

Equality Impact Analysis Record Form 2023 – Derbyshire County Council

Introduction and context

Policy/ Service under development/ review		Working Arrangements Policy			
Department/ Corporate		CST HR Reward and Resourcing			
Lead officer		Pete Buckley			
EIA Team:		Pete Buckley, Tanya Causebrook, Lukasz Gazda			
Date analysis commenced:	10/02/2023	Date completed:	27/02/2023	Date approved:	08/03/2023

About the service/ policy or function and the reason for the EIA

<p>What is the purpose of the service, policy or function?</p> <p>This policy has been developed to:</p> <ul style="list-style-type: none"> - outline the available working arrangement options when considering how colleagues undertake their roles; and - provide a framework to support leaders and their teams. <p>It is not intended to be prescriptive, and leaders should use their judgement to determine the most appropriate way for their teams to operate against the framework.</p> <p>This policy applies to all employees of the Council except those employed in schools where the Governing Board is the employer, who are covered by the relevant policies for schools.</p>
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Anticipated outcomes of the policy include efficiency and effectiveness of individuals and teams, realise the benefits of wider cross organisational working and ensure our workforce is fit for the future through a balance of both in-person and remote working.

The policy provides the following four employee profiles aligned to roles and role requirements:

- fixed-base employee
- flexible employee
- field-based employee
- home-based employee

Working arrangements will be based on employees being considered fixed-base, field-based and flexible. In exceptional circumstances, employees may be home-based. The employee profiles will align to roles and role requirements.

Are there any proposals to change these?

This replaces the existing documents namely 'A guide to flexible working by location' and 'A guide to fixed homeworking'.

Supporting evidence about impact

What is presently known about how the current service or policy impacts upon people with a protected characteristic, people from disadvantaged communities, armed forces personnel and other groups outlined in the Council's guidance for EIAs?

The Covid-19 pandemic has significantly changed working arrangements across the organisation with many colleagues now working in a more flexible way. To ensure appropriate, effective and efficient working arrangements operate at the Council now and in the future, it is necessary to introduce a framework that provide clear guidance and consistency in the approach.

It is important to acknowledge that the additional flexibility in both working arrangements and location over the last 3 years have been viewed positively by majority of employees. Further details are included in the section below outlining results of the Working Arrangements Survey.

This policy applies to all employees of Derbyshire County Council except those employed in schools where the Governing Board is the employer, who are covered by the relevant policies for schools.

Recent Equalities Profile for Derbyshire County Council employees indicates the following (January 2023) based on 11,194 appointments:

- Age: 17-25 – 4.7%; 26-35 – 14.3%; 36-45 – 18.98%; 46-55 – 29.4%; 56-65 – 28.9%; 66+ - 3.72%
- Gender: female 79.4% and male 20.6%
- Ethnicity: White British 93.9%, ethnic minority background 3.6%, undisclosed 2.49%
- Sexual orientation: LGB* 2.8, Heterosexual 72.49%), undisclosed 24.71%
- Disability: yes 4.7%, no 91.8%, undisclosed 3.45%
- Religion: Christian 42.2%, any other 1.1%, no religion 31.1%, undisclosed 25.6%

By contract type the Council has 40% (4,519) part time appointments, 40% (4,433) full time appointments and 20% (2,242) relief appointments.

Please detail the sources for the above information

Information taken from SAP.

Is consultation planned/ has consultation take place? If Yes, what is this telling us about the likely impact on the protected characteristic and other communities/ groups etc.?

Joint Trade Unions and Divisional Leads Working Group

The policy has been consulted with Joint Trade Unions and Divisional Leads Working Group between September 2023 and February 2023. The Joint Trade Unions who are supportive of the policy on the basis that it is reviewed in 12 months which the Council have agreed to.

Working Arrangements Survey

- The Council has also undertaken a Working Arrangements Survey in Q3 of 22/23 to understand what arrangements work for people currently and what are their views around future working arrangements. Total of 2,416 responses were received, accounting for 22% of the Council employees.

