

Flexible Working Policy

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The on-line version is the only version that is maintained. Any printed copies should, therefore, be viewed as ‘uncontrolled’ and as such may not necessarily contain the latest updates and amendments.

AMENDMENTS

Amendments to the policy may be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Issued by (department)	Nature of Amendments	Approved by and Date	Date on website
2.2	HR	Review in line with revised national guidance	November 2021	November 2021
2.3	HR	Review to ensure all ICB placed had a policy inline with national guidance	Rem Com – 01/07/2022	

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Freepost plus RTGL-RGEB-JABG, NHS Hull ICB, Patient Relations, 2nd Floor,

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1 INTRODUCTION

- 1.1 The ICB is committed to providing a range of flexible working options for all employees, from day one of employment, in order to maintain a committed and skilled workforce, able to deliver high-quality, cost-effective services in an environment which maximises opportunities for employees to balance work and personal commitments.
- 1.2 This policy sets out the flexible working arrangements that are available within the organisation and is supplemented by separate policies on different options.
- 1.3 The ICB is committed to ensuring that all personal information is managed in accordance with current data protection legislation, professional codes of practice and records management and confidentiality guidance. More detailed information can be found in the ICBs Data Protection and Confidentiality and related policies and procedures.

2 POLICY PURPOSE AND AIMS

- 2.1 The ICB has an overriding responsibility to deliver timely services. It also has the right to seek ways of developing the capacity of its services, improving the capabilities of its employees and improving effectiveness.
- 2.2 This policy allows any employee the right to apply for a change in their contracted hours of work but does not guarantee a change will be made.
- 2.4 All requests will be given full consideration and no reasonable request will be refused. However, in certain circumstances the needs of the business may not allow for the request to be granted. If a request is denied, a full and detailed reason for the refusal will be given in writing to the employee. Any flexible working requests will be considered on a case by case basis.

2.5 Managers will ensure that employees who request a flexible working arrangement are aware of the implications (if any) on their terms and conditions of employment. Managers should talk through the possible scenarios with the employee and seek the assistance of a HR Team Representative where necessary. Examples of potential implications that may need to be considered are detailed below:

- pay pro-rata processes
- participation in on-call duties
- service continuity and pay progression for job-sharers
- holiday pay calculations for non-standard contracts including annualised or term-time only
- bank holiday entitlements
- pension contributions and entitlements
- flexible retirement arrangements.

2.6 The ICB will ensure that staff with who have flexible working arrangements do not suffer any disadvantage or less favourable treatment.

2.7 As far as practicable a ICB may be able to offer flexible working arrangements such as: (*reference: NHS Terms and Conditions of Service section 34*)

- Part-Time Working - This is where an employee is contracted to a number of hours that are less than the normal hours of work of a comparable full-time employee.
- Job Share - This is normally where two people share the duties and responsibilities of one full-time post in a partnership arrangement.
- Term-Time Working - This is where there is agreement to allow an employee to take extended unpaid leave to coincide with the school holidays.
- Fixed work patterns – This is where, by agreement, days off can be irregular to enable, for example, access by separated parents to their children and flexible working. Such arrangements will need to meet the needs of the organisation.

- Flexible Retirement – An employee who is due to retire may reduce their hours, vary their working hours and days to prepare for retirement. See Retirement and Retirement Gift Policy.
- Voluntary reduced working time, where employees work reduced hours by agreement with manager at a reduced salary.
- Annual hours contracts, where people work a specific number of hours each year, with the hours being unevenly distributed throughout the year.
- Flexible rostering, using periods of work of differing lengths within an agreed overall period.
- Compressed hours, where employees work their total number of agreed hours over fewer working days for example compressing a five day working week into four days.

2.8 Where a request for a permanent change to an employee's working arrangements is requested the organisation reserves the right to impose a trial period, the length of which will be at the line managers discretion but will normally be between 3 and 6 months, to establish whether or not the new working arrangements meet service needs. In addition to this, the trial period is for the benefit of the employee to ensure the arrangements are working for them, their wellbeing, and the wider team.

2.9 In addition to formal flexible working arrangements the ICB also offers the option of agile working for all suitable roles. Agile working is the term used to describe how employees can work flexibly from any location, whether it is home working, from the ICB HQ building, other buildings e.g. NHS, Local Authority, etc. or a combination of these. Agile workers do not necessarily have to work "normal" office hours (traditionally 9-5), it is essential to plan and decide an agreed hours of work programme in advance. Please refer to the Agile Working policy.

