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**Multi-Equality  
Impact Assessment**

**Full MEIA Form**

**Name of Policy:** Worksmart

**Date of Assessment:** April 2010

**Before commencing with this Full Multi-Equalities Impact Assessment (MEIA), please make reference to the Full MEIA Notes, which give guidance on each of the sections included.**

## Section 1: Function / Policy Details

Name of Function / Policy	Worksmart Policy
Lead Service / Partnership	HR & OD
Policy Officer (Name / Position)	Claire Jamieson, Senior Practitioner (Workforce Strategy)
Impact Assessment Team (Names / Positions)	Claire Jamieson, Senior Practitioner (Workforce Strategy) Euan Proudfoot, Team Leader (Workforce Strategy) Marsali Blake, HR Officer

Is this function / policy...

New? (✓)	Existing? (✓)
	✓

What are the main <b>aims</b> of the policy?	To advise employees and managers about the flexible working arrangements available in connection with the Council's Worksmart programme.
Who are the main target groups / beneficiaries?	The policy applies to all Chief Officials, Local Government Employees and Craft Workers. While all staff can apply for part time working, this policy does not otherwise apply to staff covered by Teachers' terms and conditions (except for Educational Psychologists and Quality Improvement Officers), unless they have a statutory right to request flexible working.
What are the intended <b>outcomes</b> of the policy?	To improve customer service, productivity work/life balance, employee satisfaction, motivation and commitment, recruitment & retention and access to work. To reduce travel time, travel and workplace property costs, stress, sickness absence and environmental impact. Compliance with statutory right to request flexible working.

## Section 2: Information Gathering and Consultation

Gathering information and evidence used to assist the impact assessment process.

Information / Evidence	✓relevant box	List details (source, date, scale etc.)
Community consultation		No community consultation has taken place.
Research (including websites & legislation)	✓	<p>The following research was undertaken:            Web based research e.g.:</p> <ul style="list-style-type: none"> <li>▪ <a href="http://www.berr.gov.uk">www.berr.gov.uk</a></li> <li>▪ <a href="http://www.dh.gov.uk">www.dh.gov.uk</a></li> <li>▪ <a href="http://www.equalityhumanrights.com">www.equalityhumanrights.com</a></li> <li>▪ <a href="http://www.direct.gov.uk">www.direct.gov.uk</a></li> </ul> <p>The legislation in relation to requesting flexible working was investigated and incorporated within the policy and guidance. This includes the Employment Rights Act 1996, and the specific provisions of the Flexible Working (Eligibility, Complaints and Remedies) Regulations 2002 and the Flexible Working (Procedural Requirements) Regulations 2002.</p> <p>Policies detailing other Councils' flexible working arrangements were reviewed.            Material from the preceding Aberdeenshire Council policy (Flexible Working) was also incorporated.</p>
Officer knowledge and experience	✓	<p>Knowledge and experience of officers in HR.</p> <p>Consultation with Services, Unions and Employee Disability Forum representative at HR Policy Group, consultation with Worksmart Steering Group and Strategic Management Team.</p>
Equalities monitoring data		
Service user feedback (including complaints)		
Partner user feedback		
Other		

### Section 3: Assessing the Impacts

What likely impacts or issues does the function / policy have for different people and communities in the following group(s)?

3.1 Identify and describe any likely positive, negative or neutral impacts.

Equality Target Group	Positive Impact	Negative Impact	Neutral Impact
Race			This policy would be equally accessible for all and would not benefit or disadvantage any particular groups.
Gender	This policy may assist equality of opportunity for women, who may be more likely to be balancing work with care responsibilities.		
Disability	This policy should have a positive impact by helping to make work more accessible for people with disabilities.		
Age			This policy would be equally accessible for all and would not benefit or disadvantage any particular groups.
Religion & Belief	This policy may assist equality of opportunity for women who may belong to religious groups where work outside the home is restricted.		
Sexual Orientation			This policy would be equally accessible for all and would not benefit or disadvantage any particular groups.
Other groups (please specify)			

If no impact has been identified, and this is justifiable, please go to Section 5.

