

POLICY NAME:	FLEXIBLE WORKING POLICY
POLICY REFERENCE:	TW10-052
VERSION NUMBER :	4.1
APPROVING COMMITTEE:	Partnership Forum
DATE THIS VERSION APPROVED	October 2015
RATIFYING COMMITTEE	PARC
DATE THIS VERSION RATIFIED	November 2015
DATE THIS VERSION AMENDED	Amendment at section 8.5 October 2017
AUTHOR(S) (JOB TITLE)	HR BUSINESS PARTNER STAFF SIDE
DIVISION/DIRECTORATE:	HUMAN RESOURCES
TRUST WIDE POLICY (YES/NO)	YES
Links to other Strategies, Policies, SOP's, etc.	COUNTER FRAUD AND CORRUPTION POLICY, SPECIAL LEAVE POLICY, DEATH IN SERVICE GUIDELINES, JOB SECURITY & CHANGE POLICY

Date(s) previous version(s) approved: (if known)	Version: 3	Date : January 2012
DATE OF NEXT REVIEW:	November 2018 extended to February 2019, extended to May 2019	
Manager responsible for review:	Senior HR Business Partner	

CONTENTS		Page No
1	Introduction	2
2	Policy Statement	2
3	Key Principles	
4	Responsibilities	2
5	Making a request for Flexible Working	3
6	Term Time Working	4
7	Types of Flexible Working	4
8	Flexible Retirement	5
9	Reasons for Refusal for Flexible Working	5
10	Appeals Procedure for Flexible Working	6
11	Career Break	5
12	Procedure for Career Break	7
13	Conditions of Service for Career Break	7
14	Updating/Development of Skills whilst on Career Break	9
15	Training requirements for Career Break	9
16	Return to work from a Career Break	9
17	Human Rights Act	10
18	Equality and Diversity	10
19	Monitoring and Review	10
20	Acessibility Statement	10
Appendices		
Appendix 1	Flexible Working Flowchart	12
Appendix 2	Career Break Scheme Agreement	13
Appendix 3	Equality Impact Assessment Form	15
Appendix 4	Policy/SOP Monitoring and Review Arrangements	17

**AT ALL TIMES STAFF MUST TREAT EVERY INDIVIDUAL WITH RESPECT
AND UPHOLD THEIR RIGHT TO PRIVACY AND DIGNITY**

1 INTRODUCTION

This policy outlines the processes for requesting Flexible Working within Wrightington, Wigan and Leigh NHS Foundation Trust.

2 POLICY STATEMENT

2.1 As a progressive employer, Wrightington, Wigan & Leigh NHS Foundation Trust recognises that in order to recruit and retain high quality employees it needs to be committed to improving the working lives of its staff. As part of that commitment, staff need to feel confident that should they request a change of working pattern and/or hours in order to help with domestic or related responsibilities, then their request will be carefully considered and treated sympathetically.

2.2 In implementing this policy managers must ensure that all staff are treated fairly and within the provisions and spirit of the Equality, Diversity and Inclusiveness.

3 KEY PRINCIPLES

3.1 The work-life balance is something that affects nearly everyone at some point in his or her life. Getting the balance right between work and other things in life, whether it is caring for children or elderly relatives, studying, working in the community or even a chance to meet up with friends can be difficult.

3.2 The Trust has developed a Flexible Working Policy, which provides a framework for managers and staff to reach agreements about balancing work and domestic responsibilities.

3.3 The application of this policy sets out the process and timescales contained within the Employment Act, 2002 – Flexible Working: The right to request and the duty to consider.

3.4 To ensure that staff are advised of their entitlements with regard to a Career Break and suffer no less favourable treatment, victimisation, discrimination or harassment as a result of requesting such leave.

4 RESPONSIBILITIES

4.1 Responsibilities of the Trust Board

4.1.1 The responsibility for the provision of a Flexible Working Policy rests initially with the Trust Board.

4.1.2 Additionally, the Trust Board will ensure, through the line management structure, that this policy is applied fairly and equitably.

4.1.3 The Trust Board will also ensure, through the line management structure, that all employees are aware of the policy and procedure for applying for flexible working.

