

Equality Impact Assessment Form

About the function, policy, project or decision being assessed

What is being assessed?	<input type="checkbox"/>	Function
	<input checked="" type="checkbox"/>	Policy
	<input type="checkbox"/>	Project
	<input type="checkbox"/>	Decision
Title of the function, policy, project, or decision	Flexible Working Policy	
What is this function, policy, project, or decision aiming to achieve?	<p>The policy sets out our understanding of flexible working, the criteria and procedure for staff requesting flexible working, as well as the appeal procedure.</p> <p>Anticipated outcomes of the policy include: better work life balance, improved health and wellbeing, reduced sickness absence, improved employee engagement and job satisfaction.</p>	
Who is affected by this function, policy, project, or decision?	Staff	
Who should be consulted about this function, policy, project, or decision?	Staff and TU (Already conducted through Fairplay Employer Survey)	
Who is conducting this impact assessment?	Marilyn Maidment Ania Rolewska	
Date:01/11/2022		Version: 1.0

Initial screening

Question	Y	N	If 'YES', briefly explain why
Does this policy, project or decision relate to our functions or areas of work within those functions for which EIA has identified equality impacts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Flexible working can minimise or remove disadvantage and barriers faced by some groups in the workplace.</p> <p>However, there is a risk that not all group will be able to benefit equally from all provisions of this policy.</p>
Does this policy, project or decision relate to our Equality Objectives?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes: 3.4: Promote staff wellbeing and awareness of equality and diversity issues

Is there a risk that this policy, project, or decision could disadvantage any group of people?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes – women, people in rural areas, people in lower pay grades.
--	-------------------------------------	--------------------------	---

If you answered 'yes' to any of the questions above, proceed to the full impact assessment.

Impact Assessment

Characteristic	Potential impact			Please explain this impact	Can this impact be mitigated or enhanced? If so, how?	Impact after actions		
	Negative	Neutral	Positive			Negative	Neutral	Positive
Cross-cutting considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy covers all employees across the organisation and aims to treat everyone fairly regardless of protected characteristic.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The policy seeks to advance equality of opportunity for all.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Flexible working could be an alternative to retirement for older employees.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Potential positive impact for employees with disabilities where adjusting their work pattern might help them to continue to work. Impact currently limited due to the low proportion of people within our workforce who identify as disabled. However, homeworking, in some cases, could be deemed unsuitable for employees with a disability due to certain health and safety risks.	The policy encourages discussion with line managers in order to agree any flexible working arrangement. Any reasonable adjustments should be identified at the time the agreement is reached to ensure, those with a disability are not disadvantaged.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender (sex)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Some of the roles within PSOW don't offer as much flexibility due to the nature of the role (e.g. responsibility for managing phone calls, reception or facilities). People in those roles may have less access to the full flexible working offer and arrangements. As 88% of our staff in administrative and frontline roles are female, they are most likely to be negatively affected.	When discussing an application for flexible working, managers should be mindful of the details of a request and look at what adjustments are reasonable to facilitate a better balance for their staff.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Potential positive impact for future employees undergoing gender reassignment process where adjusting their work pattern might help		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Characteristic	Potential impact			Please explain this impact	Can this impact be mitigated or enhanced? If so, how?	Impact after actions		
	Negative	Neutral	Positive			Negative	Neutral	Positive
				them have time to undergo treatment.				
Marriage & civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific impact identified.				<input type="checkbox"/>
Pregnancy & maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Potential positive impact for women returning from maternity leave who may experience the need to apply for flexible working in order to manage caring responsibilities and work life balance.				<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific impact identified.				<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Potential for positive impact on employees who may wish to work flexibly in order to observe religious practices.				<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No specific impact identified.				<input type="checkbox"/>
Welsh language	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This policy will be applied equally for Welsh speakers. The policy states that all requests for flexible working can be made in Welsh.				<input type="checkbox"/>
Socio-economic characteristics <ul style="list-style-type: none"> • rurality • low/no income • caring duties 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The policy will be applied in the same regardless of staff grade. However, some roles don't offer as much flexibility due to the nature of the role (e.g. responsibility for managing phone calls, reception or facilities). People in those roles may have less access to our flexible working arrangements.	When discussing requests managers must explore the needs of each individual and also how flexibility can be achieved in each role, even where there is a need for presence in the office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	People on lower income are less likely to have a suitable workspace at home and so less likely to be able to equally benefit from some provisions of this policy.	Flexible working covers more than simply working at home. For those who do not have a suitable workspace at home, the office remains open. Even when working on site the full plethora of flexible times applies.			

Characteristic	Potential impact			Please explain this impact	Can this impact be mitigated or enhanced? If so, how?	Impact after actions		
	Negative	Neutral	Positive			Negative	Neutral	Positive
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is a risk that people residing in rural locations with poor broadband connectivity are less likely to benefit from some provision of this policy.	Individual broadband requirements are outside of PSOW control and if the broadband was an issue it would result in staff needing to attend site. However, they could still benefit from flexible hours.	X		
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Flexible working could have positive impact on those based in rural locations, as it allows them to reduce or remove their travel time.				

Please record the evidence that you used to assess impact:

Staff equality profile (2021/22)

- Age: 3% under 25 and 1% over 65
- Gender: 73% female
- Trans: 0%
- Diverse nationalities: 3%
- Diverse ethnic backgrounds: 8%
- Welsh as main language: 14%
- Fluent or fairly good Welsh language skills: 27%-30%
- Disabled: 3%
- Married 56%
- Diverse sexual orientations: 4%
- Diverse religious beliefs: 4%
- Caring duties: 61% (most of which for child or children)

Gender breakdown of staff by role

Administrative and frontline staff: 88% female

Investigation Officers and Support Service Managers: 75% female

Improvement Officers and Managers: 64%

Senior Managers: 50%

Gender breakdown of staff by working arrangement

At 31 March 2022, there was 1 member of staff on a fixed term contract and 72 on permanent contracts. 23 members of staff worked part-time (19 female and 4 male).

Examples of EIAs of such policy by other bodies:

[Care Inspectorate](#)

[PHW](#)

[Welsh Government](#)

Please record any consultation and engagement undertaken

Changes to this policy have been made as a result of survey feedback gathered by Chwarae Teg during 2022 (as part of our Fairplay Employer award). Chwarae Teg made recommendations to address staff feedback and the amendments made in this version of the policy reflect that. In that regard, the policy now reflects more favourably.

Outcomes report

Public Services Ombudsman for Wales

Equality Impact Assessment: Flexible Working Policy (revised)

EIA stage completed	<input type="checkbox"/>	Initial screening
	<input checked="" type="checkbox"/>	Full assessment
Summary of negative impacts identified		
Decision	<input checked="" type="checkbox"/>	Proceed – no changes
	<input type="checkbox"/>	Proceed – actions needed
	<input type="checkbox"/>	Do not proceed
Action plan	If actions are needed to proceed with the policy, project or decision, please specify here the actions, who is responsible for them and who will monitor how they are implemented.	
	Authorised by MT	Date 8/11/2022