2.10 Advice and support from Occupational Health will be sought as required throughout the policy.

2.11 For details of arrangements covering emergency time off for the care of dependants, see the Other Leave policy.

2.12 Support will be provided to all Line Managers in the implementation and application of this policy.

3 SCOPE

3. This policy applies to all staff.

4 ENGAGEMENT

This policy has been consulted on with the senior leadership team and the social partnership forum.

5 NHS CONSTITUTION

With respect to this policy the ICB supports the Principles of the NHS Constitution:

The NHS aspires to the highest standards of excellence and professionalism in the provision of high-quality care that is safe, effective and focused on patient experience; in the planning and delivery of the clinical and other services it provides; in the people it employs and the education, training and development they receive; in the leadership and management of its organisations; and through its commitment to innovation and to the promotion and conduct of research to improve the current and future health and care of the population

6 SECTION 2 – PROCEDURE, PROTOCOL or GUIDELINE

6.1 An employee has the right to be accompanied by their trade union representative or a work colleague at every stage of this procedure.

6.2 There is no limit of the number of requests for flexible working that an employee can make.

6.3 Employees have the right to make requests for flexible working regardless of the reason.

- 6.4 A request to change the contracted hours of work must be made by the employee in writing, or using the attached form, to their line manager and must:
- Be dated and submitted allowing sufficient time between the submission of the request and the proposed start date for the application to be considered.
 - Include the reason the request is being made and whether or not it is being made under the statutory right to apply to work flexibly (see 2.3).
 - Include details of the proposed change and proposed start date.
 - Relate to hours, times, or place of work.
- 6.5 Employee's may want to provide an explanation of their view of the effect on the Organisation's business and how this may be dealt with, which should be discussed with their manager and opportunity provided to identify and agree solutions.
- 6.6 The line manager will acknowledge the request and will arrange an initial meeting with the employee to discuss the application, no later than 28 days from receipt of the application. Managers should approach the conversation openly and creatively and consideration will be given to the implications of the request, current working arrangements, including working patterns of employees within the same team and any methods for mitigating and concerns.
- 6.7 Should a line manager need to consult colleagues and staff who may be affected by the requested change before a decision is reached, they should agree with the employee how the proposal will be discussed with other team members. A flexible working arrangement for one employee should not be to the detriment or inconvenience of other colleagues. Flexible working arrangements must be reciprocal and beneficial to both the individual and the ICB;
- 6.8 A decision will be made within 14 days of the meeting and the employee notified in writing. The notification will either:
- accept the request and establish a start date and any other action or
 - confirm a compromise agreed at the meeting

- 6.9 Line managers are not able to decline a request for flexible working at this stage of the process. Should the line manager feel they cannot reach an agreement they should move to stage 2 of the process.
- 6.10 Should the application be approved, the change will be made on a permanent basis, unless all parties have agreed at the outset that the arrangement is time limited. A trial period may be agreed. If a trial period is agreed a review date must be set.

Stage 2 – Escalation Stage

- 6.11 This stage should be used if a line manager has not been able to reach an agreement on a solution in the exploratory stage.
- 6.12 Should the line manager not be able to reach an agreement they should escalate the request to their line manager. This individual should then provide a second opinion on whether the request can be accommodated considering the line managers considerations and the employees which have been discussed in the exploratory stage.
- 6.13 At this stage, if the employee wishes, other roles in different teams and organisations which may accommodate their preferred flexible working style should be explored with the employee. The line manager and their manager should consider if they are aware of any vacancies which may be appropriate however this responsibility will also sit with the employee to search for potentially suitable roles across a wider footprint.
- 6.14 A decision at this stage should be made within 14 days of the request being escalated from the exploratory stage.
- 6.15 Applications for flexible working arrangements will be refused only for one or more of the following reasons (as per the Employment Rights Act 1996 (s.80G):

- the burden of additional costs;
- detrimental effect on ability to meet customer and service demand and deliver the work required of the applicant;
- inability to reorganise work among existing staff;
- inability to recruit additional staff;
- detrimental impact on quality;
- detrimental impact on performance;
- insufficiency of work during the periods the employee proposes to work;
- planned structural changes.

Consideration should be given at this stage to any protected characteristics that the employee may have which may be relevant to their flexible working request. Managers should discuss any relevant protected characteristics with HR.

