

Freedom of Information Request: Our Reference CTHB_137_19

You asked:

1. Do you offer flexible working policies to address the different types of flexible working listed below (Yes/No):

- a) Part-time working
- b) Flexitime
- c) Job sharing
- d) Compressed hours
- e) Annual hours
- f) Term-time working
- g) Home working
- h) Voluntary time
- i) Zero-hour contracts
- j) Other

All of the above Flexible Working types are included within the attached Flexible Working Policy.

2. Please provide the number of staff accessing flexible working by the following staff groups in the years 2017/18 and 2018/19 (Headcount):

	2017/18	2018/19
Medical		
Nursing		
AHP/Scientific		
NMNC		
Total		

I can confirm that the Health Board does not centrally record this information. The information you require would be recorded within the individual staff member's personal file. To provide you with this information, would require a manual trawl and significantly exceed the 18 hours time and £450 cost limit set out within Section 12 of the Freedom of Information Act.

3. Please provide the following details around flexible working requests and agreements over the past 12 months (Headcount):

	Total number of staff	Number of flexible working requests	Number of flexible working agreements
Male			
Female			
16-40 Years of Age			
40+ Years of age			

Please see response to question 2.

4. On average, how long does a flexible working agreement last (Years/Months)?

A request is normally for a permanent change, unless otherwise agreed. Please see response to question 2.

5. Are flexible working agreements recorded against the employee HR record (ESR)?

The facility is available within ESR, however Cwm Taf Morgannwg UHB do not use this function. However a record is kept in the employee's personal file.

6. What % of vacancies in your organisation have been specifically targeted at reaching individuals seeking flexible working arrangements?

Vacancies are not specifically targeted, however the application form offers individuals to identify their preferred choice of employment. This list is Full Time, Part Time, Flexible, and Job Sharing.

7. Has your organisation seen any quantifiable or measurable returns through the implementation or adoption of flexible working?

Audits have not been undertaken to evaluate the impact of flexible working within Cwm Taf Morgannwg UHB.

8. Is training available to managers around dealing with flexible working?

a. What % of managers have received training around flexible working?

There is no specific training around dealing with Flexible Working.

Process and Providers of flexible working

9. Please provide details on the organisation's application process for a member of staff wishing to engage in a flexible working arrangement. Within which, please indicate whether this process is manual or supported via an electronic system.

Cwm Taf Morgannwg refers staff who wish to make an application to the Flexible Working Policy (attached).

10. Does your organisation use any 3rd party systems to enable or facilitate the flexible working application process and flexible working arrangements?

b. Please provide the name of the system[s] used

No 3rd Party System is used to enable/facilitate the process.



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd
Cwm Taf
Health Board

Flexible Working Policy

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CONTENTS

		Page
1	PURPOSE	3
2	POLICY STATEMENT	3
3	PRINCIPLES	3
4	SCOPE	4
5	LEGISLATIVE AND NHS REQUIREMENTS	4
6	PROCEDURE	4
7	TRAINING IMPLICATIONS	10
8	REVIEW , MONITORING AND AUDIT ARRANGEMENTS	10
9	MANAGERIAL RESPONSIBILITIES	10
10	RETENTION / ARCHIVING	10
11	NON CONFORMANCE	10
12	EQUALITY IMPACT ASSESSMENT STATEMENT	10
13	APPENDICES	
	1. Flexible Working Application Form	11
	2. Flexible Working Options	21

1. PURPOSE

- 1.1 Cwm Taf Health Board is committed to the principles of equality and recognises that being able to work flexibly is important in promoting equality of opportunity. Flexible working is about challenging traditional full time working patterns and making adjustments so that organisational needs are met and so that staff can find a balance, which enables them to more easily combine work with their personal responsibilities and aspirations.

