

Scottish Borders Council

Stage 3 Equality Impact Assessment - Sign Off

3.1	Title of Proposal:	Home Working Procedures
3.2	Service Area: Department:	Human Resources
3.3	Description:	<p>The Policy and procedures sets out the process for applying for home working. An overarching aim of the Policy is to support the principle of work like balance, and give employees the opportunity to work more flexibly where practicable. It is hoped that the Policy will increase the scope for SBC to meet its commitment to equal opportunities as, for example, it may enable a person with disabilities to do a job they otherwise would not be able to do.</p> <p>The Policy describes what types of posts may be suitable for home working, and sets out good practice in managing home work. It details the effects on terms and conditions of employment, including intellectual property and data protection. It has a particular focus on health and safety, and ensuring that risk assessments take place.</p>

3.4	Impact Assessment				
Equality Characteristic	Impact			Description	Mitigation & Recommendations
	No Impact	Positive Impact	Negative Impact		
Age (Older or younger people or a specific age grouping)		✓		This Policy should have a positive impact on older people as there is evidence which shows that older people may have health conditions which could affect their ability to travel to work.	None.
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		✓		People with limited mobility should be positively impacted by this Policy as travel can be challenging. The risk assessment should mitigate any risk that home working could exacerbate health conditions. The Policy notes that additional and/or specialist equipment may be required due to a disability, and advises that a Local Disability Employment Advisor should be involved in a workplace assessment. The evidence notes that people with mental health issues can feel isolated, and the Policy asks managers and the employees to consider the potential problems of isolation and loss of social contact which should also mitigate the risk of negative impact.	Mitigatory processes are in place.
Gender (Males, Females, Transgender or Transsexual people)		✓		This Policy should have a positive impact on male and female staff who wish to improve their work life balance and reduce time spent travelling. The Policy states that a new and expectant mothers workplace assessment must be completed which should reduce the risk for this group.	Mitigatory process in place.

Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	✓			It is submitted that this Policy will not impact people differentially as a result of their race.	None.
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)		✓		Working from home may suit staff who are more comfortable worshipping in private.	None.
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	✓			It is submitted that these Guidelines will not impact people differentially as a result of their sexual orientation.	None.
Carers (those who have caring responsibilities for someone with an equality Characteristic)		✓		Home working can accommodate reasonable caring responsibilities such as being available to drop children off at school before work. This Policy may assist in the retention of staff with caring responsibilities and therefore has a positive impact.	None.
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)		✓		The Policy states that consideration will be given to whether the necessary technology and equipment is readily available for use at home. People on a low income may not have broadband or a desktop PC so they may not be able to benefit from home working.	SBC will consider the loan of equipment to enable home working

	Employees (those employed by the Council including full time, part time and temporary)		✓		All employees who are suitable for home working should positively benefit from a policy which enables greater flexibility and work life balance.	None.
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3.5	Relevance to the Equality Duty in Summary:	
	What impact will your proposal have on the following :	
	Equality Duty	Reasoning:
	Elimination of discrimination (both direct & indirect), victimisation and harassment?	This Policy should assist SBC in the elimination of discrimination as a range of positive impacts on people who share protected characteristics have been identified.
	Promotion of equality of opportunity?	This Policy should promote equality of opportunity as it will enable some people to do a job they otherwise would not have been able to do.
Foster good relations?	This Policy should foster good relations between SBC and staff who share protected characteristics.	

3.6	Recommendations & Mitigation		
	Characteristic	Mitigation/Recommendation	Approved Yes/No

Signed Off (Sign off <u>must</u> be completed by Service Manager or Director)			
Name:	Clair Hepburn	Directorate:	Chief Executive
Post:	Chief Officer HR	Date:	3 rd August 2016

EIA Completed By			
Name	Clare Fraser Lorna Aitken Ian Angus Iain Davidson Erick Ullrich Simone Doyle	Service Area.	<ul style="list-style-type: none"> - External Equality & Diversity Consultant - HR Advisory Team Leader - Human Resources Shared Services Manager - Employee Relations Manager - Organisational Development Manager - Equality & Diversity Officer (Human Resources)
		Dates:	Initiated: 23 rd February 2016 Interim: 11 th March 2016 Finalised: 3 rd August 2016