6.16 The law requires the consideration process must be completed within three months of first receiving the request, including any appeal. If for some reason the request cannot be dealt within three months then an employer can extend this time limit, provided the employee agrees to the extension.

6.17 If the proposal is refused, the employee will be allowed another 14 days in which to appeal.

6.18 The details of any request and the decision should be shared with the HR Humber team for reporting and monitoring purposes.

7 APPEAL PROCEDURE

7.1 The employee must submit their appeal in writing within 14 days of them being informed of the decision to allow the employer to consider the appeal and the process to be concluded within the three-month timeframe. If for some reason the request cannot be dealt within three months then an employer can extend this time limit, provided the employee agrees to the extension.

7.2 The appeal will be acknowledged in writing and an appeal meeting arranged within 14 days.

- 7.3 The appeal meeting will take place within 14 days of the notice of the appeal and will be heard by someone at the equivalent level as the manager of the line manager.
- 7.4 The employee has the right to be accompanied by their trade union representative or a work colleague at this meeting
- 7.5 A member of the HR Team will also be present at the appeal hearing.
- 7.6 The decision on the appeal will be within 14 days of the meeting and is final.

8. IMPLEMENTATION

- 8.1 This policy will be communicated to staff via team meetings/team brief and will be available for staff on the ICB website.
- 8.2 Breaches of this policy may be investigated and may result in the matter being treated as a disciplinary offence under the ICB's disciplinary procedure

9. TRAINING AND AWARENESS

A copy of the policy will be available on the ICB website. Training needs will be identified via the appraisal process and training needs analysis

10 MONITORING AND AUDIT

- 10.1 The implementation of this policy will be audited on an annual basis by the ICB and reported to ICB Governing Body.
- 10.2 Regular reporting and discussion of monitoring data including equality monitoring at Social Partnership Forum.

11 POLICY REVIEW

11.1 The policy and procedure will be reviewed after 3 years for the ICB Governing Body in conjunction with Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately,

12. ASSOCIATED DOCUMENTATION

- Career Break Policy
- Agile Working Policy
- Retirement & Retirement Gift Policy
- Maternity, Maternity Support (Paternity), Adoption and Parental Leave Policy
- Other Leave Policy
- Menopause Policy

Equality Diversity and Inclusion Policy <https://www.gov.uk/flexible-working/overview>
<http://www.acas.org.uk/media/pdf/o/0/Right-to-apply-for-flexible-working-a-short-guide.pdf>

13. IMPACT ANALYSES

EQUALITY

The ICB are committed to creating an environment where everyone is treated equitably and the potential for discrimination is identified and mitigated.

In applying this policy, the ICB will have due regard to the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010) as amended; age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

As a result of performing an equality impact analysis (appendix 7) there does not appear to be any adverse effects on people who share Protected Characteristics, and no further actions are recommended at this stage. If you have any concerns about equality impact, please contact HR.humber@nhs.net .

BRIBERY ACT 2010

Due consideration has been given to the Bribery Act 2010 in the development or review of this policy document, further details can be found in appendix 1.

GENERAL DATA PROTECTION REGULATION (GDPR)

The ICB is committed to ensuring that all personal information is managed in accordance with current data protection legislation, professional codes of practice and records management and confidentiality guidance. More detailed information can be found in the ICBs Data Protection and Confidentiality and related policies and procedures.

If you are commissioning a project or undertaking work that requires the processing of personal data you must complete a Data Protection Impact Assessment. Please see the ICB's Data Protection Impact Assessment Procedure and Data Protection by Design and Default procedure available on the website for guidance.

14. APPENDICES

- **ANTI-FRAUD, BRIBERY AND CORRUPTION**
- **EQUALITY IMPACT ASSESSMENT**

Appendix 1

ANTI-FRAUD, BRIBERY and CORRUPTION

The ICB has a responsibility to ensure that all staff are made aware of their duties and responsibilities arising from the Bribery Act 2010. Under the Bribery Act 2010 there are four criminal offences:

- Bribing or offering to bribe another person (Section 1)
- Requesting, agreeing to receive or accepting a bribe (Section 2);
- Bribing, or offering to bribe, a foreign public official (Section 6);
- Failing to prevent bribery (Section 7).

These offences can be committed directly or by and through a third person and, in many cases, it does not matter whether the person knows or believes that the performance of the function or activity is improper.

It should be noted that there need not be any actual giving and receiving for financial or other advantage to be gained, to commit an offence.