4.2 Responsibilities of the Human Resources Director

The Human Resources Director will oversee the introduction, operation, monitoring and evaluation of this policy to ensure comprehensive, fair and consistent application throughout the Trust.

4.3 Responsibilities of Divisional Managers

- 4.3.1 Divisional managers are responsible for ensuring that this policy is applied fairly and consistently to all employees within their own area.
- 4.3.2 Divisional managers will ensure that employees are aware of, and understand the Corporate and Divisional goals and objectives, standards and behaviour required by the Trust.

4.4 Responsibilities of Employees.

All employees are required to understand and comply with the policy.

5 MAKING A REQUEST FOR FLEXIBLE WORKING

5.1 Qualifying Period

All employees requesting flexible working must have 26 weeks continuous trust service before making any requests

5.2 Employees are able to request changes to:

- 5.2.1 The hours they work.
- 5.2.2 The times when they are required to work.

5.3 An employee is eligible to make one flexible working request per annum which should be made in writing. The application must specify the following:

- 5.3.1 The change applied for including length of time required.
- 5.3.2 The basis/reason for the request.
- 5.3.3 the date the employee proposes it become effective.
- 5.3.4 The effect, if any the applicant thinks making the change will have on the employer how, in the applicants' opinion, the change might be dealt with.

5.4 The manager must hold a meeting with the employee making the request within 28 days of the request being made, with the time and location being convenient to both. The purpose of the meeting is to consider and discuss the request and the feasibility/impact on the exigencies of the service.

5.5 Flexible Working requests will only be granted based on the ability maintain the current service.

5.6 The employee is entitled to bring a workplace colleague or union representative to the request meeting with their manager.

5.7 If the manager receiving the request is on annual leave or sick leave the 28-day period runs from the date the manager returns to work or the 28th day after the request is made, whichever is the soonest.

- 5.7.1 If the manager is on long term sick leave (sickness absent for more than 4 weeks) the request should be submitted to the line manager's, line manager and the above will apply.

5.8 Following the outcome of the meeting, the manager must respond in writing within 14 days of the meeting providing notification of the decision. If the application is rejected the

notification must state which grounds for rejection are considered to apply and set out the appeal procedure.

- 5.9 Where applications for changes to an individuals working hours, pattern etc are agreed, managers should ensure that the Payroll Department are notified by completing an ESR Change Form.
- 5.10 Once the outcome of the flexible working request is known the manager must complete a flexible working tracking form and return it to the Workforce Informatics Team, HR Department, Suite 7, Buckingham Row.
- 5.11 Working patterns agreed through the flexible working policy should be reviewed every 12 months to ensure that the request still fits with service needs.

6 TERM TIME WORKING

- 6.1 Term time working is defined as working part-time or full-time hours during school term periods and not working during the school holiday periods.
- 6.2 Employees employed on a term-time working contract should be reviewed on an annual basis with their line manager.
- 6.3 Employees must inform their line manager at the earliest opportunity of the term-time dates for the following academic year.
- 6.4 The salary of an employee working on a term-time basis will be paid on a monthly basis and averaged over a 52 week period.
- 6.5 Some posts within the Trust require staff to work term-time only due to organisational requirements and staff that are employed on this basis may request flexible working arrangements within their contractual obligations.
- 6.6 If you are successful in obtaining term-time working no additional leave will be available other than the school holiday periods. Annual leave is already incorporated into the calculation for your pay.

7 TYPES OF FLEXIBLE WORKING

There are a variety of flexible working arrangements a few are listed as below:

- 7.1 Part-time working
- 7.2 Job Sharing
- 7.3 Flexi-time
- 7.4 Annual hours contracts
- 7.5 Flexible Rostering
- 7.6 School-time contracts
- 7.7 Voluntary reduced working time
- 7.8 Fixed work patterns
- 7.9 Flexible Retirement

**Please note that this list is not exhaustive

8 FLEXIBLE RETIREMENT

- 8.1 A variety of flexible retirement options are available to members dependent on which part of the pension scheme they are in. The impact on benefits will vary depending on the section of the pension scheme the individual is in and flexible retirement option they wish to take. Individuals are encouraged to discuss their flexible retirement options with the payroll department and NHS Pension Scheme before making any decisions with regards to drawing pension website: nhsba.nhs.uk or Helpline: 0300 3301 346.

