

# Equality Impact Assessment Form

Department/Section: HR &OD

Date of Assessment: 12/03/24

Review Due: March 2027

Author/Owner: Sarah Wilson

Signature:

Date: 12/03/24

## Step 1

<p>Aim of proposed activity/decision/new or revised policy or procedure: To update the current UHI Perth Flexible Working Request (FWR) guidelines and form in relation to the new employment legislation which comes into effect on 6 April 2024 (Employment Rights (Flexible Working) Act 2023).</p> <p>The legislative update now allows for a FWR from day 1 of employment, and up to 2 requests per year. It also now does not require the individual to consider/identify the impact on the employer as part of the application and reduces the period of outcome to 2 months (originally 3). The updated guidelines now also highlight the employers legal obligations in relation to the Equality Act 2010 when considering a flexible working request and reasonable adjustments.</p>	<b>New</b>	<input type="checkbox"/>
	<b>Revised</b>	<input checked="" type="checkbox"/>
	<b>Existing</b>	<input type="checkbox"/>

<p><b>Who will be affected?</b> All staff</p>	<p><b>Who will be consulted?</b> Trade unions If implemented, feedback will be considered on style/layout/content/accessibility as received and acted on when appropriate.</p>	<p><b>Evidence available:</b> GOV.UK <a href="https://www.gov.uk/flexible-working">https://www.gov.uk/flexible-working</a> Acas <a href="https://www.acas.org.uk/flexible-working">https://www.acas.org.uk/flexible-working</a> CIPD <a href="https://www.cipd.org/uk/views-and-insights/thought-leadership/cipd-voice/new-employment-legislation/">https://www.cipd.org/uk/views-and-insights/thought-leadership/cipd-voice/new-employment-legislation/</a> HR Annual data analysis of flexible working requests.</p>
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<b>Step 2 – Potential Positive/Negative/Neutral Impact Identified. (P, N, NI)</b>	Age	Disability	Gender Reassignment	Marriage/Civil Partnership*	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination.	P	P	P	P	P	P	P	P	P
Advancing Equality of Opportunity.	P	P	P	P	P	P	P	P	P
Promoting Good Relations.	NI	NI	NI	NI	NI	NI	NI	NI	NI

<p><b>Step 3 – Action to be taken.</b> Updated UHI Perth FWR guidelines and form will be available on Perth Hub.</p> <p>Current data analysis of FWR, which has been recorded accurately by HR since March 2022, identifies that there have been 51 FWR made, of which 44 have been approved, 5 have been withdrawn or revised and 1 has been declined and 1 is still in progress to date of this EQIA. Original data analysis identifies individuals by name and department and does not record any protected characteristic related to each request. From 11 January 2024 this data collation was updated to include a ‘Is this request related to the Equality Act or a Reasonable Adjustment?’ as a yes or no response. Since this data collation there have been 8 FWR, all of which are a ‘no’ response to this question.</p> <p>Based on the legislative changes reflected in the guidelines, the update could be considered an overall positive impact on all staff at UHI Perth, irrespective of protected characteristic. However the updated guidelines now also highlight the employers legal obligations in relation to the Equality Act 2010 when considering a flexible working request and reasonable adjustments, and therefore this could be considered a positive impact to eliminating discrimination and advancing equality of opportunity.</p> <p>Analysis of Flexible Working Requests should continue to be made by HR and moving forward it is recommended by the EDI Adviser that the protected characteristics of those staff making requests is monitored, analysed and reported on annually as part of that.</p> <p>Review in 3 years, or if any significant changes are made to FWR guidelines.</p>	<b>Summary of EIA Outcome – please tick</b>	
	No further action to be carried out.	✓
	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"/>	

<b>Date EQIA Approved:</b> 20/03/24	<b>Approved by:</b> Sarah Wood, OD & EDI Adviser
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Please forward completed EQIA forms by e-mail to: [pc.equality.perth@uhi.ac.uk](mailto:pc.equality.perth@uhi.ac.uk)