All individuals should be aware that in committing an act of bribery they may be subject to a penalty of up to 10 years imprisonment, an unlimited fine, or both. They may also expose the organisation to a conviction punishable with an unlimited fine because the organisation may be liable where a person associated with it commits an act of bribery.

Individuals should also be aware that a breach of this Act renders them liable to disciplinary action by the ICB, whether or not the breach leads to prosecution. Where a material breach is found to have occurred, the likely sanction will be loss of employment and pension rights.

To raise any suspicions of bribery and/or corruption please contact the Chief Finance Officer. Staff may also contact the Local Counter Fraud Specialist (LCFS) at – Audit Yorkshire, 01482 866800 email: nikki.cooper1@nhs.net or mobile 07872 988939.

The LCFS or Chief Finance Officer should be the contact for any suspicions of fraud. The LCFS will inform the Chief Finance Officer if the suspicion seems well founded and will conduct a thorough investigation.

If staff prefer, they may call the NHS Fraud & Corruption Reporting Line on 0800 028 40 60 between 8am-6pm Monday-Friday or report online at <https://cfa.nhs.uk/reportfraud> This would be the suggested contact if there is a concern that the LCFS or the Chief Finance Officer themselves may be implicated in suspected fraud, bribery or corruption.

BRIBERY ACT 2010

The ICB follows good NHS business practice as outlined in the Business Conduct Policy and the Conflicts of Interest Policy and has robust controls in place to prevent fraud, bribery and corruption. Under the Bribery Act 2010 there are four criminal offences:

- Bribing or offering to bribe another person (Section 1)
- Requesting, agreeing to receive or accepting a bribe (Section 2);
- Bribing, or offering to bribe, a foreign public official (Section 6);
- Failing to prevent bribery (Section 7).

FLEXIBLE WORKING APPLICATION FORM

Name:	Dept:
Manager:	Organisation start date:

- I wish to apply to work a flexible working pattern that is different from my current working pattern.
- I understand this application is my statutory right to apply for flexible working

1. Reason for request
2. My current working pattern is: <p style="text-align: right;">Please provide details of days/hours/times to be worked</p>
3. The pattern I would like to work is: <p style="text-align: right;">Please provide details of days/hours/times to be worked</p>
4. I would like this working pattern to commence from:
5. I think this change in my working pattern will affect the ICB and my colleagues as follows: <i>Please note answering this section is optional</i>
6. I think the effect on the ICB and my colleagues can be dealt with as follows: <i>Please note answering this section is optional</i>
7. Supporting Information <i>Please note answering this section is optional</i>

Do you consider this request a reasonable adjustment in respect of a disability?

Yes No

Signed: _____ Date: _____

Date

Private and Confidential

Name
Address

Dear

Confirmation of receipt of application (Line manager to complete and return to employee)

I confirm that I received your request for flexible working, dated [Insert Date] to change your work pattern as follows on _____.

I would like to meet with you to discuss your request on [insert date, time and location]

In accordance with our policy, please be advised you are welcome to be accompanied by a colleague or a trade union representative at the meeting..

Yours sincerely

Name
Job Title

Appendix 3

Date

Private and Confidential

Name

Address

Dear

I write further to your application for flexible working, made on [DATE] and our meeting of [DATE].

I am pleased to confirm I am able to accommodate your flexible working request/we were able to reach an agreement further to your flexible working request.

Or

I am pleased to confirm I am able to accommodate your flexible working request/we were able to reach an agreement further to your flexible working request on a temporary basis, as discussed in our meeting. This will be reviewed on INSERT DATE. At this point we will assess whether this new flexible working pattern has been successful and is able to continue.

Your new working pattern will be effective from [INSERT DATE]

Or

Your new temporary working pattern will be effective from [INSERT DATE]

The agreed flexible working pattern is detailed below:

[INSERT DETAILS OF NEW WORKING PATTERN]

All other terms and conditions will remain the same; however will be applied on a pro rata basis if your new working hours are less than full-time.

[ONLY INCLUDE BELOW PARAGRAPH IF THIS IS A PERMANENT CHANGE]

Please be advised this new working pattern is a permanent variation to your contract and there is no right by law to revert to your previous pattern. I would also like to make you aware the ICB will not normally consider more than one flexible working application per year, per individual.

We will continue to monitor your new working arrangements through regular one to one meetings discussing how well the arrangements are working for yourself and your wellbeing and the wider team.