2. POLICY STATEMENT

- 2.1 Cwm Taf Health Board accepts the importance of staff maintaining a work life balance appropriate to their lifestyle in order to enable them to successfully contribute towards the provision of critical and high quality healthcare.
- 2.2 Flexible working should be part of an integrated approach to the organisation of work and healthy work/life balance of staff.

3. PRINCIPLES

- 3.1 Any change to working arrangements should only be introduced by mutual agreement whether sought by the employer or employee.
- 3.2 The organisation is required by law to consider requests for flexible working made by employees who have a statutory right to request flexible working (See **Right to Request** for eligible employees). Agenda for Change Terms and Conditions of Service extend this facility to all staff.
- 3.3 This policy encourages flexibility by building on existing arrangements and extending those principles to other possible

methods of working which might be considered by staff and managers. Success in introducing and maintaining flexible working options depends on:

- Consultation
- Open communication
- Involvement of all team members

3.4 Flexibility will only work when it is introduced following detailed discussion and by agreement with parties concerned. At all times the needs of the service will be paramount.

4. SCOPE

4.1 This policy is applicable to all employees, regardless of age, gender, race or personal circumstances.

4.2 All jobs should be considered for flexible working unless there is a clear, demonstrable, operational reason why this is not practicable.

5. LEGISLATIVE AND NHS REQUIREMENTS

Work and Families Act 2006.

Apprenticeships, Skills, Children and Learning Act 2009.

Agenda for Change Terms and Conditions of Service, Section 34.

Employers are also required to consider flexible working options as part of their duty to make reasonable adjustments for disabled staff and job applicants under the Disability Discrimination Act 1995 (Amended 2005).

6. PROCEDURE

6.1 This policy enables employees to request to work flexibly. It does not provide an *automatic right* to work flexibly as there may be circumstances when the employer is unable to accommodate the employee's desired work pattern. The

employee has a responsibility to think carefully about their desired work pattern when making an application and the employer is required to follow a specific procedure to ensure requests are seriously considered.

6.2 There are many different forms of flexible working, the options that Cwm Taf Health Board currently use include:

- Job Sharing
- Employment Break
- Flexi-time
- Part time working
- Voluntarily reduced hours
- Working from home
- Time off to train
- Term-time working/School Time Contracts
- Annualised hours
- Annual Leave
- Compressed working hours

It is important to note that some of these arrangements could affect the employee's annual leave entitlement and this must be taken into account when discussing requests.

6.3 See Appendix 2 for full details of the above. Other options include self rostering/shift swapping, time off in lieu and zero hours. There are also specific options in relation to retirement and these are covered by the Retirement policy.

6.4 Employees may request:

- A change to the hours they work
- A change to the times they are required to work
- A change to their pattern of work
- A change to their working arrangements e.g. to work from

home

Making an application for Flexible Working

- 6.5 An accepted application for flexible working will mean a **permanent** change to the employee's terms and conditions of employment, unless otherwise agreed. The employee has no right to return to their former terms and conditions of employment if their circumstances change, unless otherwise agreed. If it is a permanent change, this must be clearly stated on the 'Flexible Working Application Acceptance Form'.
- 6.6 As the request is normally for a permanent change, unless otherwise agreed, the employee must give careful consideration to the most appropriate working pattern for them to meet their work/life balance needs; any financial implications where the change will result in a reduction in salary; any effects it will have on the employer and how these might be dealt with.
- 6.7 It may be advisable in some circumstances for the manager to agree a trial period with the employee for a specified length of time, with a review date. This must be clearly stated on the 'Flexible Working Application Acceptance Form'. This is the most appropriate option. If either party finds the flexible working option unsuitable, they must give clear reasons for this at the end of the trial period. Both parties must then seek to reach a mutually agreeable alternative arrangement.
- 6.8 The employee will be required to make a written application using the Health Board's application form. The form must be fully completed, giving full details of the request and must be signed and dated. Where the request is based on caring responsibilities, proof need not be given of their relationship to the person for whom they are caring, the nature of their role in caring or the reason why *they* specifically are the carer.
- 6.9 This should then be sent to the appropriate manager who must acknowledge the request promptly. They may ask for any missing information to be submitted before they arrange a meeting.

