

Equality Impact Assessment Form

Department/Section: HR & Organisational Development

Date of Assessment: May 2021

Review Due: 07/06/2021

Author/Owner: Katy Lees

Signature: K Lees

Date: 07/06/2021

Step 1

Aim of proposed activity/decision/new or revised policy or procedure: New guidelines outlining the process for accrual and taking of TOIL by support staff. Consideration has been given to the amount of TOIL that can be accrued so that staff do not build up unreasonable amounts, also the requirement for this to be approved as a request in advance again to ensure that line managers are aware of the workload of their team and when additional hours are being worked. This will be recorded on CIPHR and must be taken within 3 months again as TOIL is a recompense for additional hours worked and is not additional holiday.	New	<input checked="" type="checkbox"/>
	Revised	<input type="checkbox"/>
	Existing	<input type="checkbox"/>

Who will be affected? All support staff	Who will be consulted? Trade Unions	Evidence available: Minutes of meeting
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Step 2

Potential Positive/Negative/Neutral Impact Identified. P, N, N/I	Age	Disability	Gender Reassignment	Marriage/Civi l Partnership*	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination.	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Advancing Equality of Opportunity.	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Promoting Good Relations.	P	P	P	P	P	P	P	P	P

Step 3 Action to be taken.

Ensure equality monitoring of the uptake and impacts of the toil. The guideline makes Line Managers and staff aware that the TOIL considerations are a voluntary 2 way opt-in option as these have the potential to negatively impact on the work-life balance and out of work commitments such as caring duties mostly carried out by women as well as to impair reasonable adjustments part of which existing working pattern agreement often are. Staff will not be disadvantaged for not

Summary of EIA Outcome – please tick

No further action to be carried out.	<input checked="" type="checkbox"/>
Amendments or changes to be made.	<input type="checkbox"/>
Proceed with awareness of adverse impact.	<input type="checkbox"/>
Abandon process – Stop and Rethink.	<input type="checkbox"/>

discussion and a mitigating plan will be made between line manager, staff and the team in a case where workload can be reduced via redistribution of some tasks across the team, with all parties' agreement

TOIL guideline provides yet another platform for flexible working where mutual agreement is actively promoted and where also staff needs and preferences are considered which has potential to enhance work-life balance where TOIL agreement leans towards not only business need but also staff needs related to occasional circumstances and preferences.

Date EQIA Approved:	09/06/2021	Approved by:	Anna Maria Kaczmarek, EDI Adviser
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Please forward completed EIA forms by e-mail to
pc.equality.perth@uhi.ac.uk