Main benefits of home and remote working

- Overall men reported slightly more benefits than women, including reduced travel time and costs (84% and 78% respectively) compared to 76% and 71% of women, and improvements to their work life balance (72% men and 67% women).
- 57% of all respondents agree or strongly agree in relation to managing work to help with caring responsibilities. 85% agree or strongly agree they can manage their work to balance work and life. However 4% disagree in relation to caring and over 10% in terms of work life balance.
- 59% of women agreed or strongly agreed that they could managed their work to help with caring responsibilities and 56% of men.
- The 261 disabled employees who responded reported more benefits overall than employees who did not declare that they were disabled, with 80% of disabled employees mentioning less travel time, 75% reduced travel costs, 72% better home life balance and 71% and 69% that they felt more productive and found it easier to focus.

Challenges for individuals when working from home or remotely

- More women had difficulty ensuring suitable breaks (37% vs 29% men) and men were slightly more likely to be concerned about less opportunities for social interaction (59% vs 53% women).
- Part time employees reported less challenges around maintaining a work life balance and switching off than full time employees, and ensuring suitable breaks (28% of part time employees vs 38% full time).
- Employees aged under 25 had the same concerns over social interaction as other groups, but were less concerned about costs, suitable breaks, and difficulties communicating with clients/customers.
- Employees who were backgrounds other than white British or white other (53) , reported more challenges around taking breaks and switching off (43% and 28%) and were slightly more likely to mention difficulty building relationships with colleagues (42%) and communicating with clients (13%).
- Overall, the 261 disabled employees responding reported less challenges than other employees, with the except of costs.

Impact on health when working from home or remotely

- In terms of benefits of flexible and home working, nearly 90% of employees responding to the survey felt that when working from home or remotely their physical and mental health had stayed the same or improved. Employees were more likely to feel their mental health had improved (47%) than physical health (38%), and more likely to feel their physical health had stayed the same (49%) than their mental health (40%). 13% of employees felt their health had deteriorated.

Concerns about future working arrangements

- Fuel and travel costs were a concern for 71% of respondents, and being able to maintain a work life balance for 59%. Other concerns including a potential negative impact on wellbeing (54%) less flexibility (53%) and having to travel more/further (52%) and having to work from an office more (50%).

- 41% were concerned about working from home or remotely less, and 50% about having to work from a workplace more.
- 81% of disabled employees are concerned about fuel and increased travel costs, and 68% about a potential negative impact on their wellbeing and 66% being able to maintain a work life balance.

Other considerations

- 83% of respondents would prefer to work remotely or at home for at least 50% of the week. Only 17% selected to work remotely/at home for 40% (2 days) or less of their time.
- 6% of disabled employees would prefer to work at home or remotely for 50% or more of their time, and 59% would prefer to spend 80% or more of their time working in this way.
- Disabled respondents were more likely to prefer to spend all their time working remotely or at home – 23% compared to 13% non-disabled employees. 20% of disabled employees would prefer not to spend any time in a workplace, compared to 14% of non-disabled employees.

If there is insufficient information to determine likely impact, what information is needed and how will it be obtained in the future?

Mapping exercise for working arrangement profiles is required to better understand employees profiles in relation to different categories, including protected characteristics, and to identify any potential positive and/or negative impacts of implementation.

Part 3. Analysing and assessing the impact by equality Protected Characteristic group

Use the information, customer feedback and other evidence to determine upon whom the policy/ service and any proposed changes will impact upon and how, highlighting where these have a negative, positive or no impact, including where this could constitute unfair treatment, limit access, or result in additional inequality or disadvantage, hardship, or exclusion.

For any identified negative potential impact, you must provide details of any action or options which could mitigate against this, and in serious cases, you should highlight where the Council would be advised not to proceed with a new or changing policy or service, including any proposals which are being considered.

Please use your action plan towards the rear of this document to record the action and the monitoring that will take place to deliver or identify appropriate mitigation.

<i>Protected Characteristic or Group</i>	<i>Positive impact</i>	<i>Negative impact</i>	<i>No impact</i>
All protected characteristics			Considered – no impact
(Please describe)	N/A		
Age			Considered – no impact
(Please describe)	Although employee profiles are not assigned based on age, consideration must be given to any age-related disabilities and reasonable adjustments required – please read the section under disability.		
Disability	Yes		

