

People Impact Assessment (PIA)

Policy/activity or service area to be assessed:	Flexible Working Policy & Procedure Job No: 340	Person completing assessment:	
Reason for this assessment: <i>(new policy / review etc)</i>	Review of Flexible Working Scheme	Date of assessment:	18/03/2021

A PIA involves analysing the effect, or potential effect, of the way we do our business upon groups that share protected characteristics as defined in the Equality Act 2010. This requires us to look at the equality data which we capture or have access to and to consider the outcome of our community engagement. We need to assess whether our policies and practices show ‘due regard’ for the three aims (see below) of the Public Sector Equality Duty (PSED). The analysis should highlight effects that *increase* equality, *decrease* equality or have *no impact* upon equality across the protected characteristics. Its purpose is not just to paint a picture, but to *identify practical steps* to improve our performance by:

- (a) Eliminating any unlawful discrimination,**
- (b) Advancing equality of opportunity and**
- (c) Fostering good relations between different groups.**

1. Briefly describe the purpose, aims and objectives of the policy/activity: ¹	<p>Staffordshire Fire and Rescue Service (SFRS) is committed to equality of opportunity and ensuring the talents and resources of its workforce are fully utilised. Subject to operational requirements, the SFRS will seek to accommodate flexible working arrangements to the mutual benefit of the organisation and its employees.</p> <p>The aim of this procedure is to enable our people to have the ability to request to work flexibly from day one in service. All members of SFRS will be eligible to be considered for flexible working.</p> <p>Flexible working provides an opportunity to achieve a balance between work requirements and home life. Enabling a work life balance is a good management practice as it can reduce absenteeism, increase effectiveness and morale, improve</p>
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commitment and help retain skilled staff. Individuals who work flexibly can be long serving, highly productive and loyal members of staff.

Staffordshire Fire and Rescue Service is committed to facilitating part-time and flexible working and whenever possible accommodating an individual's requirements. It must be remembered that it may not always be possible to meet the exact needs requested. Individuals do not have an absolute right to work specific hours and/or days of their choosing; working patterns must be compatible with the operational requirements of the Service.

Where an application for flexible working is rejected, the rationale for this decision will have to be justified as to why it cannot be accommodated. Individuals working a flexible arrangement will normally be required to carry out the same breadth of duties as any other member of staff occupying that post. An exception might be where it is agreed that individuals within a job share arrangement divide responsibilities for tasks.

Individuals may request a flexible working arrangement / change to their terms and conditions of employment. Examples of possible flexible working arrangements include:

- Changes to their days, hours and times of work
- Part-time working
- Job sharing
- Fixed shift working
- Compressed hours
- Temporary reduction or change in working hours
- Home working
- Term time working

Each application received will be considered on its own merits.

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<p>2. Who is the policy/activity aimed at: (communities, staff, partners etc)</p>	<p>This policy and accompanying guidance is aimed at all Staffordshire Fire and REsuce Service personnel, regardless of individual terms and conditions of service.</p>
<p>3. Who is responsible for the policy/activity: (Directorate/Department/individual)</p>	<p>Human Resource Department</p>

Equality Statement

Clearly explain and provide supporting evidence to show how the policy/activity satisfies the three aims of the Public Sector Equality Duty (PSED) and **DOES NOT** cause or have the potential to cause a **NEGATIVE** (detrimental) effect:

1. Eliminating unlawful discrimination

SFRS is committed to equality of opportunity and ensuring the talents and resources of its personnel are fully utilised. Subject to operational requirements, the Service will seek to accommodate flexible working arrangements to the mutual benefit of the organisation and its employees thereby seeking to eliminate discrimination, harassment and victimisation. For Example, by widening the scope of flexibility within the flexi time scheme we have removed “allowable hours” affording people the opportunity to take breaks when they choose and to give the freedom to attend personal appointments etc. at any time of the day with line manager agreement.

2. Advancing equality of opportunity

The Policy gives more flexibility to individuals in achieving a work life balance. For example, we have removed the statutory qualifying period to request flexible working (26 weeks) giving everyone the right to request to work flexibly from day one in service.

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3. Fostering good community relations

SFRS recognise that as well as being employees of the Service, members of our workforce often undertake valuable volunteer duties within their communities. The Flexible Working Policy gives everyone the same right to request a change to their terms of conditions for work life balance and enable them to fit personal commitments into their days and weeks whilst still actively contributing to the priorities of the Service. Moreover, at SFRS enabling a work life balance is a good management practice as it can reduce absenteeism, increase effectiveness and morale, improve commitment and help retain skilled staff. Individuals who work flexibly can be long serving, highly productive and loyal members of staff which in turn, improves the service provided to the communities of Staffordshire.