- 8.2 It is recommended that all retirements should be notified to the Payroll Department at least four months in advance, to allow sufficient notice to the Pension's Centre.
- 8.3 Employees in the 1995 section of the NHS Pension Scheme wishing to retire and return are required to take a 24 hour break and work 16 hours or less a week for at least one full calendar month. Employees in the 2008 section of the NHS Pension Scheme wishing to retire and return are required to take a 24 hour break only.
- 8.4 Any request for flexible retirement will be treated as a flexible working request and managed in line with this policy. Requests for flexible retirement will be considered in line with operational requirements and there is no obligation for the Trust to support flexible retirement where there is no identified operational need.
- 8.5 Any employee who is required to take a 24 hour break in order to oblige with pension requirements will have this break period disregarded for the purposes of their annual leave calculation. Should an employee be reducing their working hours, either on a permanent or temporary period, during the middle week of any month will have the recalculation made in favour of the employee. Other than this annual leave calculation will be based on the majority of working hours within that month.

9 REASONS FOR REFUSAL OF FLEXIBLE WORKING APPLICATIONS

- 9.1 Where a member of staff seeks to change their pattern of work, a flat refusal by a manager is inadequate.
- 9.2 Wherever new team-wide schemes are introduced, the interests of all staff have to be taken into account.
- 9.3 Managers must consider any request for flexible working reasonably and fairly, given due consideration to all the circumstances of the case. If, after careful consideration managers need to refuse the request then they must provide written reasons within 14 days of the meeting.
- 9.4 Applications for flexible working arrangements can be refused only for the following reasons:
- 9.4.1 The burden of additional costs
 - 9.4.2 Detrimental effect on ability to meet customer demand
 - 9.4.3 Inability to reorganise work among existing staff
 - 9.4.4 Inability to recruit additional staff
 - 9.4.5 Detrimental impact on quality
 - 9.4.6 Detrimental impact on performance
 - 9.4.7 Insufficiency of work during the periods the employee proposes to work
 - 9.4.8 Planned structural changes

10 APPEALS PROCEDURE FOR FLEXIBLE WORKING

- 10.1 Employees wishing to appeal must send a dated, written notice setting out the grounds of the appeal to the line manager of the person who made the original decision within 14 days of the date of the date of the notification letter.
- 10.2 The manager should arrange the appeal hearing at a mutually convenient time and place, within 14 days of receiving the appeal letter. Present at the appeal meeting will be the employee and the manager who took the original decision. Employees are entitled to be accompanied by a workplace colleague or Trade Union representative.

- 10.3 The purpose of the meeting is to consider whether the reason for the refusal was fair and reasonable.
- 10.4 The individual hearing the appeal will give formal notification of their decision within 14 days of the date of the hearing if the decision taken is to uphold the manager's rejection of the request, the grounds for the rejection must be stated.

11 CAREER BREAK

- 11.1 A career break is a period of unpaid time out of the workplace. The minimum career break will be three months and the maximum five years.
- 11.2 Where a break of three months or less is required, employees should discuss their needs with the line manager.
- 11.3 Requests will only be granted based on the ability maintain the current service.
- 11.4 The scheme will be open to all employees who have a minimum of 12 month's continuous service with the Trust at the time of application and employees should have a firm intention to return to work.
- 11.5 The length of break should balance the needs of the applicant with the needs of the service.
- 11.6 Employees on career breaks will not normally be allowed to take up paid employment with another employer except where, for example, work overseas or charitable work could broaden their experience. In such circumstances written authority from the Trust would be necessary from the line manager. The employee must not work for another NHS organisation, either directly or through an agency during the career break period.
- 11.7 In situations where backfill is required, this must be cost neutral for the career break to be approved and backfill arrangements must be confirmed prior to approval being given.
- 11.8 If an employee returns to work within one year the same post will be available as far as is reasonably practical.
- 11.9 If the break is longer than one year, the Trust cannot guarantee that the employee will be able to return to the same or equivalent post.
- 11.10 An employee is entitled to return to work at the equivalent salary level, reflecting national increases awarded during the break. No incremental increases will be awarded during the break.
- 11.11 After having a career break, an employee should return to work for a period of 2 years before making another career break request.