Protected Characteristic or Group	Positive impact	Negative impact	No impact
(Please describe)	<p>The policy acknowledges that when determining working arrangements, regardless of the employee base, the Council has a duty under the Equality Act to consider making 'reasonable adjustments', to ensure that people with disabilities are not put at a substantial disadvantage by employment arrangements. This includes providing a specialist office equipment as prescribed by Occupational Health or Access to Work arrangements and ensuring relevant support is in place. This must be considered for all employee profiles.</p> <p>For employees who are home-based, and for flexible employees who fulfil part of their duties from home, this could mean they could manage their disabilities better.</p> <p>It could also be attractive to new job applicants, support the Council's commitment under the Disability Confident Scheme and being employer of choice.</p> <p>Any arrangements should be reviewed on a regular basis and adapted as required.</p>		
Gender re-assignment			Considered – no impact
(Please describe)	N/A		
Marriage & civil partnership¹			Considered – no impact
(Please describe)	N/A		
Pregnancy & maternity	Yes		
(Please describe)			

¹ Under EA 2010 – someone in a CP must not be treated less favourably than a married person

Protected Characteristic or Group	Positive impact	Negative impact	No impact
	As an employer the Council is required to support pregnant workers and breastfeeding mothers who are entitled to more frequent rest breaks. When agreeing working arrangements any such needs must be considered. This includes providing a private and hygienic space and for somewhere to lie down and rest if necessary.		
Race & ethnicity			Considered – no impact
(Please describe)	N/A		
Religion/ belief²	Yes		
(Please describe)	Working arrangements may impact staff who wish to have access to prayer/quiet contemplation room when at work. For employees observing fasting, e.g. Ramadan, flexible working arrangements and opportunity to work from home can be more helpful, as sleeping habits and eating patterns vary from normal. Some employees might therefore find it beneficial and easier to manage.		
Sex or gender³	Yes		
(Please describe)	<p>The Council acknowledges that more flexible working arrangements will support those with caring responsibilities and continues its commitment to our flexible working policy.</p> <p>As one of key deliverables within the Wellbeing Strategy, the Council will be providing more support and guidance on menopause in relation to the place of work. This must include consideration of working arrangements and how best to support individuals in specific settings.</p>		

² Under EA 2010 – must also consider non-religious belief

³ Sex and gender can be used at different times depending upon whether you are referring to the EA 2010 and the different duties which exist

Protected Characteristic or Group	Positive impact	Negative impact	No impact
Sexual orientation			Considered – no impact
(Please describe)	N/A		
Human Rights			Considered – no impact
(Please describe)	N/A		
Armed Forces personnel/ households			Considered – no impact
(Please describe)	N/A		
Users of British Sign Languages	Yes		
(Please describe)	The Council must ensure that relevant reasonable adjustments requirements are considered and in place for employees who are deaf and are users of British Sign Language. Relevant arrangements can be discussed with Occupational Health.		
DCC Employees	Yes	Yes	
(Please describe)	<p>Positive In overall terms, there are clear benefits to be gained by introducing a policy on working arrangements and employee profiles which are outlined within the policy document.</p> <p>The degree to which this provides more flexibility for employees is likely to vary from individual to individual as aligned to their roles and role responsibilities.</p>		

Protected Characteristic or Group	Positive impact	Negative impact	No impact
	<p>Negative Due to an increasing cost of living, there is a potential negative impact on lower socio-economic groups, therefore as a part of monitoring of the policy implementation it is important to monitor this and any potential issues that could have a negative impact on employees.</p>		
Community and Voluntary sector organisations working with protected characteristic groups			Considered – no impact
(Please describe)	N/A		
Other not listed above	Yes	Yes	
(Please describe)	<p>Positive Positive environmental impact by reduced car use for commuting for home-based and flexible employees; changing printing habits resulting in lower business costs and impact on the environment, providing that the use of technology is maximised where possible.</p> <p>Continued working from home some of the time could be seen as attractive to new job applicants and expand a talent pool of potential candidates.</p> <p>Negative Potential for increasing negative health behaviours such as not taking regular breaks resulting in 'homeworking fatigue' and 'burnouts', more sedentary working hours or increased snacking.</p> <p>To support our new working arrangements, the Council has produced additional guidance (working from home, working from a flexible office workspace and wellbeing guidance) and a risk assessment to support working at home.</p>		

Part 4. Summary of main findings

Introduction of the policy gives the Council an opportunity to ensure that appropriate, effective and efficient working arrangements are in place. The policy will be applied to all employees equally, regardless of their protected characteristics, based on people's role and role responsibilities.

The Council needs to ensure that it meets the needs of employees with disabilities to consider and make reasonable adjustments. Managers have a crucial role in engaging with their teams throughout the process, to discuss any additional needs openly and in confidence.