- 6.10 Where the request is for an Employment Break, notice should be served to the manager 3 months prior to intended start of leave wherever possible.
- 6.11 The manager must arrange a meeting with the employee within 28 days at an appropriate time and place that is mutually convenient. If it is not possible to arrange a meeting within 28 days, the manager must seek the individual's agreement to extend otherwise they will be in breach of the procedure.
- 6.12 There is provision to postpone the application or appeal meeting if the person due to accompany the employee is not available to attend.
- 6.13 This will provide the manager and employee with the opportunity to explore the employee's desired work pattern and discuss how it might be accommodated. It will also provide the opportunity to consider other alternative working patterns if there are difficulties in accommodating the employee's desired work pattern.
- 6.14 The employee may be accompanied by a staff side representative and the manager can also request that an HR Officer be present, but this is not mandatory.
- 6.15 The manager must give the employee notice of their decision on the application within 14 days of the meeting:
- (i) *Accepted* – staff should receive a letter from their manager stating confirmation of new work pattern and a start date, confirming also details of any compromise agreed at the meeting.
 - (ii) *Refusal* – the managers will need to provide a clear business reason as to why the application cannot be accepted and the reasons why the grounds apply in the circumstances.

Refusals can be made for the following reasons only:

- Burden of additional cost to Cwm Taf Health Board
- Detrimental effect on ability to meet customer demand and quality and/or performance.
- Inability to reorganise work among colleagues
- Inability to recruit additional staff
- Insufficiency of work during the periods the employee proposes
- Planned organisational/structural changes.

6.16 The manager must inform the employee of their right to appeal against a refusal. The provisions of the Grievance Procedure will apply should they wish to appeal.

6.17 Employees may wish to refer their issue to Resolve Mediation Service.

6.18 In a minority of cases, some employees will have grounds to pursue their request with third party involvement, for example ACAS, an employment tribunal or using another form of dispute resolution.

6.19 Written notification should be sent to the staff member concerned and also a copy placed on their personal file. When a request is accepted then the paperwork should be forwarded to both Employee Services (Payroll) and their HR Officer in order so as to implement the necessary changes of pay and benefits. Workforce and Organisational Development (HR) will record and monitor all applications and outcomes.

6.20 Where the request is accepted, then managers should include review points scheduled through the new working pattern to ensure that the new arrangements are still suitable for both the employee and the organisation. This should be set in place

annually but for situations which have proved complex, then no less than every 6 months.

Extension of Time Limits

- 6.21 Any extension to any of the time limits stated above must be agreed by the manager and the employee. An agreement must be recorded in writing by the manager, specifying what time limit the extension relates to, specifying the date on which the extension is to end, be signed and dated and be sent to the employee.
- 6.22 The provision is intended to cover situations where a manager has indicated willingness to consider a compromise flexible working arrangement but needs time to further assess the feasibility and likely impact on the service.
- 6.23 It also covers situations where the person who normally considers such applications is absent, for example on annual leave or sick leave. The time limit will be extended to the date falling 28 days after the date on which that individual returns to work.

Withdrawal of Request for Flexible Working

- 6.24 If the employee decides to withdraw their application, they should confirm this in writing or at least verbally and the manager shall follow up the conversation in writing.
- 6.25 In all cases, the manager must confirm the withdrawal of the request.

7. Training

All staff should be aware of flexible working policies via internal mechanisms such as corporate and departmental induction and team brief.

8. Review, Monitoring and Audit Arrangements

- 8.1 Applications and outcomes should be monitored annually in partnership with local staff representatives.
- 8.2 Monitoring information should be analysed and used to review and revise policies and procedures to ensure their continuing effectiveness.
- 8.3 Applications and outcomes from both employer and employees should be recorded and kept for a minimum of one year.

