

To complete – press F11 to jump from field to field

Equality Impact Assessment

Name of the business case,
SOP, SIP, project, service

**The Right to Request Flexible Working and –
Part Time Working and Other Working
Arrangements**

File ref:	EIA/Gen/021	Issue No:	1
Date of Issue:	15/06/09	Review date:	15/06/10
Risk assessment completed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Environmental assessment completed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Approved by:



Part 6 Equality impact assessment improvement plan

The table below should be completed using the information from the equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, ie increase the positive impact
4. If no actions [go to Part 7](#)

Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:

Area of concern	Actions required	Person responsible	Timescale	Resource implications	Comments
Each strand	To develop a system by which the monitoring of applications for special leave should include information related to the six strands.	Amanda Blatch	ASAP	Extra monitoring system in place by HR Department.	
Currently, we do not monitor the take-up of these policies or what the break-down of staff is against the 6 strands in terms of which group uses which policy	To develop equality statistics monitoring system of uniformed staff	Amanda Blatch	tbc		

Area of concern	Actions required	Person responsible	Timescale	Resource implications	Comments
These SOP's apply to all uniformed employees regardless of equality group	To add a reasonable/practicable arrangements section to cover specific needs of uniformed employees in different equality groups	Amanda Blatch	tbc		

Part 7 Equality impact assessment summary report

The results of equality impact assessments must be published. Please complete this summary, which will be used to publish the results of your impact assessment on the Service’s website, and return it to Business Support.

Date of assessment: 17.02.09

Manager(s) name: Amanda Blatch **Role:** HR Consultant

Business case, SOP, SIP, project or service, procedure, strategy or Service, that was impact assessed:

- HR 4.12 – The Right to Request Flexible Working
- HR 4.40 – Part Time Working and Other Working Arrangements

Summary of findings:

The SOP’s listed above comply with all employment and equality legislation and no adverse impacts were identified.

Summary of recommendations and key points of action plan:

To continually monitor and review these SOP’s to ensure compliance with employment and equality legislation.

To monitor the take up of the policies to include a break down of staff against the 6 strands.

Groups that this business case, SOP, SIP, projector service will impact upon *															
Race		Gender		Sexual Orientation		Age		Disability		Religion/ Belief		Other		All	
+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-
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- This information should be transposed to the front page of the Business case, SOP, SIP, project or service/Procedural document

Date completed:	12/06/09	Signed by CFO	
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