

## APPENDIX 3

### PRO-FORMA FOR THE INITIAL EQUALITY IMPACT ASSESSMENT

<b>Division:</b>	Corporate	<b>Section:</b>	HR	<b>Date Assessment Started:</b>	11/12/09
<b>Who is responsible for the Assessment?</b>		<b>Lead Officer</b>		<b>Others involved</b>	
Paula Henry		Paula Henry		Sue Bell	
<b>Name of the policy / procedure / project / strategy / service to be assessed:</b>		Flexible Working	<b>Is this a new or existing policy / procedure / project / strategy / service?</b>		New
<b>Describe the aims, objectives and purpose of the policy:</b>		Achieve acceptable balance between home and work life.			
IMPACT ASSESSMENT:					
Question	Specifications	TICK	Further Comments:		
<b>1. a What data do you have that you can draw upon to support this assessment?</b>  <i>Please tick all that apply and give details of what these were.</i>	Demographic data and other statistics, including census findings.	√			
	Recent research findings including studies of deprivation.				
	Results of recent surveys.	√	Staff Survey Healthcare 100		

	Results of equality monitoring data and any equalities data from the local authority / joint services.	√	Staff data broken down by equality strands and those on career breaks/ part-time and flexible retirement
	Information from groups and agencies within Stockport?		
	Comparisons between similar functions / policies.	√	Government legislation – NHS wide
	Analysis of PALS, complaints and public enquires information.		
	Analysis of audit reports and reviews.		
	Other (Please specify).		
<b>1. b What does this data say about each group in relation to the policy / procedure / project / strategy / service?</b>	Age	At August 2009, the Trust employed 4281 staff, of whom 25% are aged under 35 and 17% aged over 55 years.	
	Dependants/Caring responsibilities	Legal rights might discriminate against non-carers Carers in Stockport are a key resource – 10% of residents in Stockport provide some unpaid care.	
	Disability	At August 2009, the Trust employed 4281 staff, of whom 1.7% have declared themselves to be disabled; 57% have declared themselves to be non-disabled and the disability status of the remainder is not known/ not	

		declared. 1.85% of full time workers have indicated they have a disability and 1.62% of part time workers indicate a disability.
	Gender	At August 2009, the trust employed 4281 staff, of whom 81% are women. Only 6.52% of part time workers are male.
	Ethnicity	At August 2009, the Trust employed 4281 staff, of whom: 9.5% are from black and minority ethnic communities, 5.0% of whom are from the Asian/ Asian British community. There is also a further 3.3% of staff from white minority ethnic backgrounds. Data shows that staff from all ethnic groups work flexibly.
	Religion or Belief	49% of staff disclosed their religion/ belief at August 2009. 39% of whom declared themselves as Christian, 4% Atheist and 1% Muslim. Data that the Trust holds on Religion and belief is limited.
	Gypsies and Travellers	There are 300,000 gypsies and travellers in Uk – but given their nomadic nature it is impossible to estimate local figures. There are often very hostile attitudes to travellers and this leads to poor access to and uptake of services.
	Transgender or Transsexual	Approximately 1 in 11,500 people in the world are Trans, though no local data is available, and trans

		status is currently not monitored by local healthcare providers.
	Sexual Orientation	At August 2009, the Trust employed 4281 staff of whom 46% have disclosed as heterosexual; 0.7% as lesbian, gay or bisexual and the remainder (53.3%) have not disclosed their sexual orientation. The data held on sexual orientation is limited.
<b>2.a What recent consultation has been undertaken that you could draw upon to support this assessment and who was it with?</b>	PEASD – Business group manager representatives IWL Group – multi-disciplinary group HR advisers JCT	
<b>2.b What did they say?</b>	Age	
	Dependants/Caring responsibilities	To ensure that staff with caring responsibilities for dependant adults i.e. Carers are recognised to the same degree as staff with children.
	Disability	
	Gender	
	Ethnicity	
	Religion or Belief	

	Gypsies and Travellers	
	Transgender or Transsexual	
	Sexual Orientation	
<b>3.a Are there any experts/relevant groups who you can approach to explore their views?</b>	PEASD – Business group manager representatives IWL Group – multi-disciplinary group HR advisers	
<b>3.b Please give details of who you have approached and what they said:</b>	Some conflict with rostering policy	
<b>4.a Taking into account the information gathered above:</b>  When completing the boxes below please consider:-  Are there any barriers which <u>Could</u> impact on how different groups might benefit from this policy/service? <i>e.g. Communication/information, physical access, location, sensitivity etc</i> Does the policy/service promote the same choices for different groups as everybody else? <u>Could</u> any of the following equality target group's experience of this policy/service be different? Does the policy/project/strategy address the needs and potential barriers of these groups? <b>If you are undertaking an EIA on a SERVICE please think about these</b>		<b>4.b Where any issues or negative impact has been identified please explain what action you will take to remove these.</b>  <b>If no action is to be taken please explain your reasoning.</b>

<b>questions in relation to each of the following 3 stages: Referral stage, assessment stage and function/service/treatment stage</b>		
Please explain for each group, drawing on evidence that supports your view:		
Age		
Dependants/Caring responsibilities	All staff with caring responsibilities are treated equally when accessing the flexible working policy.	The policy will be publicised to all staff.
Disability	The data shows equal access to the policy for staff with or without disability.	
Gender	The % of Part time workers which are male seems low	The policy will be publicised to all staff, ensuring that male staff are aware that the policy is for anyone wanting Flexible Working not just staff with caring responsibilities.
Ethnicity	Data shows that staff from all ethnic groups work flexibly.	
Religion or Belief	Limited data	Trust to improve on data capture
Gypsies and Travellers		
Transgender or Transsexual		
Sexual Orientation	Limited data	Trust to improve on data capture
<b>5. How is the effect of the policy/procedure/project/ strategy/service on different equality target groups going to be monitored? Please specify for each equality group</b> <i>Again, if you are undertaking an Equality Impact Assessment on a Service you may need to think about this in relation to the 3 stages</i>		

<i>outlined in question 4a.</i>	
Age	Logging informal complaints/ data on refusals for flexible working. Review data on staff using policy e.g. numbers of part-time workers broken down by equality groups
Dependants/Caring responsibilities	
Disability	Logging informal complaints/ data on refusals for flexible working. Review data on staff using policy e.g. numbers of part-time workers broken down by equality groups
Gender	Logging informal complaints/ data on refusals for flexible working. Review data on staff using policy e.g. numbers of part-time workers broken down by equality groups
Ethnicity	Logging informal complaints/ data on refusals for flexible working. Review data on staff using policy e.g. numbers of part-time workers broken down by equality groups
Religion or Belief	Logging informal complaints/ data on refusals for flexible working. Review data on staff using policy e.g. numbers of part-time workers broken down by equality groups
Gypsies and Travellers	
Transgender or Transsexual	
Sexual Orientation	Logging informal complaints/ data on refusals for flexible working. Review data on staff using policy e.g. numbers of part-time workers broken down by equality groups
<b>6. In relation to each group, are there any areas where you are unsure about the impact and more information is needed?</b>	<p>Information on annualised hours/ job sharing/ term time working/ team based rostering/ home working.</p> <p>Logging informal complaints and rejected requests</p>
<b>7. How are you going to gather this information?</b>	Liaise with Workforce planning to ensure more detailed information is recorded on ESR. Set up database to record rejected requests.

8.a As a result of this assessment is a Full Impact assessment necessary?	YES	<u>NO</u>	Please explain your answer:	
8.b Date on which the Full assessment to be started?				