As an employer the Council is committed to our flexible working policy and will support those with caring responsibilities. The Employee Leave Scheme and Flexible Working Guidance should be considered in conjunction with this policy and signposts managers to do so.

More often, working arrangements is a factor for people in choosing a career path, therefore a clear offer and approach will have a potential to broaden a talent pool and attract skilled people to the organisation. Something the Council must capitalise on and remain competitive in the market, aligned to being an employer of choice.

It is important to better understand the relation between employee working arrangement profiles, demographic make-up of employee profiles (including protected characteristics) and other relevant categories (e.g. part time/full time, employee grades). This could help to identify any potential positive and/or negative impacts of the implementation of specific categories of employees. This must be monitored as a part of the employee profiles mapping exercise and as a part future review of this policy.

Are there any recommendations for changes to proposals?

Proposed Equality Action Plan

Please complete this Action Plan to outline any mitigation you intend to take.

Issue identified	Action required to reduce impact/ mitigate	Timescale and responsibility	Monitoring and review arrangements
Need to understand employee profiles following categorisation.	As a part of mapping exercise of employee profiles undertake an analysis of profiles based on relevant categories, including protected characteristics.	End of March 2023 Lukasz Gazda / Pete Buckley	12 months following implementation

Date and outcome of any Cabinet/ Cabinet Member or Council Report to which this was attached and their decision:

Appointments and Conditions of Service Committee – 8th March 2023.

Equality Impact Analysis Record Form 2023 – Derbyshire County Council

Introduction and context

Policy/ Service under development/ review		Travel Policy			
Department/ Corporate		CST HR Reward and Resourcing			
Lead officer		Scott Davis			
EIA Team:		Scott Davis, Pete Buckley, Lukasz Gazda			
Date analysis commenced:	10/02/2023	Date completed:	27/02/2023	Date approved:	08/03/2023

About the service/ policy or function and the reason for the EIA

What is the purpose of the service, policy or function?
<p>The purpose of this policy is:</p> <ul style="list-style-type: none"> • To provide a structured framework to claiming work related travel expenses • To outline the Council's approach to the requirements and eligibility for pay and allowances for undertaking work related journeys and excess travel arrangements for employees who's are redeployed or move work base • To ensure that travel expenses are claimed in a consistent, accurate and timely manner • To provide guidance on mileage allowance <p>Work related travel is defined as any journey undertaken in the direction of your duties, this includes attending seminars, conferences, ad hoc training and vocational training funded by the Council. The Policy applies to all employees, student on placement and volunteers.</p>

Are there any proposals to change these?
The Travel policy replaces the current Travel Guide but the purpose of the policy remains unchanged.

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Supporting evidence about impact

What is presently known about how the current service or policy impacts upon people with a protected characteristic, people from disadvantaged communities, armed forces personnel and other groups outlined in the Council’s guidance for EIAs?

This Policy affects all working for the Council and will be applied to all employees equally, regardless of their protected characteristics. The Policy reflects the claimable mileage and travel time reflective of the employees profile type.

The policy also applies to student placements and volunteers who are not employed by the Council who are eligible to make work related travel claims.

Equalities Profile Derbyshire County Council employees as of January 2023:

- Age: 17-25 – 4.7%; 26-35 – 14.3%; 36-45 – 18.98%; 46-55 – 29.4%; 56-65 – 28.9%; 66+ - 3.72%
- Gender: female 79.4% and male 20.6%
- Ethnicity: White British 93.9%, ethnic minority background 3.6%, undisclosed 2.49%
- Sexual orientation: LGB* 2.8, Heterosexual 72.49%), undisclosed 24.71%
- Disability: yes 4.7%), no 91.8%, undisclosed 3.45%
- Religion: Christian 42.2%, any other 1.1%, no religion 31.1%, undisclosed 25.6%

Please detail the sources for the above information

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Information taken from SAP.
Is consultation planned/ has consultation take place? If Yes, what is this telling us about the likely impact on the protected characteristic and other communities/ groups etc.?
Consultation has taken place locally with the Joint Trade Unions who are supportive of the policy on the basis that it is reviewed in 12 months which the Council have agreed to.
If there is insufficient information to determine likely impact, what information is needed and how will it be obtained in the future?
N/A

Part 3. Analysing and assessing the impact by equality Protected Characteristic group

Use the information, customer feedback and other evidence to determine upon whom the policy/ service and any proposed changes will impact upon and how, highlighting where these have a negative, positive or no impact, including where this could constitute unfair treatment, limit access, or result in additional inequality or disadvantage, hardship, or exclusion.

