



# North West Leicestershire District Council

## Occasional Homeworking Scheme Equality Impact Assessment

# EQUALITY IMPACT ASSESSMENT

Name of the policy or service being assessed: Occasional Homeworking Scheme

Service Area: HR

Date Impact Assessment completed: 4/12/08

Is this a policy or service? Policy  Service  Procedure

Is this a new or existing policy or function? Existing  New

**Names and roles of the people carrying out the Impact Assessment:**

1. *Mike Murphy, HR Manager*
2. *Amanda Shakespeare-Ensor*
3. *Emma Peachey*

**Head of Service: Mike Murphy**

**Signature**



**Date: 23 March 2009**

## **PART 1: AIMS AND IMPLEMENTATION OF THE POLICY**

### **Identifying the aims of the policy**

What is the policy? What is the aim, objective, or purpose of the policy?

To provide a procedure for employees of the Council to work from home on an occasional basis (defined as an average of less than 1 working day per week)

### **Rationale behind the policy and its delivery**

There are times when employees are better able to complete a piece of their work in the home environment. This scheme provides an assessment mechanism which is completed initially by the employee and then verified by their Manager/Head of Service to ensure that a full consideration of all aspects of an application can be considered.

### **Who is affected by the policy? Who is intended to benefit from it and how?**

Who are the main stakeholders in relation to this policy?

What outcomes would other stakeholders want from this policy?

Are there any groups, who might be expected to benefit from the intended outcomes but which do not?

The main stakeholders are Managers and employees. The outcomes should be improved work outputs from the existing workforce in particular, specific work tasks.

### **Policy Priorities:**

(How does the policy fit in with the council's wider aims? Include Corporate and Local Strategic Partnership Priorities)

How does the policy relate to other policies and practices within the council?

What factors/forces could contribute/detract from the outcomes?

There would be associated benefits related to the Council's wider objectives of reduced CO2 emissions (fewer travel to work journeys) and Service transformation (efficiency improvements to services).

People Management Strategy.

**How the policy is implemented**

Is the service/policy provided solely by one service or in conjunction with another service or through a Partnership?  
If external partners are involved - what are the measures in place to ensure that they comply with the Council's Equal Opportunities policy?

The procedure is overseen by the HR Team who act as the point of contact. Applications will be considered by the Head of Service or Manager and the assessments will be screened by the HR Team (including the Health and Safety Officer)

**Users and beneficiaries are:**

(Indicate profile by target groups and assess relevance to policy aims and objectives e.g. Workforce to reflect the Community).

All employees.

**Action needed:**

*(Include short-term measures to be taken to provide a baseline where no or little information is available)*

As above, HR to undertake monitoring.

<b>PART 2: ASSESSMENT OF IMPACT</b>			
	<b>From the evidence available Identify how the groups are reflected in the take up of the service</b>	<b>From the evidence does the policy have an actual or potential negative impact</b>	<b>If there is an adverse impact, can it be justified on the grounds of promoting equality of opportunity</b>
<b>Race</b>	Not known	No	N/A
<b>Gender</b>	Gender groups of employees to be monitored	No	N/A
<b>Disability</b>	Not known	The scheme could have a positive impact on employees with disabilities, as this may permit an alternative approach for them to complete part of their work. There could also be a benefit for employees returning following long-term absence as part of a phased return to work.	N/A
<b>Age</b>	Available to young and old people.	No	N/A
<b>Religion/Belief</b>	Not known	No	N/A
<b>Sexual Orientation</b>	N/A	N/A	N/A
<b>Other groups</b>	None identified	No	No

## **PART 3: PROCESS OF POLICY OR SERVICE DELIVERY AND MONITORING**

### **Operation Times**

When is the service provided - are there seasonal issues; are there barriers to the service based on the time and delivery of the service which may affect the target groups?

No seasonal issues, time factors not relevant.

### **Methods of communication to the public (external) and internally**

What methods do you use to communicate this service? Include review and assessment of methods, media, translations, interpretation etc, bearing in mind the extent to which these media forms are accessible to all sections of the community

#### **Externally:**

Not relevant.

#### **Internally:**

Inner Vision - employees internal newsletter  
Grapevine  
HR Policy section of Intranet

### **Future Monitoring and Consultation**

#### **How and when will the policy be monitored?**

Identify areas for future consultation and any barriers to participation in consultation with proposals to overcome these.

Annual review of the take-up of scheme in relation to the monitoring groups to identify take-up and trends.

## **PART 4: MEASURES TO REDUCE DISPROPORTIONATE OR ADVERSE IMPACT – POSITIVE IMPACT**

Specify measures that can be taken to remove or minimise the disproportionate impact or adverse effect identified at the end of Part 3. If none were identified in Part 3, identify how disproportionate impact or adverse effect could be avoided in the future. (Consider measures to reduce any adverse impact and better achieve the promotion of equality of opportunity).

**RACE:** N/A

**GENDER:** N/A

**DISABILITY:** N/A

**AGE:** N/A

**RELIGION/BELIEF:** N/A

**SEXUAL ORIENTATION:** N/A

## PART 5 – ACTION PLAN

Recommendation	Key activity	Responsible Officer	Milestones	Progress	Date of completion
Monitoring of make-up of participants	Develop monitoring form	A Shakespeare-Ensor			February 09
“	Analysis of forms	A Shakespeare-Ensor			August 09
Relevant adjustments to policies and procedures will be made as appropriate and necessary, to accommodate language, disability, sexual orientation and religious requirements		M Murphy A Shakespeare-Ensor E Peachey			