



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Corporate Services
Section	Customer Communication & Improvement
Title of the activity etc.	Worksmart Budget
Aims of the activity	<p>This EIA concerns the Worksmart budget within Customer, Communication and Improvement. The budget funds the support to deliver the workSPACE Strategy mainly through a temporary employee resource.</p> <p>The Worksmart budget will fund the two temporary workSPACE project assistant posts to ensure the implementation of the workSPACE Strategy is achieved over the next two years and is funded through the Invest to Save fund. The three permanent posts (Team manager and two co-ordinators) are currently funded through the Capital Plan as part of the workSPACE project until 2016/17.</p> <p>As an organisation we are changing all the time, constantly seeking ways to become more efficient, enabling us to provide a first class service. We need to ensure we have skilled and effective people working at the right time, in the right place on the right issues whilst creating an environment that supports work/life balance, providing flexibility in the way employees work. The Worksmart framework supports employees and managers working in this environment. Worksmart offers employees and managers an opportunity to review their working profile and/or their working pattern. Different roles may present different Worksmart opportunities. The Worksmart policy is inclusive of all employees (except employees on teachers terms and conditions) and offers council employees four work profiles and eight working patterns to choose from that can support a better work/life balance.</p>
Author(s) & Title(s)	<div style="background-color: #cccccc; width: 150px; height: 15px; display: inline-block;"></div> Worksmart Team Manager

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	As of November 2013, 1,945 employees have been through the Worksmart programme of which 1,674 employees are working flexibly.

<p>Internal consultation with staff and other services affected.</p>	<p>Consultation with all council employees who were invited to complete a survey (both electronic and paper versions were distributed) around flexible working in August 2009 and the feedback contained was considered when preparing the Worksmart Policy.</p> <p>There is also continuous employee engagement during the implementation process and solutions considered for any issues or concerns raised by employees.</p>
<p>External consultation (partner organisations, community groups, and councils).</p>	<p>Consultations have taken place to gain an understanding of how other councils have implemented flexible working with:</p> <ul style="list-style-type: none"> Barnsley Metropolitan Borough Council Powys Council Aberdeen City Council The Moray Council Fife Council Renfrewshire Council Improvement Service Scotland NHS Grampian Community Health partnership Public Sector Nomad (Scotland)
<p>External data (census, available statistics).</p>	<p>The business case was prepared based on the experience of British Telecom implementing flexible working within its organisation.</p>
<p>Other (general information as appropriate).</p>	<p>The Worksmart budget funds the additional resources to provide the ability for the team to support employees through the change process as a result of the workSPACE plan over the next two years.</p>

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	None

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger			Yes	
Age – Older	Yes			
Disability	Yes			
Race – (includes Gypsy Travellers)			Yes	
Religion or Belief			Yes	
Gender – male/female	Yes			
Pregnancy and maternity	Yes			
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			Yes	
Gender reassignment – (includes Transgender)			Yes	
Marriage and Civil Partnership			Yes	

Stage 6: What are the positive and negative impacts?		
Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.	Flexible working opportunities will benefit employees that have childcare responsibilities and enable them to balance these. This would also apply to employees that have other dependants they have a responsibility for.	
	For older employees the opportunities to change their working pattern to enable them to reduce their hours might suit their needs.	
	The benefits for disabled employees to ensure they can work in a way that best suits their needs.	
	The benefits for women that may wish to change their working pattern when they return to work after maternity leave.	

Stage 7: Have any of the affected groups been consulted?	
If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	<p>The affected groups were not specifically consulted but feedback was sought from all council employees in August 2009 about flexible working; therefore, they had an opportunity to provide feedback. 12,300 staff were invited to participate in the survey to seek feedback on introducing flexible working of which responses were received from 30% of the staff.</p> <p>The benefits that the Worksmart policy offers should be a positive impact on these affected groups.</p>

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
These should be included in	Mitigating Steps	Timescale
		None identified

any action plan at the back of this form.		

Stage 9: What steps can be taken to promote good relations between various groups?

<p>These should be included in the action plan.</p>	<p>These will be identified as part of the consultation with teams as we proceed with the implementation of the workSPACE Strategy and any impacts on the Worksmart budget.</p> <p>The affected groups were not specifically consulted but feedback was sought from all council staff in August 2009 about flexible working; therefore, they had an opportunity to provide feedback. The benefits that the Worksmart policy offers should be a positive impact on these affected groups.</p> <p>Continuation of Worksmart programme/budget to provide flexible working options to support employees' needs and enhance service delivery for our customers.</p> <p>Promoting Worksmart in job advertisements to attract applicants from different protected characteristics make Aberdeenshire an inclusive workplace.</p>
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Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

The budget will support the Worksmart team to embed the Worksmart policy which will enable employees that may not otherwise have considered a job role with the council due to commitments outside of work to apply for jobs or to continue an existing job role by adopting flexible working practices.

Stage 11: What equality monitoring arrangements will be put in place?

These should be included in any action plan (for example customer satisfaction questionnaires).

The overall budget will not change, but equality considerations will be considered as part of supporting employees within the services.

The monitoring that would be carried out for employee support to service changes will be part of the feedback the project team obtains from the various teams as they work with them.

Stage 12: What is the outcome of the Assessment?

Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	The Worksmart budget supports services and there are no negative impacts. The purpose of the policy is to support employees and managers to work in an environment that provides flexible working and supports service delivery. All of the identified impacts on protected groups are positive ones which promote good work life balance which meets the needs of employees.	
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

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Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Corporate Services, Customer Communication and Improvement, Worksmart.	
	2) Title of Policy/Activity	Worksmart Budget	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: <input type="text"/>	Name:
		Position: Worksmart Team Manager	Position:
		Date: 11/11/2013	Date:
		Signature:	Signature:
		Name:	Name:
		Position:	Position:
	Date:	Date:	
	Signature:	Signature:	
4) Consultation with Service Manager	Name: <input type="text"/>	Service Manager (Performance & Improvement)	
	Date:		
5) Authorisation by Director or Head of Service	Name: <input type="text"/>	Name:	
	Position: Head of Service Customer Communication & Improvement	Position:	
	Date:	Date:	
6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.			Date:
7) EIA author sends a copy of the finalised form to: eia@abdnshire			Date:
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:

