



Initial Screening Tool

Title of policy/service/function/procedure/ programme/ or strategy being assessed:

HR012 Flexible Working Hours - Implementation

Is it new or revised

(If revised, please attach a copy of the original Equality Impact Assessment.)

Senior Manager Responsible: Caron Hitchen

Department: Human Resources

Equality Impact Assessment Screening Team

Name	Department	Role
Lisa Cook	Human Resources	HR Manager
Pauline Cranmer	Operations	AOM

Date of screening: 21 June 2010

Title: Equality Impact Assessment Guidance and Form	Version: 3.0
Date: 16/03/2010	Owner: Equality and Inclusion



Please summaries below the aims and objectives of this policy/service/function etc. including any intended outcomes.

To set out the responsibilities of managers and staff in regards to flexible working hours

Please state below who is intended to benefit from this policy/service/function etc. and in what way.

Office based staff where there is an agreement that flexible working hours apply

Please state in the table below whether the policy/service/function etc. could have any potential impact on any of the equality strand groups, whether service users, staff or other stakeholders

Equality Strand Group	Is there likely to be a positive or neutral impact in regard to:	If the impact is adverse, can this be justified on the grounds of promoting equality of opportunity for an equality strand group or for another reason?
Age	Neutral	n/a
Disability	Neutral	n/a
Gender	Neutral	n/a
Race	Neutral	n/a
Religion or Belief	Neutral	n/a
Sexual Orientation	Neutral	n/a



Please provide and summarise below any relevant evidence for your declaration above – this could include for example the results of specific consultations, complaints or compliments, customer satisfaction or other surveys, service monitoring and take-up, comments from stakeholders and demographic data.

This policy applies to all office-based staff and there is no limiting criteria. This policy actively promotes flexible working to enhance work-life balance for all staff to access.

Are there any gaps in the evidence you have which make it difficult for you to determine whether there would be an adverse impact?

No Yes

If yes, please state below how you intend to acquire this evidence and your timescales for doing so.

N/A

If you have identified a positive or negative potential impact for any equality strand group, which is not legal or justifiable, then you must complete a full Equality Impact Assessment. Please insert below any issues you have identified/recommendations for the full Equality Impact Assessment.

N/A

If you have only identified a neutral or positive impact on any equality strand group then no further action is required, other than having your Director sign off this form, a copy stored on the shared drive and sent to Communications for publication on the Trust's website.

Name of Director: Caron Hitchen

Signature:

Date: 26 Oct 2010

Title: Equality Impact Assessment Guidance and Form	Version: 3.0
Date: 16/03/2010	Owner: Equality and Inclusion