12 PROCEDURE FOR CAREER BREAK

- 12.1 Requests to take an employment break should be submitted in writing to the immediate line manager outlining the reason and proposed duration of absence required (see Appendix A).
- 12.2 Requests submitted by Medical staff should be signed off by Divisional Medical Director and Divisional Director of Operations, who will then be required to take the request to Executive Comm-Cell (ECC) for approval.

- 12.3 Consideration will be given to the needs of the service before a career break is approved.
- 12.4 If employees are absent on maternity leave, the career break should commence on the date an employee is due to return to work.
- 12.5 As far as possible a career break should be arranged and approved prior to the commencement of maternity leave.
- 12.6 Arrangements for keeping in touch during the break should be agreed in advance. Employees must also inform their manager of any changes in personal circumstances e.g. change of name, address, any criminal convictions which occur whilst they are on a career break and have a personal responsibility to keep up to date with their relevant professional registration needs.
- 12.7 Following the approval of the application it should be forwarded to the Human Resources Department and a copy retained on the personal file.
- 12.8 The manager should complete an Assignment Change form, stating when the career break is due to commence. A further Assignment Change form must be completed advising when the employee is due to return to work.
- 12.9 Following the refusal of an application, the form (Appendix A) should be forwarded to the Human Resources Department, detailing why the application has been refused. A copy of this should also be given to the applicant.
- 12.10 If the employee is unhappy with the decision reached, they have the right of appeal through the Trust's Grievance Policy.
- 12.11 If the employee applying for a Career Break has a 'live' letter of concern or warning on their record at the time of requesting the career break, the manager should contact their HR representative to discuss. Career Breaks should not be used as a tool to clear sickness absence or live warnings.

13 CONDITIONS OF SERVICE FOR CAREER BREAK

13.1 Continuity of Service

- 13.1.1 The period of the break does count toward continuous employment for statutory purposes.
- 13.1.2 Other provisions depending on length of service i.e. pensions, contractual redundancy payments, leave entitlements etc., will be suspended for the period of the break and the break itself will not count as qualifying service unless detailed as otherwise within this policy.
- 13.1.3 The employee must make arrangements with payroll department for direct payments to be made to replace deductions that are made from their salary before the start of the break to include:
 - 13.1.3.1 Trade Union Subscriptions (should be discussed with the local union branch office)
 - 13.1.3.2 Lease Car Contributions – discuss payments of the employees contributions with the lease car section
 - 13.1.3.3 Accommodation Fees
 - 13.1.3.4 Salary Sacrifice Schemes

13.1.4 The employee granted a career break in possession of Trust equipment e.g. Car Park Permit, Lap Top Computer, Keys must ensure that they are returned to their Line Manager prior to the commencement of the career break.

13.1.5 During unpaid leave, National Insurance Payments cease (contributions made by both the employee and the Trust as the employer), The member of staff should contact HMRC to discuss their individual situation.

13.2 **Maternity Leave**

13.2.1 No entitlement to occupational maternity pay will arise during a career break although a career break could follow a period of maternity leave.

13.2.2 As there is no break in service, on return there is no disqualification from section 15 Maternity Leave and Pay under Agenda for Change.

13.3 **Redundancy**

13.3.1 A period of absence on the Trust's Career Break Scheme will not be regarded as a break in service for redundancy payments although the period of the break will not itself count as reckonable service.

13.3.2 If the post becomes redundant during a career break, the Trust will follow its normal redundancy procedures, e.g. it will consult with the employee and look for suitable alternative employment for that person.

13.3.3 If the employee is given notice of redundancy during their career break, they are entitled to receive full pay during the period of notice (this does not include the period of consultation). Please refer to the Job Security and Change Policy if this happens.

13.3.4 The employee will be entitled to a redundancy payment only if they meet the service qualifications for such payments

13.4 **Annual Leave**

Whilst on the Scheme an employee will not accrue annual leave. The period of absence will not be regarded as a break in service. The period of the break will not count as reckonable service for the purpose of long service additional leave awards etc.

