

## Equality Impact Assessment (EIA) - Evidence Form

The PCT strives to design and implement services, policies and measures that meet the diverse needs of our service population and workforce, ensuring that none are placed at a disadvantage over others. This form is designed to help you to consider the needs and assess the positive, adverse or neutral impact of your policy, protocol, proposal or service on all groups within our local communities, and to record the evidence that you have done so. Any proposal or policy submitted to the Board must have undergone EIA.

This form will be used as evidence of the assessment you have undertaken. It will need to be made available to the Board and PCT's Equality and Diversity Steering Group.

**Policy/Proposal/Service Title:** Homeworking Policy

**Name of EIA Lead:** Alison Dean

**Others involved in assessment** \_\_\_\_\_

**Date EIA commenced:** August 2009

### EIA Completed and Approved

**Signature (Lead Director):** \_\_\_\_\_

**Name (print)** Janet Rubin

**Job Title:** Interim HR Director

**Date:** \_\_\_\_\_

**ONCE COMPLETED, PLEASE SUBMIT TO EQUALITY AND DIVERSITY LEAD FOR EVIDENCE AND PUBLICATION.**

## STAGE 1: Standard Screening

EIA questions	EIA Narrative
<b>1. What is purpose and objectives of the policy, proposal or service?</b>	The Homeworking Policy is designed to increase the flexibility of working arrangements for PCT staff recognising that home working can bring advantages to both employee and employer.
<b>2. Who is the policy, proposal or service aimed at?</b>	The policy applies to all PCT staff.
<b>3. Does it affect one group less or more favourably than another (see groups below)?</b>	
Male or Females	Neutral impact: All staff have the option to apply under this policy.
People of different ages	Neutral impact: All staff have the option to apply under this policy.
People of different ethnic groups	Neutral impact: All staff have the option to apply under this policy.
People of different religious beliefs	Positive impact: This policy may give improved flexibility around for example prayer time.
People who do not speak English as a first language	Neutral impact: All staff have the option to apply under this policy.
People who have a physical disability	Positive impact: This may provide a better option in terms of ease of transport and accommodation.

EIA questions	EIA Narrative
People who have a mental disability	Neutral impact.
People with learning disabilities	Neutral impact..
Women who are pregnant or on maternity absence	Neutral impact
Single parent families	Positive impact: All staff covered by the policy will have supported development in their new job.
People with different sexual orientations	Positive impact: This may give increased flexibility in terms of child care arrangements.
People with different work patterns (part-time, full-time, job-share, short-term contractors, employed, unemployed)	Positive impact: This option may be advantageous in terms of use of time, travel time.
People in deprived areas and people from different socio/economic groups	N/A
Asylum seekers and refugees	N/A
Prisoners and people confined to closed institutions, community offenders	N/A
Carers	N/A
Rural and/or isolated communities	N/A
<b>4. Have you identified any potential discrimination</b>	No

EIA questions	EIA Narrative
<p><b>or adverse impact that cannot be legally justified?</b></p> <p>If unsure, consult with the PCT Equality and Diversity Lead.</p>	