

Equality and Human Rights Impact Assessment (EqHRIA) Summary of Results

Policy / Practice	Flexi-time (Staff)
Owning Department	People and Development
Date EqHRIA Completed	06/03/2019
Purpose of Policy / Practice	To guide users and enable them to record flexi-time appropriately

A. Summary of Analysis / Decisions - What the assessment found and actions already taken.

The assessment has found that overall the impact on individuals with the outlined protected characteristics will be minimal and more likely positive in nature. The expansion of the flexi-time system to all non-shift workers means that part time and flexible workers can now utilise the system and therefore previously under-represented groups are included. The procedure itself is simple and easy to follow with clear instructions on how to access record and make changes to flexi-time records. The EqHRIA has identified a couple of points raised around accessibility to those who may require assistance in order to follow the instructions or operate the recording systems being used. Updates to the procedure format have been made as a result.

B. Summary of Mitigation Actions - What else we plan to do and how we are going to check that it has been done.

Plans to support colleagues identified as requiring assistance with understanding or utilising the procedure will be progressed on a case by case basis.
As this is a new procedure there will be a requirement to review in shorter time than perhaps is normally suggested to assess the impacts that the procedure has and if any further adjustments are required.

Management Log – Policy Support Dept. Use Only

Review Date		Review Date	
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