team	None required as Involvement and Equalities Team have been involved in the EIA process and comments have been included in the policy where appropriate.
Date signed off by Involvement and Equalities Team	12/11/15

Please insert name and title of the Senior Manager who has signed off this Equality Impact Assessment:

Name	Janice Gibson
Title	Head of Organisational Development
Date approved	9 December 2015

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