9. Managerial Responsibilities

- 9.1 Divisional and Directorate Managers have a duty to ensure that this policy is applied fairly and consistently.

10. Retention or Archiving

Copies of this policy will be archived and stored in line with the Health Board's Records Management policy and made available for reference purposes should any situation arise where they are required.

11 Non Conformance

Any deliberate misuse or abuse of this policy will be regarded very seriously and could lead to disciplinary action or dismissal.

12 Equality Impact Assessment

The policy has been impact assessed and has not been found to be discriminatory.

Appendix 1

Flexible Working Application Pack **Note to the employee**

You can use this form to make an application to work flexibly under the right provided by law as set out within the **Flexible Working Policy**.

You should ensure that you submit your application to the appropriate person well in advance of the date you wish the request to take effect.

It will help your manager to consider your request if you provide as much information as you can about your desired working arrangement. It is important that you complete all the questions as otherwise your application may not be valid. When completing the last sections, think about the effect the changes in working arrangement will have both on the work you do and on your colleagues. Once you have completed the form, you should immediately forward it to your manager, and keep a copy for your own records. Your manager will then have

28 days after receiving the application to arrange a meeting with you to discuss your request. If the request is granted, this will become a permanent change to your terms and conditions, unless otherwise agreed.

Note to the manager

This is a formal application made under the legal right to apply for flexible working, and Cwm Taf Health Board has a duty to seriously consider the application. You have 28 days after receiving this application to arrange a meeting with your employee to discuss their request. You should confirm receipt of this request using the attached confirmation slip.

Please respond to this request using the forms provided

with this pack.

This pack should contain the following:

- **Cwm Taf Health Board Flexible Working Policy**
- **Flexible Working Application Form**
- **Flexible Working Application Acceptance Form**
- **Flexible Working Application Refusal Form**
- **Flexible Working Appeal Form**
- **Flexible Working Appeal Reply Form**
- **Flexible Working Notice of Withdrawal Form**



Flexible Working Options Application

TO THE EMPLOYEE – PLEASE COMPLETE ALL SECTIONS

Personal Details
Name:
Job Title:
Unit/Department:
Location:
Pay No:
NI No:

To the employer

I wish to apply for a flexible working arrangement that is different to my current working arrangement in accordance with the Flexible Working Policy.

Please outline the details below:



Current working pattern:

Days:	Hours:	Times:
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Please include any further information below:

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Preferred working pattern:		
-----------------------------------	--	--

Days:	Hours:	Times:
-------	--------	--------

Please include further information below:		
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--	--	--

I would like this working arrangement to commence from:		
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Signed:		
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Date:		
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Flexible Working Receipt of Application from Manager

Confirmation of receipt of application

To: _____

I confirm that I have received your application to request to work flexibly.

I shall arrange a meeting with you within 28 days.

Signed: _____

Name: _____

Date: _____



Flexible Working Application Acceptance – to be issued within 14 days of the meeting.

To: _____ Pay No: _____
Following receipt of your application and our meeting on: Date: _____
I have considered your request for a new flexible working arrangement.
Please tick the appropriate box:
<input type="checkbox"/> I am pleased to confirm that I am able to accommodate your application in full.
<input type="checkbox"/> I am unable to accommodate your original request. However, I am able to offer the alternative arrangement which we have discussed and you agreed would be suitable for you.
At our meeting we agreed the following:
Please tick the appropriate box and add in the date(s)
<input type="checkbox"/> This is a permanent change which will start from: _____
<input type="checkbox"/> This change will be for a trial period of _____ and will be reviewed on _____ . After the review, the

arrangement will either continue or, if the arrangement has not been suitable for either the employee or the manager for a clear reason, a more suitable working arrangement will be sought.

Note to the employee

Please note that if the change is **permanent** you have no right to return to your former terms and conditions of employment if your circumstances change.

