

1. Equality Impact Analysis

Policy / Project / Function:	Remote Access and Home Working Policy
Date of Analysis:	1/10/13 – Data used from June 2013
This Equality Impact Analysis was completed by: (Name and Department)	Janet Thacker HR Dept
What are the aims and intended effects of this policy, project or function ?	<ul style="list-style-type: none"> • NHS North Lincolnshire Clinical Commissioning Group hereafter known as the CCG recognises that working from remote locations such as home or other NHS premises, as part of the flexible working arrangements that the CCG supports, can bring advantages both to the staff member and to the organisation. These may include: flexibility around issues such as dependent care or disability issues, reduced costs, better use of time, convenience, freedom from transport problems, reduced personal risk and ecological benefits.
Please list any other policies that are related to or referred to as part of this analysis?	<ul style="list-style-type: none"> • Acceptable Use Guidelines, Mobile Computing Procedures, E-mail and Internet Policy and Use of Encryption Technology Policy. • Business Conduct Policy • Information Governance procedures and policies • Absence Reporting procedure
Who does the policy, project or function affect ? Please Tick ✓	<p>✓ Employees</p> <p>Service Users <input type="checkbox"/></p> <p>Members of the Public <input type="checkbox"/></p> <p>✓ Other (List Below) Independent contractors and agency staff</p>

2. Equality Impact Analysis: Screening

	Could this policy have a positive impact on...		Could this policy have a negative impact on...		Is there any evidence which already exists from previous (e.g. from previous engagement) to evidence this impact
	Yes	No	Yes	No	
Race	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	
Age	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	
Sexual Orientation	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	
Disabled People	✓		<input type="checkbox"/>	✓	Occasional/regular/permanent working from home may be used as a reasonable adjustment depending upon the circumstances of each particular case and the operational/business needs.
Gender	✓		<input type="checkbox"/>	✓	The opportunity to work from home may provide some workers with caring responsibilities (often women), the opportunity to work more flexibly
Transgender People	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	
Pregnancy and Maternity	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓	The opportunity to work remotely providing reasonable adjustment during pregnancy
Marital Status	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	
Religion and Belief	✓		<input type="checkbox"/>	✓	Potential to allow certain staff who wish to work during a religious festival they do not observe and where their office is closed, to work from home, by agreement. (For

					example, a member of staff who does not wish to observe the Christmas holiday might be allowed to work from home during the holiday.)
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Reasoning	Any review of the policy should cover how it has been applied and not just its intention. Potentially positive impact on staff with disabilities and staff with certain religious or other beliefs				
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If there is no positive or negative impact on any of the Nine Protected Characteristics go to Section 7

3. Equality Impact Analysis: Local Profile Data

Local Profile/Demography of the Groups affected (population figures)	
General	Total number of employees in the North Lincs CCG 28
Age	No staff employed are under 30 14% of staff are over 55 86 % of staff are aged 30-55
Race	86% of staff employed in the CCG are White 7% of staff are Non-white 7% staff have not stated or defined their ethnicity
Sex	50% staff employed are female 50% staff employed are male
Gender reassignment	No information at this stage
Disability	7% of staff employed declared themselves as having no disability No staff declared a disability 93% did not declare /undefined
Sexual Orientation	All staff are recorded as did not wish to respond /undefined
Religion, faith and belief	All staff are recorded as did not wish to respond /undefined
Marriage and civil partnership	86% of employees are married. No employees are in a civil partnership
Pregnancy and maternity	No information yet as the CCG has not been established long enough to build meaningful data

4. Equality Impact Analysis: Equality Data Available

<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1. Application success rates <i>Equality Groups</i> 2. Complaints by <i>Equality Groups</i> 3. Service usage and withdrawal of services by <i>Equality Groups</i> 4. Grievances or decisions upheld and dismissed by <i>Equality Groups</i> 5. <i>Previous EIAs</i> 	<p>✓ Yes - employee data provided</p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document).</p>
<p>List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</p>	<p>Joint Trade Union Partnership Forum</p>
<p>Promoting Inclusivity How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation</p>	<p>The policy supports promoting equality and diversity as it has the potential to have a positive impact on some some protected groups (see above)</p>

5. Equality Impact Analysis: Assessment Test

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by The Equality Act 2010 ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a Genuine Determining Reason exists
Gender (Men and Women)		✓		The opportunity to work from home may provide some workers with caring responsibilities (often women), the opportunity to work more flexibly. 50% of the staff in the CCG are female
Race (All Racial Groups)	✓			
Disability (Mental and Physical)		✓		Occasional/regular/permanent working from home may be used as a reasonable adjustment depending upon the circumstances of each particular case and the operational/business needs. Currently no employees in the CCG have declared themselves disabled. However the policy will facilitate support to staff who become disabled in the course of their employment, or staff who are recruited to the CCG in the future and may have a disability.
Religion or Belief		✓		Potential to allow certain staff who wish to work during a religious festival they do not observe and where the building is closed, to work from home, by agreement. (For example, a member of staff who does not wish to observe the Christmas holiday might be allowed to work from home during the holiday.)Whilst CCG employment data records that staff did not wish to respond/undefined, the policy allows for individual staff recruited in the future to be supported in following their personal beliefs
Sexual Orientation (Heterosexual, Homosexual and Bisexual)	✓			
Pregnancy and Maternity	✓			
Transgender	✓			

Marital Status	✓			
Age	✓			

6. Action Planning

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:

Analysis Rating:	<input type="checkbox"/> Red	<input type="checkbox"/> Red/Amber	<input type="checkbox"/> Amber	<input checked="" type="checkbox"/> Green
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