13.5 **Sick Leave Entitlement**

As there is no break in service there is no loss of accrued sick leave entitlement.

13.6 **Pension Entitlement**

13.6.1 The employee has the option to continue paying pension contributions during the first 6 months of a career break.

13.6.2 An employee who has already paid pension contributions continuously during the first 6 months of a career break can continue to pension the leave for a further period of up to 18 months. The employee will be responsible for both the employee and employer pension contributions during this additional period.

13.6.3 Whilst contributing to the Scheme, the employee will remain in the same section of the Scheme they were in prior to commencing the career break.

13.6.4 If the employee chooses not to contribute to the Scheme during their career break, or continue on a career break for more than 2 years, the normal rules surrounding scheme membership and eligibility will apply. Employees must contact NHS pensions to discuss the impact of their pension as a result of taking a career break. Website nhsbsa.nhs.uk.

13.7 **Death in Service**

If the employee has chosen to continue paying pension contributions during the break, death in service benefits will apply should this regrettable situation occur during the career break. If pension contributions are not being made, you will be treated as a deferred member of the scheme. For further information visit pensions website nhsbsa.nhs.uk

13.8 **Ill Health Retirement**

The employee may be entitled to submit an application for ill health retirement during a career break if pension contributions have been maintained. For further information please visit pensions website nhsbsa.nhs.uk

14 **UPDATING/DEVELOPMENT OF SKILLS WHILST ON CAREER BREAK**

Maintaining Contact

Continued contact is a key factor; it confirms the Trust's commitment to retaining the skills of the employee and their interest in eventually returning to work. This must be considered as a joint responsibility between the employee and their manager

15 **TRAINING REQUIREMENTS FOR CAREER BREAK**

15.1 Employees will be required to attend relevant in-service training sessions or other training events not only to keep up to date with any relevant professional registration needs but to maintain skills and knowledge. This will be facilitated by the Trust, where possible and checks with the relevant professional bodies i.e. NMC, will be made prior to the return to work.

15.2 Employees will be required to meet (if possible) with their manager at least once per year for a general discussion and review of their specific training needs.

15.3 Where appropriate and practical the Trust will provide scheme participants with at least ten days paid employment per year (pro rata for shorter breaks) in order to keep in touch with changes and developments in the service.

16 **RETURN TO WORK FROM A CAREER BREAK**

16.1 **Notice**

16.1.1 If the individual wishes to vary the agreed return to work, either to extend the date or bring it forward, the notice period required should be two months if the break is less than a year and six months if the break is more than a year (in exceptional circumstances this may be less).

16.1.2 Where sufficient notice is not provided, the Trust reserves the right to ask the employee to return on the date originally agreed.

16.2 **Professional Registration**

Where the employee is subject to registration with a professional body, for example the NMC/GMC etc. registration must be checked and proof given prior to return to work.

16.3 Induction

At the end of the career break employee may be required to attend a planned refresher programme before commencing the full duties of the post. This period should be designed according to the needs of the employee and will also vary in relation to the level of skill and grade of the work being undertaken.

16.4 Failure to return to Work

If at any time during the break an employee decides that they do not wish to return to employment with the Trust they must notify their line manager immediately, or at least two months before the expected date of return to work. If employees do not return to work or fail to keep in contact as agree with their line manager formal action may be taken.

17 HUMAN RIGHTS ACT:

Implications of the Human Rights Act have been taken into account in the formulation of this policy and they have, where appropriate, been fully reflected in its wording

18 EQUALITY AND DIVERSITY:

The Policy has been assessed against the Equality Impact Assessment Form from the Trust's Equality Impact Assessment Guidance and, as far as we are aware, there is no impact on any Equality Target Group.