If you have any questions on the information provided on this form please contact me to discuss them as soon as possible.

Signed: _____

Name: _____

Date: _____



Flexible Working Application Refusal – to be issued within 14 days of the meeting.

To:_____Pay no: _____

Following receipt of your application and our meeting on:
Date: _____

I have considered your request for a new flexible working arrangement.

Unfortunately I am not able to accommodate your request for the following business ground(s):

(You should explain why any other working arrangements you may have discussed at the meeting are also inappropriate. Continue on a separate sheet if necessary).



To the employee

If you are unhappy with the decision you may appeal against it to the next level of management using the Health Board Grievance Procedure.

Signed: _____ Date: _____

Name: _____

Designation: _____

Flexible Working Notice of Withdrawal

Note to the employee

This form provides notification to your manager that you wish to withdraw your application to work flexibly.

To: _____

I wish to withdraw my application to work flexibly which I submitted to you on: _____

I understand that I will not be able to make another application until 12 months from the above date.

Signed: _____

Date: _____

NOW RETURN THIS FORM TO YOUR MANAGER

Note to the manager

Once your employee has completed this form and returned it to you, the application is considered as withdrawn and you are not required to give it any further consideration.

You must complete a receipt for the submission of this form to give to the staff member.

Contents

- 1. Job Sharing**
- 2. Employment Break**
- 3. Flexi Time**
- 4. Part Time Working**
- 5. Reduced Hours**
- 6. Working From Home**
- 7. Time off to Train**
- 8. Term Time/School Time Contract**
- 9. Annualised Hours**
- 10. Annual Leave**
- 11. Compressed Hours**

1. Job Sharing

This is a formal agreement whereby the duties and responsibilities of a full-time post can be shared by two or more employees. The salary and benefits of the post are divided between the job sharers in proportion to the number of hours they work. This arrangement has the constraint that if one party to the job share leaves, the employment of the second party is affected.

- Each partner holds a separate contract of employment with the salary, allowances, hours and holidays allocated on a pro rata basis. Individuals who share jobs may be placed on different incremental points depending on their experience. Each partner will also receive a Job Share agreement at appointment setting out in detail the conditions of their particular job share.

- Each partner will be eligible for overtime payment when they exceed their normal contracted hours of work for the full time job. Any additional hours worked, for example if one partner covers the hours of the other, payment will be made at the normal rate or time given in lieu.
- Sharers would not normally be expected to cover for each other's sickness absence or annual leave – although such agreement may be made. It will however be expected that sharers take their annual leave at different times.
- In the case of promotion, job sharers would generally be promoted individually by merit, but may also apply jointly for promotions.
- It may be necessary to implement an overlap period into both working patterns, so as to ensure that there is regular and effective communication.
- Any amendments to the working arrangements, temporary or permanent, shall only be made after consultation with both partners.
- In the event of one partner ceasing to continue in their post, if the remaining hours are to be filled, they should be offered to the continuing partner in the first instance. If they do not wish to accept these hours then they will be advertised. If a replacement cannot be found within a suitable time frame (no less than two months from the last day of service of previous sharer), alternative arrangements for covering duties of the post must be considered.

2. Employment Break

- This is an arrangement which enables employees to take a break in their careers for further education, travel or family care, amongst other reasons. The period of leave is unpaid

but the contract of employment subsists. Details are given in Section 36 of the Agenda for Change Terms and Conditions of Service.

3. Flexi-time

Flexitime is a scheme of working which allows employees to choose the time they begin and finish work around a set core time during their working day.

Flexitime arrangements are agreed locally within a specific work area. There is no Health Board wide arrangement.

4. Part time working

Part time work is when employees are contracted to work for anything less than the normal basic full-time hours.

5. Reduced hours

Staff can reduce their hours for a temporary period of time to support their work-life balance issues.