Yours sincerely

Name
Job Title]
Encl. Minutes of meeting

Appendix 4

Date

Private and Confidential

Name
Address

Dear

I write further to my previous letter when I confirmed that your flexible working request had been granted for a trial period of *[INSERT TIMESCALE]*.

I am pleased to confirm the temporary flexible working pattern we agreed upon has been successful and therefore you may continue with this pattern. This will now become a permanent variation to your contract and there is no right by law to revert back to your original working pattern.

All other terms and conditions will remain the same; however will be applied on a pro rata basis if your new working hours are less than full-time.

Please be advised this new working pattern is a permanent variation to your contract and there is no right by law to revert to your previous pattern. I would also like to make you aware the ICB will not normally consider more than one flexible working application per year, per individual.

Yours sincerely

Name
Job Title

Appendix 5

Private and Confidential

Name
Address

Dear

I write further to your application for flexible working, made on *[DATE]* and our meeting of *[DATE]*.

Following our discussion, I do not feel I am in a position to approve your flexible working request at this time due to XXXX.

Your request will now be escalated to XXX (THE LINE MANAGERS MANAGER - delete) in line with the escalation stage as detailed in the flexible working policy. XXX will provide a second opinion on whether the request can be accommodated taking into account both mine and your considerations which were discussed in the meeting on XXX (INSERT DATE OF INITIAL MEETING).

At this stage, if you wish, other roles in different teams and organisations which may accommodate your preferred flexible working style can be explored with you. Both myself and XXX (THE LINE MANAGERS MANAGER – delete) will consider if we are aware of any vacancies which may be appropriate however this responsibility will also sit with yourself to search for potentially suitable roles across a wider footprint. Please do let us know if you would like us to explore and discuss this.

A decision on your request will be made within 14 days unless an extension to this is necessary.

Yours sincerely

Name

Job Title

Date

Private and Confidential

Name
Address

Dear

I write further to your application for flexible working, made on *[DATE]* and our meeting of *[DATE]*.

[Following A temporary trial, while I accommodated your request, I have to advise...] I am unable to *[continue to]* accommodate your request *[on a permanent basis]* for the following business ground(s) *[DELETE THE GROUNDS WHICH DO NOT APPLY]:*

- burden of additional costs;
- detrimental effect of the ability to meet customer demand;
- inability to reorganise work among existing staff;
- inability to recruit additional staff;
- detrimental impact on quality;
- detrimental impact on performance;
- insufficiency of work during periods that the employee proposes to work;
- planned structural changes;

The grounds apply in this circumstances because *[INSERT DETAILS]*

During the meeting, we discussed alternative flexible working patterns. However, these too are inappropriate due to *[INSERT DETAILS]*

If you are unhappy with the decision taken, you have the right to appeal against it. Should you wish to appeal, please do so, in writing, to *[THE MANAGER OF THE STAFF MEMBER*

WHO HAS REJECTED THE REQUEST/SOMEONE OF EQUIVILANT LEVEL], clearly setting out the grounds of your appeal. This appeal will need to be submitted within 14 days of receipt of this letter.

Yours sincerely

Name

Job Title

Appendix 7

Please refer to the EIA Overview & Navigation Guidelines located in Y:\HULLICB\Corporate Templates and Forms\Equality and Diversity Information before completing your EIA)

HR / Corporate Policy Equality Impact Analysis:	
Policy / Project / Function:	HR
Date of Analysis:	25 November 2021
Completed by: (Name and Department)	Sophie Lucas, HR
What are the aims and intended effects of this policy, project or function?	<p>The ICB is committed to providing a range of flexible working options for employees in order to maintain a committed and skilled workforce, able to deliver high quality, cost effective services in an environment which maximises opportunities for employees to balance work and personal commitments.</p> <p>This policy sets out the flexible working arrangements that are available within the organisation and is supplemented by separate policies on different options</p>
Are there any significant changes to previous policy likely to have an impact on staff / other stakeholder groups?	No
Please list any other policies that are related to or referred to as part of this analysis	Career Break Policy Agile Working Policy Retirement & Retirement Gift Policy Maternity, Maternity Support (Paternity), Adoption and Parental Leave Policy