19 MONITORING AND REVIEW:

- 19.1 Every flexible working request received by a manager must be recorded on a flexible working request monitoring form which needs to be fully completed and returned to the Workforce Informatics Team, HR Department, Buckingham Row.
- 19.2 The HR Workforce Informatics Team will provided reports as to compliance with the flexible working policy.
- 19.3 This Policy will be reviewed annually by the Deputy HR Director and staff side on a two yearly basis.
- 19.4 Earlier reviews may be required due to legislation changes or NHS direction/guidelines

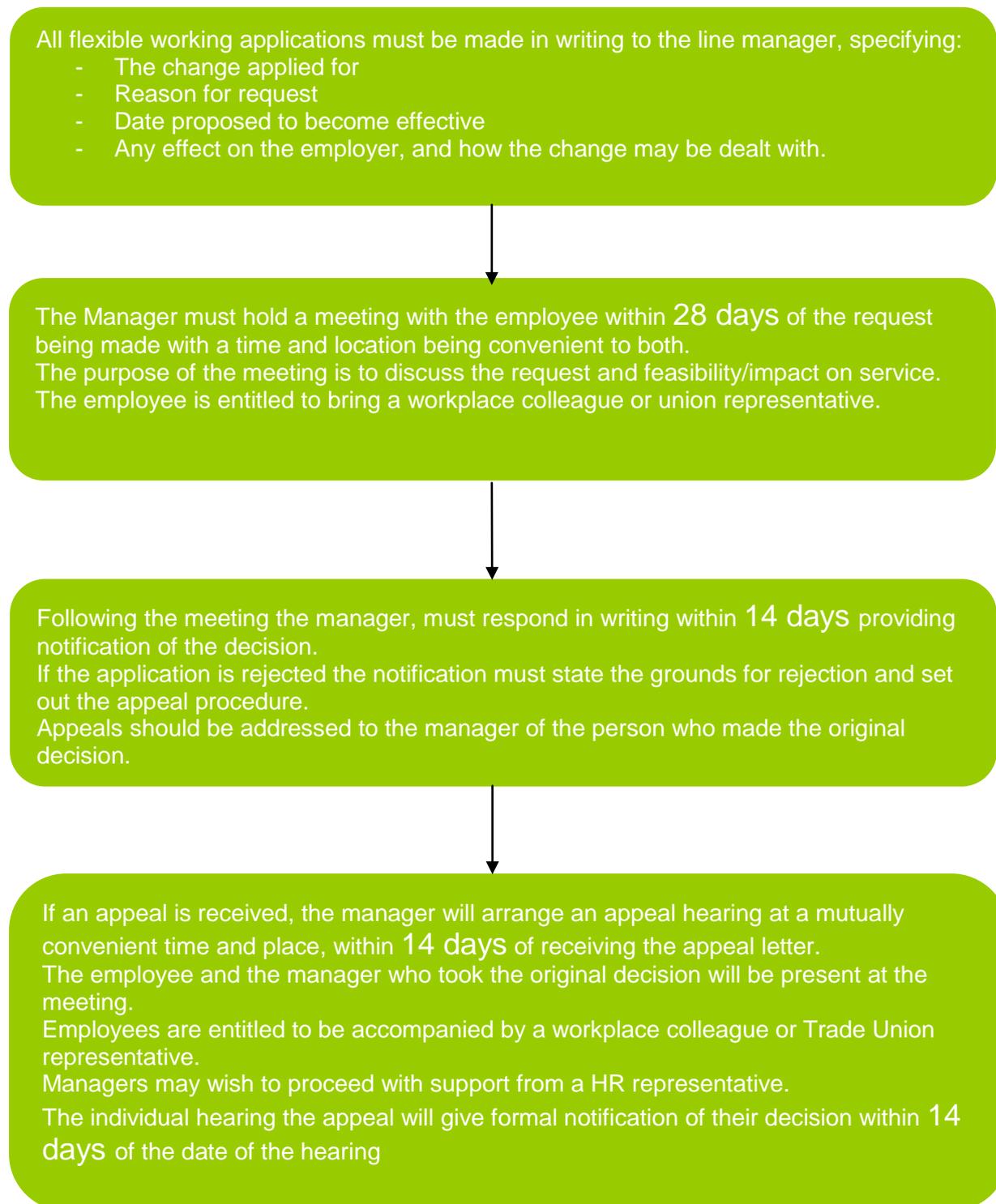
20 ACCESSIBILITY STATEMENT

This document can be made available in a range of alternative formats e.g. large print, Braille and audiocd.