- Consideration must be given to how long this period will last.
- The level of reduction in working hours.
 - For a 6 – 12 month agreement a return to full-time work is guaranteed for the employee. If the agreement is longer than this or renewed, the reduced hours may be reassigned on a permanent basis. At the end of this extended period the employee will return to their substantive terms and conditions.
- Pay, pension and other benefits will be pro rata for the period. Contact Employee Services (Payroll) or the NHS Pension Agency for pension contribution details.

6. Working from home

Staff will complete their working day from home, either as a temporary arrangement or on a permanent basis. Dependent on the type of role this option may only be available to a certain portion of Cwm Taf staff. Resources will need to be provided to assist staff working from home, these resources will be dependent again on the role.

- Staff will be expected to be available to their manager or colleagues in the same manner as they would in they were in on site.
- Staff and management will agree the day or days that they will be working from home and this will be reviewed periodically.
- Staff should be aware that there will need to be a degree of flexibility when requests are made to attend site on a WFH day e.g. due to a necessary training event or team briefing.
- Staff should not use the WFH option to assist with child care arrangements.

Working with Patient or Staff Identifiable Information (PII) from Home

- PII should only be taken home in exceptional circumstances.
- Written permission must be obtained from the line manager before PII and/or sensitive information is taken home. Permission must be recorded and stored.
- The line manager must discuss and assess any potential risk(s) before permission is given; this must be recorded. If necessary, a formal risk assessment must be undertaken.
- PII must not be stored on the hard drive of home computers.
- All PII taken off Health Board premises must be tracked.
- Staff will be expected to comply with all Health Board Information Governance policies and related procedures, protocols and guidance when working from home. The security and confidentiality of any information which is taken off Board premises is of paramount importance; ailure to protect such information would be regarded as a disciplinary offence.

7. Time off to train

With effect from April 2011 staff will be able to request time off for educational or training purposes.

- Certain categories of employee will be excluded, such as school leavers who are otherwise provided for and agency workers.
- The application must also state that it is made pursuant to the statutory provisions. Although not specifically included amongst the required information for an application, the extent of any time commitment is likely to be a highly relevant factor for the employer and information the employer will necessarily want in order to consider a request.
- The study or training need not lead to a qualification.
- Training may take place in or out of the workplace.
- An employer will not be obliged to consider a further request for training made within 12 months of a previous request.
- If a request is accepted, the employee has ongoing obligations to keep the employer apprised if, for example, he or she fails to attend or to complete the agreed study or training.
- Staff will need to set out their requests in writing, explaining the subject matter of the proposed study or training, where and when it would take place, the training provider or supervisor and, critically, how it would improve their performance or that of the business.
- Until the new legislation comes into full effect this option will be governed by the current Flexible Working request timelines and procedures, as recommended by the government.

8. Term-time working/School Time Contracts

Term time working allows staff to remain on a permanent contract and gives them the right to unpaid leave during the school holidays.

- Focussed specifically on accommodating out of term periods, the scheme can be used by employees who have direct responsibilities for children of school age.
- Staff are usually expected to take their annual leave during the school holidays.
- Agreement is reached between the member of staff and their manager on how much additional unpaid leave is required to cover the school holiday period and when their paid leave is to be taken. These arrangements should be made as much as a **year in advance**.

School Time Contracts

School Time Contracts can be offered in addition to term time contracts or as an alternative.

- Staff may commence work and finish to fit in with their child's school attendance times.
- The ability to access this will depend on the type of job and the impact on the service these hours may make.
- Terms and conditions are in line with part time and/or term time conditions.

9. Annualised hours

The employee agrees to a number of hours per year to work rather than a standard number each week. The actual number of hours worked by a member of staff during the week will then be "flexed" to match workload requirements.