Where the policy/activity **DOES** or has the **POTENTIAL TO** have a **NEGATIVE** (detrimental) effect indicate which of the Protected Characteristics **MUST** be considered:

Describe the NEGATIVE (detrimental) effect and provide supporting evidence for your rationale *	
Age	<p>It is unlawful to discriminate workers on the grounds of their age.</p> <p>A reduction in hours for an older worker may result in a detriment to pensionable benefit more adversely than someone of a younger age. The Flexible Working Policy and Procedure provides advice to all employees to consider the impact of any Flexible Working arrangement on their personal finance and pension,</p> <p>This procedure should not have a negative disproportionate impact on people who share a protected characteristic.</p>
Disability	<p>This procedure should not have a negative disproportionate impact on people who share a protected characteristic.</p>

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<p>Gender reassignment</p>	<p>This procedure seeks to treat individuals who share this characteristic equally and not to tolerate any discriminatory behaviour. The Sex Discrimination (Gender Reassignment) Regulations 1999 makes it unlawful for employers to discriminate against employees who are undergoing, or intend to undergo or who have undergone gender reassignment. Gender reassignment applies to an individual who, although born of one sex, chooses to adopt characteristics of the opposite sex or considers himself or herself to be of the opposite sex and who may take steps such as undergoing gender reassignment through surgical intervention. It is important to note that the regulations only apply to direct discrimination.</p> <p>This procedure should not have a negative disproportionate impact on people who share a protected characteristic.</p>
<p>Marriage or civil partnership</p>	<p>Flexible working does not have a disproportionate impact on people sharing this characteristic. Furthermore it is acknowledge that the organisation, must not discriminate against an individual who is registered as a civil partner under the Civil Partnership Act 2004.</p> <p>Nothing in this procedure detracts from the point that you must treat married employees and employees in civil partnerships in the same way. This means that any benefit that is available to the spouses of employees should also be made available to employees' civil partners.</p> <p>However, you can give benefits to employees who are married or in civil partnerships, but not to those who are unmarried or not in civil partnerships. A flexible work pattern may support parents and carers manage their work-life balance.</p> <p>This procedure should not have a negative disproportionate impact on people who share a protected characteristic.</p>
<p>Pregnancy or maternity</p>	<p>This procedure does not have a negative impact on people who share this protected characteristic. Discrimination on the grounds of pregnancy and maternity is unlawful and this policy and procedure provides flexible working opportunities for all. A flexible work pattern may support parents and carers manage their work-life balance.</p> <p>This procedure should not have a negative disproportionate impact on people who share a protected characteristic.</p>
<p>Religion or belief</p>	<p>This procedure does not have a negative impact on people who share this protected characteristic. Discrimination on the grounds of religion or belief is clearly unlawful and this procedure provides flexible working opportunities for all employees.</p> <p>A change to a working pattern may support an individual to meet their faith observances.</p> <p>This procedure should not have a negative disproportionate impact on people who share a protected characteristic.</p>

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Race	This procedure does not have a negative impact on people who share this protected characteristic. Discrimination on the grounds of race is clearly unlawful and this procedure provides flexible working opportunities for all employees.
Sex	<p>This procedure should not have a negative disproportionate impact on people who share a protected characteristic.</p> <p>This procedure does not have a negative impact on people who share this protected characteristic. Discrimination on the grounds of sex is clearly unlawful and this procedure provides flexible working opportunities for all employees.</p> <p>Whilst nationally more women than men require flexible working it must not be assumed that men do not require flexible working arrangements.</p> <p>This procedure should not have a negative disproportionate impact on people who share a protected characteristic however, it is recognised that if more women than men request to work flexibly, women may be more impacted by refusals of requests.</p>
Sexual orientation	<p>This procedure does not have a negative impact on people who share this protected characteristic. Discrimination on the grounds of sexual orientation is clearly unlawful and this procedure provides flexible working opportunities for all employees.</p> <p>This procedure should not have a negative disproportionate impact on people who share a protected characteristic.</p>
Socio-economic disadvantage 2	

* **NOTE:** Where any **NEGATIVE** (detrimental) effects are likely to occur:

- (a) For the policy/activity to continue corrective actions/amendments **MUST** be taken to prevent/minimise unlawful discrimination
- (b) An action plan **MUST** be completed (next section)
- (c) Where a negative (detrimental) effect can not be avoided, continuation of the policy/activity (with or without amendment) **MUST** be justified

Action plan

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This action plan **MUST** accompany the policy/activity and be used continually to assess any negative (detrimental) effects resulting from the delivery of or amendments to the policy/activity based on customer feedback and evaluation.

Negative/detrimental effect	Action needed to prevent/minimise it	By who	By when	Complete (tick)
Higher proportion of women having applications for flexible working declined.				

All Completed PIA's should be submitted to E&D team for approval.

Signed: _____ (E&D)

Name: _____

Date: _____

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