### 3.2 Have any cross cutting issues been identified?

Possible cross cutting issues you should consider for the purpose of this MEIA are employees, health problems, access (including rural isolation), low income, unemployed, literacy difficulties, homelessness and caring responsibilities, or any other relevant issue(s).

Under the policy, employees have the opportunity to request flexible working arrangements that will benefit their work/life balance. For those employees who have, for example, caring responsibilities, the option of rearranging how, when and where they work can now be considered in light of these responsibilities.

Establishing a better work/life balance through flexible working can also help employees reduce work-related stress, for example, arrangements can lead to a more conducive working environment and increased productivity, and also reduce the time and cost of commuting.

## Section 4: Recommendations and Actions

**4.1** As a result of this assessment, consultation, research and available evidence collected, state whether there will need to be any changes made / planned to the function / policy. Please clearly detail practical actions you would take to reduce or remove any identified adverse / negative impact. Please ensure that recommendations and actions are SMART.

Recommendation	Action	Who	When	Expected Outcome

**4.2** Detail any adverse impact that cannot be resolved, and justify the recommendation to continue with the policy.

Detail	Justification

## **Section 5: Performance Monitoring and Reporting**

Please explain how monitoring will be undertaken, when it will take place and who is responsible for undertaking it, making reference to any equalities action plans / service plans.

The application of the policy will be reviewed on an annual basis by staff within the HR&OD Service; where necessary, the content of the policy and guidance will be updated to reflect changes in statutory legislation and issues raised by Services and employees. Information will also be collated on the uptake of Worsmart arrangements by employees and this will be analysed as part of the review process.

## **Section 6: Publishing the Results of the Assessment**

Prior to publication, the MEIA need to be agreed and signed off by your Head of Service and Quality Assured by an MEIA Lead officer.

### **1. Head of Service or Service Representative**

Signed:...Sharon Faulkner. Name:...SHARON FAULKNER Date:...23/03/11.....

### **2. Quality Assurance**

Signed:...Jill Duguid..... Name:...JILL DUGUID..... Date: 23/03/11.....

**Please email the completed MEIA to the Policy Officer (Equalities), Chief Executive.**

## Multi-Equalities Impact Assessment Full MEIA Quality Assurance Form

The quality assurance role is to ensure that the **process** of impact assessment has been followed, as detailed in the Full MEIA Guidance Notes.

Quality Assurance should be undertaken by a 'buddy' who has been trained in MEIA. The 'buddy' should not be from the assessing Service, or a member of the MEIA team.

A copy of the completed Full MEIA form must be made available, and questions may be asked of the policy author, to clarify any areas if necessary.

Name of policy: \_\_\_\_\_ Worksmart \_\_\_\_\_

Service of MEIA: \_Human Resources, Corporate Services\_\_\_\_\_

### Section 1: Function / Policy Details

1. Are you satisfied with the MEIA team membership?  
(Number and relevance) YES X NO
2. Are you satisfied with the **outcome** of the policy / function?  
(The 'effect' or 'result' of the policy / function) YES X NO

### Section 2: Information Gathering

1. Are you satisfied with the information gathering?  
(Source and details) YES X NO
2. Are you satisfied that, appropriate consultation and involvement has taken place? YES X NO

### Section 3: Assessing the Impacts

1. Are you satisfied that all 6 strands have been considered?  
(Race, gender, disability, etc.) YES X NO
2. Are you satisfied that any cross cutting issues have been explored? (Health, unemployment, etc.) YES X NO

### Section 4: Recommendations and Actions

1. If any, are you satisfied that the recommendations are SMART? YES  NO  N/AX
2. If any, are you satisfied that any adverse impact that cannot be resolved has been justified? YES  NO  N/AX



**Section 5: Performance Monitoring and Reporting**

1. Are you satisfied with the proposed monitoring and reporting of the policy / functions? (How, when and who?)

YES  NO

**Additional information**

Please detail below any points for clarification and recommended actions.

Point for clarification/ Recommendation	Action	When	Who

Signed by officer completing QA:     Jill Duguid    

Print name:     JILL DUGUID    

Service:   Finance, Corporate Services  

Date of QA:   23/03/11