For more details, please contact the HR Department on 01942 77(3766) or email equalityanddiversity@wwl.nhs.uk

Appendix 1:

Flexible Working Flow Chart



Career Break Scheme Agreement

Wrightington, Wigan & Leigh NHS Foundation Trust - Career Break Scheme Agreement

Name

Department

Date of Commencement with the Trust

Reasons for Career Break

.....

.....

Return to Work

Employees returning from a Career Break will normally be required to give a maximum period of notice of 2 months in the break is less than a year and 6 months if the break is more than a year. At this point (where possible) the employee will be seen by their Manager to discuss arrangements for their return.

If an employee wishes for the break to be extended or for an early return they should comply with the notice periods outlined in the above paragraph (in exceptional circumstances only this may be less). Every effort will be made to accommodate their requirements, subject to operational constraints and the arrangements made to cover their absence.

PENSION CONTRIBUTIONS

(Please indicate)

- I would like to ensure that my pension contributions are maintained for the duration of the career break
- I would like to cease pension contributions for the duration of the career break

If contributions are to be maintained:

- I have completed the Standing Order Mandate and agree that contributions will be made by the 1st day of each month from the commencement of the career break.

*please note the following:

Employees can choose to continue to pay pension contributions for the first 6 months of a career break, being treated as an active member of the scheme during this time with employer pension contributions being paid.

An employee who has already paid pension contributions continuously during the first 6 months of a career break can continue to pension the leave for a further period of up to 18 months. The employee will be responsible for both the employee and employer pension contributions during this additional period.

FAILURE TO RETURN TO WORK

If at any time during the Career Break the employee decides they do not wish to return to employment with the Trust, they must notify their Manager immediately in writing or at least 2 months before the expected date of return to work.

OTHER EMPLOYMENT

Employees on a Career Break are NOT permitted to take up paid employment without the permission of the Trust. See policy for further information.

ARRANGEMENTS FOR MAINTAINING CONTACT

The employee is required to provide contact details (including forwarding address and email address) prior to the commencement of the career break.

.....
.....
.....
.....
.....
.....
.....

BREACH OF CAREER BREAK AGREEMENT

A breach in the Terms of a Career Break agreement by an employee, for example by failing to comply with the arrangements for maintaining contact agreed or by taking up paid employment elsewhere without permission may result in its termination by the Trust and the withdrawal of the opportunity to return to work under this scheme.

Signature of Employee Date

Signature of Manager Date

Approved – Yes/No

If no reasons for refusal

.....
.....
.....
.....
.....
.....
.....

PLEASE NOTE

This form should be copied to the appropriate Human Resources Representative and the original retained on the employee’s personal file.

Payroll should be notified of this Career Break using the Notification Form, together with a copy of this agreement.

EQUALITY IMPACT ASSESSMENT FORM – STAGE 1
INITIAL ASSESSMENT (PART 1)

FOR USE WITH POLICY'S AND SOP'S

Division:	Human Resources	Department:	Human Resources
Title of Person(s) Completing Form	Laura Pope	New or Existing Policy?	Existing
Title of Policy being assessed:	Flexible Working Policy	Implementation Date (Policy)	
What is the main purpose (aims / objectives) of this policy?	As a progressive employer, Wrightington, Wigan & Leigh NHS Foundation Trust recognises that in order to recruit and retain high quality employees it needs to be committed to improving the working lives of its staff. As part of that commitment, staff need to feel confident that should they request a change of working pattern and/or hours in order to help with domestic or related responsibilities, then their request will be carefully considered and treated sympathetically.		
Will patients, carers, the public or staff be affected by this policy? Please delete as appropriate.	Patients	<input type="checkbox"/>	No
	Carers	<input type="checkbox"/>	No
	Public	<input type="checkbox"/>	No
	Staff	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>
	If staff, how many individuals / Which Groups of Staff are likely to be affected? All staff		
Have patients, carers, the public or staff been involved in the development of this policy? Please delete as appropriate.	Patients	<input type="checkbox"/>	No
	Carers	<input type="checkbox"/>	No
	Public	<input type="checkbox"/>	No
	Staff	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>
	If yes, who have you involved and how have they been involved: Policy Development Group, Staff Side		
What consultation method(s) did you use?	<i>Policy Development Group</i>		
How are any changes / amendments to the policy communicated?	<i>Intranet, global email</i>		

QUESTIONS YOU MUST CONSIDER when completing the following Equality Impact Assessment Table:

- Are there any barriers which could impact on how different groups might benefit from this policy?
- Does this policy promote the same choices for different groups as everybody else?
- Could any of the following group's experience of this policy be different?
- Does this policy address the needs and potential barriers of these groups?