For any identified negative potential impact, you must provide details of any action or options which could mitigate against this, and in serious cases, you should highlight where the Council would be advised not to proceed with a new or changing policy or service, including any proposals which are being considered.

Please use your action plan towards the rear of this document to record the action and the monitoring that will take place to deliver or identify appropriate mitigation.

Protected Characteristic or Group	Positive impact	Negative impact	No impact
All protected characteristics			Considered – no impact
(Please describe)	N/A		
Age			Considered – no impact
(Please describe)	N/A		
Disability	Yes		
(Please describe)	<p>Flexibility around options for support travel available (e.g. claiming for taxis or public transport fares).</p> <p>If employees have a health condition and need help with travelling to work, they can apply to Access to Work – a government programme providing practical and financial support through a grant to assist employees at work. Employees are required to apply directly to Access to Work. Access to Work can only pay towards travel costs needed because of employee’s disability or health condition.</p>		
Gender re-assignment			Considered – no impact

Protected Characteristic or Group	Positive impact	Negative impact	No impact
(Please describe)	N/A		
Marriage & civil partnership⁴			Considered – no impact
(Please describe)	N/A		
Pregnancy & maternity			Considered – no impact
(Please describe)	N/A		
Race & ethnicity			Considered – no impact
(Please describe)	N/A		
Religion/ belief⁵			Considered – no impact
(Please describe)	N/A		
Sex or gender⁶			Considered – no impact
(Please describe)	N/A		
Sexual orientation			Considered – no impact
(Please describe)	N/A		

⁴ Under EA 2010 – someone in a CP must not be treated less favourably than a married person

⁵ Under EA 2010 – must also consider non-religious belief

⁶ Sex and gender can be used at different times depending upon whether you are referring to the EA 2010 and the different duties which exist

Protected Characteristic or Group	Positive impact	Negative impact	No impact
Human Rights			Considered – no impact
(Please describe)	N/A		
Armed Forces personnel/ households			Considered – no impact
(Please describe)	N/A		
Users of British Sign Languages			Considered – no impact
(Please describe)	N/A		
DCC Employees			
(Please describe)	<p>All staff are in receipt of the same travel and expenses rates. However certain employee groups are more likely to claim travel expenses because of the nature of their role.</p> <p>Due to the profile of those employees, majority of those affected by the policy include employees within Social Care and Inclusion job family. Based on travel claims in the previous 12 months, claims from the Social Care and Inclusion job family accounted, while for 66% of all claims. 17% of all travel claims in the past 12 months were made by social workers.</p>		
Community and Voluntary sector organisations working with protected characteristic groups			Considered – no impact

Protected Characteristic or Group	Positive impact	Negative impact	No impact
(Please describe)	N/A		
Other not listed above			Considered – no impact
(Please describe)	N/A		

Part 4. Summary of main findings

The policy will be applied to all employees equally, regardless of their protected characteristics. Employees will claim travel expenses and travel time in accordance with their employee profile and all those within the given employee profile will be entitled to claim travel and expenses consistently in accordance with the policy.

Additional support for employees with disabilities for travel to work expenses might be available through Access to Work government scheme, providing employees meet relevant criteria. Employee with disabilities who have a health condition or a disability and need help with travelling to work are required to apply directly to Access to Work. Further guidance is required on the Access to Work procedure and the role of relevant departments (i.e. Occupational Health).

Are there any recommendations for changes to proposals?

No

Proposed Equality Action Plan

Please complete this Action Plan to outline any mitigation you intend to take.

Issue identified	Action required to reduce impact/ mitigate	Timescale and responsibility	Monitoring and review arrangements
Provision for travel expenses to work through Access to Work scheme for employees with disabilities	Develop clear guidance on Access to Work scheme for employees with disabilities eligible to claim travel costs to work because of employees' disability or health condition.	Occupational Health EDI Manager	Monitored through the EDI Workforce Workstream and 23/24 Action Plan

Date and outcome of any Cabinet/ Cabinet Member or Council Report to which this was attached and their decision:

Appointments and Conditions of Service Committee – 8th March 2023