

## Equality Impact Analysis

This equality impact analysis establishes the likely effects and unintended consequences that decisions, policies, projects and practices can have on people at risk of discrimination, harassment and victimisation. The analysis considers documentary evidence, data and information from stakeholder engagement/consultation to manage risk and to understand the actual or potential effect of activity, including both positive and adverse impacts, on those affected by the activity being considered.

To support completion of this analysis tool, please refer to the equality impact analysis guidance.

### Section 1 – Analysis Details (Page 5 of the guidance document)

<b>Name of Policy/Project/Decision</b>	Flexible Working Policy
<b>Lead Officer/SRO/Project Manager</b>	Catherine King
<b>Department/Team</b>	HR, Corporate Core
<b>Proposed Implementation Date</b>	April 2024
<b>Author of the EqIA</b>	Catherine King
<b>Date of the EqIA</b>	February 2024

<b>1.1 What is the main purpose of the proposed policy/project/decision and intended outcomes?</b>
<p>The main aims of the Flexible Working Policy are:</p> <ul style="list-style-type: none"> <li>▪ To detail all of the Council’s flexible working arrangements, and the process for applying for them</li> <li>▪ To support employees’ health and wellbeing via an improved work/life balance and making effective workplace adjustments</li> <li>▪ To support the Council by improving employee engagement, recruitment, retention and performance</li> </ul>

### Section 2 – Impact Assessment (Pages 6 to 9 of the guidance document)

<b>2.1 Who could the proposed policy/project/decision likely have an impact on?</b>
<p>Employees: <b>Yes/No</b>          Community/Residents: <b>Yes/No</b>          3<sup>rd</sup> parties such as suppliers, providers and voluntary organisations: <b>Yes/No</b></p> <p>If there is no likely impact on any of these, a full equality impact analysis is not required</p>

**2.2 Evidence to support the analysis. Include documentary evidence, data and stakeholder information/consultation**

<p><b>Documentary Evidence:</b>          Employment Equality Report – see <a href="https://www.bury.gov.uk/asset-library/employment-equality-report-2023.pdf">https://www.bury.gov.uk/asset-library/employment-equality-report-2023.pdf</a> which includes records of those who work part time or full time and those who take up of work life balance options</p>
<p><b>Data:</b>          As above</p>
<p><b>Stakeholder information/consultation:</b>          Consultation with UNISON</p>

**2.3 Consider the following questions in terms of who the policy/project/decision could likely have an impact on. Detail these in the impact assessment table (2.4) and the likely impact this would have.**

- Could the proposal prevent the promotion of equality of opportunity or good relations between different equality groups? **No**
- Could the proposal create barriers to accessing a service or obtaining employment with us for people from an equality group? **No**
- Could the proposal affect the usage or experience of a service by people from an equality group? **No**
- Could people from an equality group be disproportionately advantaged or disadvantaged by the proposal? **Yes – although people from all protected characteristics will benefit, women, disabled employees, employees from older age groups, carers and people from certain religious groups tend to make more use of flexible working options**
- Could the proposal make it more or less likely that people from an equality group will be at risk of harassment or victimisation? **No change**
- Could the proposal affect public attitudes towards people from an equality group (e.g. by increasing or reducing their presence in the community)? **It could make employment with the Council more attractive – particularly for women, disabled employees, employees from older age groups, carers and people from certain religious groups**
- Could the proposal prevent or limit people from an equality group contributing to the democratic running of the council? **No**

<b>2.4 Characteristic</b>	<b>Potential Impacts</b>	<b>Evidence (from 2.2) to demonstrate this impact</b>	<b>Mitigations to reduce negative impact</b>	<b>Impact level with mitigations Positive, Neutral, Negative</b>
<b>Age</b>	Positive for older employees	62.53% of the workforce is aged 45+ whereas 86.26%		Positive

		of work life balance options are from that age group		
<b>Disability</b>	Positive for disabled employees	7.3% of the workforce is disabled, but 13.74% of all employees taking up WLB initiatives are disabled	Flexible working requests can form workplace adjustments, and must be fully considered under our Equality Act 2010 obligations	
<b>Gender Reassignment</b>	No significant impact			
<b>Marriage and Civil Partnership</b>	Positive for staff who are married or in a civil partnership	37.44% of staff are married or in a civil partnership but 60.9% of all employees taking up WLB initiatives are from this group		
<b>Pregnancy and Maternity</b>	Neutral			
<b>Race</b>	Neutral	65.09% of the workforce are white British, but 90.52% of all employees taking up WLB initiatives are white British. – This is not a result of the policy but likely reflects the occupational segregation of the workforce in relation to race.	Whilst flexible working options are available to all employees, we could promote them more specifically to employees who experience racial inequalities	
<b>Religion and Belief</b>	More positive for people from	Christians, Muslims and Hindus take up more WLB	Flexible working requests can form	

	some religious groups than others	initiatives proportionate to their representation in the workforce, whilst Jewish employees' take up is proportionate	workplace adjustments, to support work/life balance on religious grounds e.g. compressed hours to have time off to observe holy days/periods	
<b>Sex</b>	Positive for women	69.72% of the workforce are women, but 78.44% of all employees taking up WLB initiatives are women		
<b>Sexual Orientation</b>	Neutral			
<b>Carers</b>	Positive for carers	23.81% of the workforce are carers, but 51.42% of all employees taking up WLB initiatives are carers	Flexible working requests can form workplace adjustments, to support work/life balance on the grounds of caring responsibilities	
<b>Looked After Children and Care Leavers</b>	Neutral			
<b>Socio-economically vulnerable</b>	Neutral			
<b>Veterans</b>	Neutral			

### Actions required to mitigate/reduce/eliminate negative impacts or to complete the analysis

2.5 Characteristic	Action	Action Owner	Completion Date
Race	Whilst flexible working options are available to all employees, we could promote them more specifically to employees who experience racial inequalities	Lee Cawley via IWG	

### Section 3 - Impact Risk (Pages 9 and 10 of the guidance document)

Establish the level of risk to people and organisations arising from identified impacts, with additional actions completed to mitigate/reduce/eliminate negative impacts.

3.1 Level of impact / Likelihood	Unlikely (U)	Possible (P)	Likely (L)	Very Likely (V)
High Impact (H)	4	8	12	16
Medium Impact (M)	3	6	9	12
Low Impact (L)	2	4	6	8
Positive or No Impact (N)	1	1	1	1
Risk Level	No Risk = 1	Low Risk = 2 - 4	Medium Risk = 6 – 9	High Risk = 12 - 16

3.2 Level of risk identified	2
3.3 Reasons for risk level calculation	Flexible working initiatives are available equally to all staff. Take up is just greater, proportionate to representation in the workforce, for some protected groups.

### Section 4 - Analysis Decision (Page 11 of the guidance document)

4.1 Analysis Decision		Reasons for This Decision
There is no impact therefore the activity will proceed	X	No significantly negative impacts. The Flexible Working Policy should make a positive difference for all equality groups.
There are low impacts or risks identified which can be mitigated or managed to reduce the risks and activity will proceed		
There are medium to high risks identified which cannot be mitigated following careful and thorough consideration. The activity will proceed with caution and this risk recorded on the risk register, ensuring continual review		

**Section 5 – Sign Off and Revisions** (Page 11 of the guidance document)

5.1 Sign Off	Name	Date	Comments
Lead Officer/SRO/Project Manager	Catherine King	05/02/24	
EDI	Lee Cawley		

**EqIA Revision Log**

5.2 Revision Date	Revision By	Revision Details