- Hours may vary week to week and they may also be varied seasonally and/or according to fluctuation of service demands.
- Hours and shifts will be decided jointly between management and employee. Staff are issued with a provisional rota for each month.
- If the workload is reduced for any reason and staff on that shift are under utilised, the roster can be reduced accordingly and staff can be asked if they would prefer not to work that day.
- Reserve Hours – staff will be rotated to be on call in case they are required. In these circumstances they will need to be available to work within a hour or so. Employees do not get paid anything extra for attending work on these occasions because it is all included in the monthly salary. These hours can also be used for training.
- Sickness – Time off work due to sickness will be paid in accordance with the terms and conditions of employment. For part sickness, payment shall be made in accordance with contracted hours. For full week’s sickness, payment will be made in accordance to contracted hours of employment.

10. Annual Leave

Employees are able to “buy” leave, subject to maximum ceilings, with an adjustment to their salary.

- Staff may increase their entitlement by up to a maximum of ten days.
- Salary will be reduced by the number of days purchased. The balance would normally be paid as average monthly payments.
- Adjustments must be agreed at the beginning of each leave year and arrangements reviewed annually.

11. Compressed working hours

This option allows employees to “compress” their working hours into fewer full working days, without reducing the overall total number of hours per week.

- Typically a full-time employee may compress their hours into four and a half longer days rather than five; or into nine days out of ten. All hours should be agreed with management in advance.
- Not all staff may be able to work a longer day – due to the nature of their role.

Cover must be maintained so popular days off must be fairly distributed.

Flexible Working – Equality Impact Assessment

Form 1: Preparation

Step 1 – Preparation		
1.	Title of Policy - what are you equality impact assessing?	Flexible Working Policy
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	To explain the LHB’s policy on flexible working in order to help staff to achieve a better home life balance.
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	Workforce and Organisational Development
4.	Who is Involved in undertaking this EqIA? - who are the key contributors and what are their roles in the process?	Workforce and Organisational Development Policy group
5.	Other Policies - Describe where this Policy/work fits in a wider context. Is it related to any other policies/activities that could be included in this EqIA?	It relates to the Equality/Diversity policy which is under review. It is based on Agenda for Change guidance.

Step 1 – Preparation		
6.	Stakeholders - Who is involved with or affected by, this Policy?	All managers and staff.
7.	What might help/hinder the success of the policy? These could be internal or external factors.	Managers' and employees' understanding and commitment to this policy. The need to be fair and consistent in its application. There is also a need to raise awareness regarding different options.

Form Two – Information Gathering

Is the policy relevant to the public duties relating to each equality strand? Tick as appropriate.							
	Race	Disabilit v	Gender	Sexual Orientat	Age	Religion Belief	Welsh Langua
Is the policy relevant to “eliminating discrimination and eliminating harassment?”	√	√	√	√	√	√	
Is the policy relevant to “promoting equality of opportunity?”	√	√	√	√	√	√	
Is the policy relevant to “promoting good relationships and positive attitudes?”	√	√	√	√	√	√	
Is the policy relevant to “encouragement of participation in public life?”	√	√	√	√	√	√	
In relation to disability, is the policy relevant to “take account of difference, even if it involves treating some individuals more favourably?”		√					

The Human Rights Act contains 15 rights, all of which NHS organisation have a duty to act compatibly with and to respect, protect and fulfil. The 7 rights that are particularly relevant to healthcare are listed below.

Consider the relevance of your Policy to these Human Rights and list any available information to suggest the Policy may interfere with, or restrict the enjoyment of these rights.

The right to life N/A

The right not be tortured or treated in an inhuman or degrading way N/A

The right to liberty N/A

The right to a fair trial N/A

The right to respect for private and family life, home and correspondence - employees may use this policy in order to support their private and family life.

The right to freedom of thought, conscience and religion N/A

The right not be discriminated against in relation to any of the rights contained in the Human Rights Act N/A

Equality Strand	Evidence Gathered
Race	Applies equally to all groups covered by Equality legislation.
Disability	Applies equally to all groups covered by Equality legislation.
Gender	Applies equally to all groups covered by Equality legislation.
Sexual Orientation	Applies equally to all groups covered by Equality legislation.
Age	Applies equally to all groups covered by Equality legislation.
Religion or Belief	Applies equally to all groups covered by Equality legislation.
Welsh Language	Applies equally to all groups covered by Equality legislation.

