

EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING TEMPLATE (IST)

Initial screening needs to take place for all new/revised Council policies. The word ‘policy’, in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision. This stage must be completed at the earliest opportunity to determine whether it is necessary to undertake an EIA for this activity.

Name of Policy:	Remote Working Policy
Lead Officer (responsible for assessment):	Nicole Pema, HR Manager
Department:	HR
Others Involved in the Assessment (i.e. peer review, external challenge):	
Date Initial Screening Completed:	July 2021

(a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

Remote working is a work arrangement that permits an employee to conduct all or some of their work at an approved alternative worksite such as the home or in office space near to the employee’s home.

Remote working requests can be either Occasional or Permanent.

To enable the council to maximise its employee’s effectiveness and productivity but at the same time giving more flexibility in their working lives, the council is committed to supporting remote working.

This policy has been developed to protect sensitive or valuable data and maintain the overall security of Council data and equipment whilst employees are working remotely. In addition, this policy recognises and defines the duty of care of the Council to the remote working employees in regard to their health and safety and fair treatment.

(b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

The Policy applies to all staff employed by the Council.

(c) **Is this assessment informed by any information or background data?** i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

The Policy is informed by:

- a) Relevant legislation, including:
 - Equality Act 2010
 - Data Protection Act 2018
 - General Data Protection Regulation
 - Health and Safety at Work
 - Children and Families Act 2014
 - Work and Families Act 2006
 - Flexible Working Regulations 2014
- b) Council's Code of Conduct
- c) Information Security Policy
- d) Health and Safety Policy and Codes of Practice
- e) The Council's Insurance policy
- f) Climate Change Action Plan
- g) Consultation with Unison

(d) Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics (please tick all that apply):

Ethnicity	<input type="checkbox"/>	Age	<input type="checkbox"/>
Sex	<input type="checkbox"/>	Religion or Belief	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Sexual Orientation	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	Marriage & Civil Partnership	<input type="checkbox"/>
Pregnancy & Maternity	<input checked="" type="checkbox"/>		

Please explain any impact identified: i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

The flexible working legislation categorises home/remote-working as a type of flexible working, and therefore the application process for Permanent Remote working reflects the same procedure as the Flexible working guidance in the Family Friendly Guidance.

- All employees can request to:
- change the hours they work;
 - change the times when they are required to work;
 - change their pattern of work, e.g. compressed hours (9-day fortnights) and annualised hours; or
 - change the place at which they are required to work.

Where an employee has 26 week's service, a flexible working request is a 'statutory request' which means that the Council has a duty to deal with it in a 'reasonable manner', giving it careful consideration.

The Remote Working Policy may attract and retain of employees who are unable to come into an office on a regular basis, e.g. those with childcare responsibilities or people with disabilities that affect their mobility

If we know that an employee is making the request for remote working due to a disability, then we are able to refer them to the Council's Reasonable Adjustment Request form which forms part of the Managing Attendance and Stress at Work Policy. This process does include Occupational health assessment

(e) Does the policy affect service users or the wider community?	NO
(f) Does the policy have a significant effect on how services are delivered?	NO
(g) Will it have a significant effect on how other organisations operate?	NO
(h) Does it involve a significant commitment of resources?	NO
(i) Does it relate to an area where there are known inequalities, e.g. disabled people's access to public transport etc?	NO

If you have answered **YES** to any of the questions above, then it is necessary to proceed with a full equality impact assessment (EIA). If the answer is **NO**, then this judgement and your response to the above questions will need to be countersigned by your Service Lead Officer and then forwarded to the HR Manager.

Signatures:

Completing Officer: Nicole Pema **Date:** July 2021

Service Lead Officer: Nicole Pema **Date:** July 2021