	Other Leave Policy Equality, diversity and Inclusion Policy
Who will the policy, project or function affect?	All staff
What engagement / consultation has been done, or is planned for this policy and the equality impact assessment?	SLT and Social Partnership Forum
<p>Promoting Inclusivity and Hull ICB's Equality Objectives.</p> <p>How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation?</p> <p>How does the policy promote our equality objectives (2020 – 2022):</p> <ol style="list-style-type: none"> 1. To be an employer with a well-supported workforce and Board that represents our population 2. To work, alongside partners, to tackle health inequalities with the aim of better health outcomes for all 3. To demonstrate leadership on equality and inclusion through collaboration 4. To ensure that our governance and decision making pays due regard to equalities 5. To ensure that all our diverse communities are able to have their voices heard and their views are taken into account in our decision making 	This policy helps employees to manage their work and personal life leading to a more supported and healthy workforce with the ability to retain skilled workers

Equality Data	
<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as <i>'Equality Groups'</i>.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <p>1: Recruitment data, e.g. applications compared to the population profile, application success rates 2: Complaints by groups who share / represent protected characteristics 4: Grievances or decisions upheld and dismissed by protected characteristic group 5: Insight gained through engagement</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document). If you answered No, what information will you use to assess impact?</p> <p>Please note that due to the small number of staff employed by the ICB, data with returns small enough to identify individuals cannot be published. However, the data should still be analysed as part of the EIA process, and where it is possible to identify trends or issues, these should be recorded in the EIA.</p> <p>Additional information referenced: NHS Staff Council Guidance for joint union-employer partnerships on reviewing flexible working policies (including advice from the Equality, Diversity & Inclusion Group of the Staff Council) NHS Wales Flexible Working Policy Equality & Health Impact Assessment</p>

Assessing Impact

Is this policy (or the implementation of this policy) likely to have a particular impact on any of the protected characteristic groups?
 (Based on analysis of the data / insights gathered through engagement, or your knowledge of the substance of this policy)

Protected Characteristic:	Neutral Impact	Positive Impact:	Negative Impact:	Evidence of impact and, if applicable, justification where a <i>Genuine Determining Reason</i> ¹ exists (see footnote below – seek further advice in this case)
<p>It is anticipated that these guidelines will have a positive impact as they support policy writers to complete meaningful EIAs, by providing this template and a range of potential issues to consider across the protected characteristics below. There may of course be other issues relevant to your policy, not listed below, and some of the issues listed below may not be relevant to your policy.</p>				
Gender		x		<p>Whilst open to men and women, it is likely that more women with childcare commitments will benefit from this. Since two thirds of the workforce is female take up should be monitored carefully to ensure all staff have equal access to the policy. As the ICB workforce profile is two-thirds female, this will require monitoring.</p>
Age		x		<p>Potential impact for older people supporting flexible retirement and younger people who are unable to drive who may be able to travel where this is required.</p>


1. ¹ The action is proportionate to the legitimate aims of the organisation (please seek further advice)

Race / ethnicity / nationality		X		It is not considered that the flexible working framework would have any differential impact on people of different racial groups However, where different racial groups face specific cultural necessities which may require a different working pattern, the flexible working policy will provide a mechanism to address this need
Disability		X		Potential positive impact in staff with disabilities where adjusting their work pattern might help them to continue to work.
Religion or Belief		x		Where groups of staff require a different working pattern to support them to follow their religion or belief, the flexible working policy may help to address this need
Sexual Orientation	x			This policy will be applied consistently and therefore should have no impact on this protected characteristic.
Pregnancy and Maternity		X		The policy now has an equality check in the process to ensure support can be awarded where possible for individuals who are pregnant or on maternity.

Transgender / Gender reassignment	X			This policy will be applied consistently and therefore should have no impact on this protected characteristic.
Marriage or civil partnership	X			This policy will be applied consistently and therefore should have no impact on this protected characteristic.

Action Planning:				
As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse impact or strengthen the promotion of equality?				
Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
Potential adverse impact associated with a member of staff's protected characteristic (s)	<p>Monitor requests and outcomes by protected characteristic</p> <p>Monitor any declined flexible working requests and the reasons why could also prevent requests from being denied unfairly</p>	HR	Ongoing	December 2022

Sign-off
All policy EIAs must be signed off by Sue Lee, Associate Director of Communications and Engagement
I agree with this assessment / action plan

If <i>disagree</i>, state action/s required, reasons and details of who is to carry them out with timescales:
Signed: 
Date: 5.1.22

If you have any comments or feedback about this equality impact assessment, please contact your line manager if you are a member of staff, or telephone 01482 344700, or email HULLICB.contactus@nhs.net.