Form 3: Assessment of Relevance and Priority

Equality Strand	Evidence: Existing evidence to suggest some groups affected. Gathered from Step 2. (See Scoring Chart A)	Potential Impact: Nature, profile, scale, cost, numbers affected, significance. Insert one overall score (See Scoring Chart B)	Decision: Multiply 'evidence' score by 'potential impact' score. (See Scoring Chart C)
Race	3	3	9
Disability	3	3	9
Gender	3	3	9
Sexual Orientation	3	3	9
Age	3	3	9
Religion or Belief	3	3	9
Welsh Language	3	3	9
Human Rights	3	3	9

Scoring Chart A: Evidence Available

3	Existing data/research
2	Anecdotal/awareness data only
1	No evidence or suggestion

Scoring Chart B: Potential Impact**Scoring Chart C: Impact Decision**

-3	High negative
-2	Medium negative
-1	Low negative
0	No impact
+1	Low positive
+2	Medium positive
+3	High positive

-6 to -9	High Impact (H)
-3 to -5	Medium Impact (M)
-1 to -2	Low Impact (L)
0	No Impact (N)
1 to 9	Positive Impact (P)

FORM 4: (Part A) Outcome Report

Policy Title:	Flexible Working
Organisation:	Cwm Taf LHB
Name: Title: Department:	Liz Jenkins Head of HR Policy, Equality and Compliance. Workforce and Organisational Development
Summary of Assessment:	This policy is not found to be discriminatory. It is based on Agenda for Change, current legislation and good practice.
Decision to Proceed to Part B Equality Impact Assessment:	No Please record reason(s) for decision There is no evidence to suggest that the policy is discriminatory and/or contravenes the Human Rights Act or equality legislation.

Action Plan

You are advised to use the template below to detail any actions that are planned following the completion of Part A or Part B of the EqIA Toolkit. You should include any remedial changes that have been made to reduce or eliminate the effects of potential or actual adverse impact, as well as any arrangements to collect data or undertake further research.

	Action(s) proposed or taken	Reasons for action(s)	Who will benefit?	Who is responsible for this action(s)?	Timescale
1. What changes have been made as a result of the EqIA?	None, not found to be discriminatory.	N/A	N/A	N/A	N/A
2. Where a Policy may have differential impact on certain groups, state what	The policy applies to all staff. It is important that is applied consistently.	N/A.	N/A	HR and managers	Within 6 months

arrangements are in place or are proposed to mitigate these impacts?					
3. Justification : For when a policy may have adverse impact on certain groups, but there is good reason not to mitigate.	N/A				
4. Describe any mitigating actions taken?	N/A				
5. Provide					

<p>details of any actions planned or taken to promote equality.</p>	<p>This policy will be brought to the attention of staff via induction and team brief.</p>	<p>To ensure equality.</p>	<p>All staff.</p>	<p>Line Managers and HR</p>	<p>Ongoing</p>
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Date:	7 July 2010
Monitoring Arrangements:	This policy will be discussed in the Policy group.
Review Date:	3 years from agreement of policy.
Signature of all Parties:	

POLICY TRAINING IMPACT ASSESSMENT

1. Will training be required as a result of the policy?

Yes	No
No	If no, please state how this policy will be communicated within the LHB. The policy will be communicated via team brief and through regular contact between HR and managers.

2. Please complete the following information relating to training

Course/ policy title	
Course type	
Reference to KSF/NMC Dimensions	
Target Audience (refers to scope of policy)	
Course / policy training objectives	
Course / policy training content	
Duration of course / programme	
Name of trainer (or policy lead)	
Approximate cost of providing training	
Please embed lesson plan, link to e-learning, presentation or other relevant learning material	