

Scottish Borders Council

Equality Impact Assessment

3.1	Title of Proposal:	Flexi Time Scheme				
3.2	Service Area: Department:	Human Resources				
3.3	Description:	<p>This policy sets out the main provisions for the operation of a Flexible Working Hours scheme and provides guidance on the authorisation and use of TOIL (Time off in lieu) for Scottish Borders Council (SBC).</p> <p>The main purpose of Flexible Working Hours (FWH) is to provide a more flexible system of attendance for staff, on a discretionary basis, with the guiding and overriding principle that this flexibility should be achieved without adverse effect on overall efficiency or on services.</p> <p>The scheme is open to all employees, with the exception of Chief Officers and Teachers, whether they are full-time or part-time, participation in the scheme is voluntary and individual employees can opt not to participate and remain on standard hours.</p>				
3.4	Impact Assessment					
	Equality Characteristic	Impact			Description	Mitigation & Recommendations
		No Impact	Positive Impact	Negative Impact		

Age (Older or younger people or a specific age grouping)		X		May have a positive impact on older employees as working hours can be adjusted to support them to continue to work longer. Likewise for younger employees working with the scheme may offer a good work life balance.	
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		X		The policy has the potential to have a positive impact on disabled employees where they may feel it helpful to adjust their working day to support their condition.	
Gender (Males, Females, Transgender or Transsexual people)		X		<p>Positive impact for both men and women, but more so for women. The evidence about women and men’s participation in the labour market and the reality of childcare arrangements show that progress towards a more equal division of caring responsibilities between women and men is still very slow (source EHRC Sept 16). https://www.equalityhumanrights.com/en/how-fair-britain/online-summary/key-areas-care-and-support</p> <p>The policy helps some employees (often women) to be supported in childcare and caring responsibilities in allowing the opportunity to adjust their working day for a particular purpose. Whilst the policy applies to men and women equality, it is possible that women will benefit in using their flexitime for these purposes.</p>	
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees,		X		The policy has the potential to have a positive impact for when an individual within different racial groups needs to adjust their work pattern for a specific cultural need, the policy will provide a mechanism to address this need.	

migrants and asylum seekers)					
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)		X		The policy has the potential to have a positive impact for employees with different religious beliefs who wish to adjust short term their normal working day to accommodate their religion or belief, the policy will provide a mechanism to address this need.	
Pregnancy and Maternity (refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth),		X		The policy has the potential to have a positive impact where an individual needs to adjust their work pattern on a short term basis to accommodate requirements of their pregnancy and maternity, the policy will provide a mechanism to address this need.	
Sexual Orientation , e.g. Lesbian, Gay, Bisexual, Heterosexual		X		The policy has the potential to have a positive impact regardless of an employee's sexual orientation. The policy provides a framework for all employees to use the policy to support a better work life balance.	
Carers (those who have caring responsibilities for someone with an equality Characteristic)		X		The policy has the potential to have a positive impact and recognises that employees who have caring responsibilities may benefit by participating in the flexitime scheme.	
Gender Reassignment		X		The policy has the potential to have a positive impact regardless of an employee's self-defined gender. The policy provides a	

(Where person is living as the opposite gender to their birth)				framework for all employees to use the policy to support a better work life balance.	
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)		X		This policy is consistent in its approach to the management of the flexitime scheme regardless of an employee's social status/health inequalities.	
Employees (those employed by the Council including full time, part time and temporary)		X		This policy is consistent in its approach to the management of the flexitime scheme regardless of an employee's employment status.	

3.5	Relevance to the Equality Duty in Summary:	
	What impact will your proposal have on the following :	
	Equality Duty	Reasoning:
	Elimination of discrimination (both direct & indirect), victimisation and harassment.	This policy covers all employees across the organisation 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. .
	Promotion of equality of opportunity?	The policy as a whole seeks to advance equality of opportunity for and between different protected groups. Regular review of the policy and its outcomes should ensure equality of opportunity is consistent within

		SBC
	Foster good relations?	The purpose and intended outcomes of this policy do not seek to foster good relations between and across protected groups. However, SBC has a range of other policies that help bring people together. For example Equality Training, Equality, Diversity and Human Rights Policy, and Equality Outcomes contained with the Mainstreaming Report.

3.6	Recommendations & Mitigation		
	Characteristic	Mitigation/Recommendation	Approved Yes/No
	Promotion	Policy Communications Plan formulated and delivered.	
	General	Amend policy to include: <ul style="list-style-type: none"> • accessible format strapline and version control matrix • list of associated policies • amend review of the scheme section 	
		The outcomes of this Policy will be reviewed at least every two years. If any trends emerge these will be analysed and appropriate steps taken, potentially including a full review of the policy.	

Signed Off (Sign off <u>must</u> be completed by Service Manager or Director)			
Name:	Clair Hepburn	Directorate:	Chief Executives
Post:	Chief Officer Human Resources	Date:	02/02/2017

EIA Completed By			
Name	Iain Davidson	Service Area.	Chief Executive - Human Resources

Post	Employee Relations Manager	Date	25th January 2017
Name	Simone Doyle	Service Area	Chief Executive - Human Resources
Post	Equality & Diversity Officer (HR)	Date	25th January 2017
Name	Dee Maclean	Service Area	Chief Executive - Human Resources
Post	HR Business Partner	Date	25th January 2017