EQUALITY IMPACT ASSESSMENT TABLE – POLICIES (PART 2)

Equality Group	Positive Impact	Negative Impact	Reason/Comments for Positive Impact	Reason/Comments for Negative Impact	Resource Implication
	High Low None	High Low None	<u>(Why it could benefit any / all of the Equality Groups)</u>	<u>(Why it could disadvantage any / all of the Equality Groups)</u>	Yes / No
Men	None	None			
Women	None	None			
Younger People (17-25) and Children	None	None			
Older People (60+)	None	None			
Race or Ethnicity	None	None			
Learning Difficulties	None	None			
Hearing Impairment	None	None			
Visual Impairment	None	None			
Physical Disability	None	None			
Mental Health Need	None	None			
Gay/Lesbian/Bisexual	None	None			
Transgender	None	None			
Faith Groups (specify)	None	None			
Marriage & Civil Partnership	None	None			
Pregnancy & Maternity	None	None			
Carers	None	None			
Other Group (specify)	None	None			
Applies to ALL Groups	None	None			

High: There is significant evidence of a negative impact or potential for a negative impact.
Low: Likely to have a minimal impact / There is little evidence to suggest a negative impact.
None: A Policy with neither a positive nor a negative impact on any group or groups of people, compared to others.

INITIAL ASSESSMENT (PART 3)

- (a) In relation to each group, are there any areas where you are unsure about the impact and more information is needed?

N/A

- (b) How are you going to gather this information?

N/A

- (c) Following completion of the Stage 1 Assessment, is Stage 2 (a Full Assessment) necessary?

Have you identified any issues that you consider could have an adverse (negative) impact on people from the following Equality Groups?

(Please **delete YES/NO** as appropriate)

Age (Younger People (17-25) and Children / Older People (60+))		NO
Gender (Men / Women)		NO
Race		NO
Disability (Learning Difficulties / Hearing Impairment / Visual Impairment / Physical Disability / Mental Illness)		NO
Religion / Belief		NO
Sexual Orientation (Gay / Lesbian / Bisexual)		NO
Gender Re-assignment		NO
Marriage & Civil Partnership		NO
Pregnancy & Maternity		NO
Carer		NO
Other		NO

Any other comments

--

Assessment completed by (Job Title) : Laura Pope, HR Business Partner

Date Completed : 18/10/15

If 'NO IMPACT' is identified Action: No further documentation is required.

If 'YES IMPACT' is identified Action: Full Equality Impact Assessment Stage 2 form must be completed. Refer to link below:

http://intranet/Departments/Equality_Diversity/Equality_Impact_Assessment_Guidance.asp

PLEASE RETURN A COPY OF THE COMPLETED ASSESSMENT FORM (STAGES 1, 2 & 3) VIA E-MAIL TO:

DEBBIE JONES, EQUALITY AND DIVERSITY PROJECT LEAD (for Service related policies)

debbie.jones@wvl.nhs.uk.

POLICY/SOP MONITORING AND REVIEW ARRANGEMENTS

NAME OF POLICY: FLEXIBLE WORKING POLICY

Para	Audit / Monitoring requirement	Method of Audit / Monitoring	Responsible person	Frequency of Audit	Monitoring committee	Evidence	Location
13.1	Every flexible working request received by a manager must be recorded on a flexible working request monitoring form which needs to be fully completed and returned to the Workforce Informatics Team, HR Department, Buckingham Row.	Data report	Senior HR Business Partner (Workforce Informatics)	Bi-Annually	Divisional Management Group	Minutes	HR Department
13.2	The HR Workforce Informatics Team will provide reports as to compliance with the flexible working policy.	Data report	Senior HR Business Partner (Workforce Informatics)	Bi-Annually	Divisional Management Group	Minutes	HR Department