

BTPA Initial Equality Impact Assessment – Flexible Working Policy

Name of policy to be assessed	Flexible Working Policy	Date of assessment	18 April 2011
Names of assessment team members	Lucy Barrick Sam Elvy	Is this a new or existing policy?	New
1. Briefly describe the aims, objectives and purpose of the policy	<ul style="list-style-type: none"> • To summarise the main forms that flexible working might take. • To explain the terms under which employees may request to work flexibly and have their request considered in a careful and timely manner. • Where flexibility is agreed, to explain the rights and obligations that attach to various forms of more flexible working. • Where changes to flexible working that already exist is needed, how these should be dealt with. 		
2. Are there any associated objectives of the policy? Please explain.	There are no objectives associated with this policy.		
3. Who is intended to benefit from this policy and in what way?	The Executive and the organisation by having the possibilities for flexible working clearly articulated and a consistent approach to requests.		
4. What outcomes are wanted from this policy?			

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5. What factors/forces could contribute/detract from the outcomes?	<ul style="list-style-type: none"> • Users do not understand policy and do not implement it as a result • Users do not 'buy-in' to the purpose of the policy and so do not follow it • Owing to the small size of the team a high number of requests may be refused which could lead to distrust. 		
6. Who are the main stakeholders in relation to the policy	BTPA Executive Team	7. Who implements the policy and who is responsible for the policy?	Business Manager
8. Are there concerns that the policy <u>could</u> have differential impact on racial groups?	Y/N	Please explain	The policy is not currently available in alternative languages so may not be accessible to non-English readers.
What existing evidence (either presumed or otherwise) do you have for this?	No evidence gathered to date but presume it could be an issue.		
9. Are there concerns that the policy <u>could</u> have differential impact due to gender?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	N/A		

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10. Are there concerns that the policy <u>could</u> have differential impact due to disability?	Y/N	Please explain	The Policy is not currently available in other formats so may not be accessible to people with visual impairments/learning difficulties.
What existing evidence (either presumed or otherwise) do you have for this?	No evidence gathered to date but presume it could be an issue.		
11. Are there concerns that the policy <u>could</u> have differential impact due to sexual orientation?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	N/A		
12. Are there concerns that the policy <u>could</u> have differential impact due to age?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	N/A		

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<p>13. Are there concerns that the policy <u>could</u> have differential impact due to religious belief?</p>	<p>Y/N</p>	<p>Please explain</p>	
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>No</p>		
<p>14. Are there concerns that the policy <u>could</u> have differential impact due to people having dependents/caring responsibilities?</p>	<p>Y/N</p>	<p>Please explain</p>	
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>N/A</p>		
<p>15. Are there concerns that the policy <u>could</u> have differential impact due to people having an offending past?</p>	<p>Y/N</p>	<p>Please explain</p>	

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<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>N/A</p>		
<p>16. Are there concerns that the policy <u>could</u> have differential impact due to people being transgendered or transexual?</p>	<p>Y/N</p>	<p>Please explain</p>	
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>N/A</p>		
<p>17. Could the differential impact identified in 8-16 above amount to there being the potential for adverse impact for this policy?</p>	<p>Y/N</p>	<p>Please explain</p>	<p>Not offering the policy in alternative languages/formats could potentially exclude users who do not read in English or who have visual impairments/learning difficulties.</p>
<p>18. Can this adverse impact be justified on the grounds of equality of opportunity for one group? Or any other reason?</p>	<p>Y/N</p>	<p>Please explain for each equality heading separately Reasonable adjustments can be made to make the policy available in alternative languages /formats</p>	

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<p>19. Should the policy proceed to a full impact assessment</p>	<p>Y/N</p>	<p>20. If yes, is there enough evidence to proceed to a full EIA? Y/N</p>
		<p>21. If no, are there any changes required to the policy to improve it around the equality agenda?</p> <p>Add a note to the policy to say that it can be made available in alternative languages/formats on request</p>