

Easton&OtleyCollege

Equality Impact Assessment – Initial Screening Form

Policy / procedure / event title	Flexible Working including Part Time & Job Share
Policy holder Job title Contact details	Liz Howard HR Director Extn 303
Directorate owner	Liz Howard
Date of completion	March 18 th 2013
Step A	
What are the aims, perceived benefits and suggested outcomes?	
<p>Carers of adults and parents of children aged sixteen and under or of disabled children aged under 18 have the right to apply to work flexibly providing they have the qualifying length of service.</p>	
Step B	
Do you have any data showing how the policy has been received and whether it is successful?	
<p>This policy has been formed through the amalgamation of three previous policies: Flexible working; Part Time Employees; Job Share.</p> <p>Over the past three years the flexible working policy has been used less than 10 times. Not all requests have been agreed to and when such requests were not granted an appeal process has been invoked.</p> <p>The College aims to assist employees in meeting their work-life balance, but has to also ensure the impact upon the College and other staff is manageable.</p>	
Step C	
Which equality strands could the policy, procedure or event impact upon?	
Strand	Notes
Ethnicity	In reviewing this procedure the policy review group felt the procedure, if applied correctly, in accordance with legislation and best practice, would have no negative impact upon any specific personal characteristic.
Language	The College will support employees who have English as a second language to understand this policy.
Disability	This policy can be made available in different formats to support the needs of an employee with a disability.

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	The College is aware of the potential of Associative Discrimination And will ensure at all times they act in a fair and reasonable manner.
Gender	This policy should, if applied fairly and consistently be gender neutral.
Religion	It is not anticipated that this policy will impact adversely on any specific group, but should evidence contradict a review will be conducted.
Age	The Policy Review Group anticipates that staff will seek different forms of flexibility at different times within their working lives, and as such this policy should be accessible and fair to all employees of every age.
Sexuality	It is not anticipated that this policy will impact adversely on any specific group, but should evidence contradict a review will be conducted.
Full impact assessment required?	YES (please circle) NO
This will be conducted by: _____ (date)	
A copy of this form should be sent to the holder of the policy, procedure or event organiser	

This EIA was completed post review by the Policy Review Group 18th March 2013.