



## Equality Impact/Fairer Scotland Duty Assessment Form

(To be completed with reference to Guidance Notes)

### Step 1

**Name of Proposal** - Agile 2 – Flexible workstyles - New opt in policies on hybrid and homeworking, business mileage and flexible working requests.

### Step 2

Is this only a **screening** Equality Impact Assessment Yes/No

**(A)** If Yes, please choose from the following options **all** reasons why a full EIA/FSD is not required:

- |  |        |
|--|--------|
| (i) It does not impact on people   | Yes/No |
| (ii) It is a percentage increase in fees which has no differential impact on protected characteristics | Yes/No |
| (iii) It is for information only   | Yes/No |
| (iv) It is reflective e.g. of budget spend over a financial year                                       | Yes/No |
| (v) It is technical  | Yes/No |

If you have answered yes to any of points above, please go to **Step 16**, and sign off the Assessment.

**(B)** If you have answered No to the above, please indicate the following:

- |   |        |
|---|--------|
| Is this a full Equality Impact Assessment | Yes/No |
| Is this a Fairer Scotland Duty Assessment | Yes/No |

If you have answered Yes to either or both of the above, continue with Step 3.

If your proposal is a **strategy** please ensure you complete Step 13 which is the Fairer Scotland Duty Assessment.

### Step 3

- (i) Lead Directorate/Service: Assets Service

(ii) Are there any **relevant** statutory requirements affecting this proposal? If so, please describe.

No

(iii) What is the aim of the proposal? Please give full details.

New opt in policies on hybrid and homeworking, business mileage and flexible working requests.

(iv) Is it a new proposal? **Yes/No** Please indicate **OR**

Is it a review of e.g. an existing budget saving, report, strategy, policy, service review, procedure or function? **Yes/No** Please indicate

#### **Step 4: Which people does your proposal involve or have consequences for?**

Please indicate all which apply:

Employees **Yes/No**

Job Applicants **Yes/No**

Service users **Yes/No**

Members of the public **Yes/No**

**Step 5: List the evidence/data/research that has been used in this assessment (links to data sources, information etc which you may find useful are in the Guidance). This could include:**

**Internal data** (e.g. customer satisfaction surveys; equality monitoring data; customer complaints).

Yes, staff surveys during Covid period

**Internal consultation** (e.g. with staff, trade unions and any other services affected).

Staff consultations during Covid period, consultation with Trade Unions. Proposals approved by CLT

**External data** (e.g. Census, equality reports, equality evidence finder, performance reports, research, available statistics)

N/A

**External consultation** (e.g. partner organisations, national organisations, community groups, other councils).

Angus Health and Social Care Partnership for Council employees.

**Other** (general information as appropriate).

### **Step 6: Evidence Gaps.**

Are there any gaps in the equality information you currently hold?      **Yes/No**

If yes, please state what they are, and what measures you will take to obtain the evidence you need.

### **Step 7: Are there potential differential impacts on protected characteristic groups?**

Please complete for each group, including details of the potential impact on those affected. Please remember to take into account any particular impact resulting from **Covid-19**.

**Please state if there is a potentially positive, negative, neutral or unknown impact for each group. Please state the reason(s) why.**

Age

**Impact** - greater ability to work from home or other locations of choice on a regular basis and flexible working patterns for dependants.

Disability

**Impact** - Positive with greater ability to work from home or other locations of choice on a regular basis and flexible working patterns

Gender reassignment

**Impact** - Neutral

Marriage and Civil Partnership

**Impact** - Neutral

Pregnancy/Maternity

**Impact** - Positive with greater ability to work from home or other locations of choice on a regular basis and flexible working patterns.

Race - (includes Gypsy Travellers)

**Impact - Neutral**

Religion or Belief

**Impact - Neutral**

Sex

**Impact – Positive** - approx. three quarters of the workforce is female, so will benefit from agile working more than males

Sexual orientation

**Impact - Neutral**

#### **Step 8: Consultation with any of the groups potentially affected**

If you have consulted with any group potentially affected, please give details of how this was done and what the results were.

No

If you have not consulted with any group potentially affected, how have you ensured that you can make an informed decision about mitigating action of any negative impact (Step 9)?

No negative impacts. There are options to opt in or opt out.

#### **Step 9: What mitigating steps will be taken to remove or reduce potentially negative impacts?**

N/A

#### **Step 10: If a potentially negative impact has been identified, please state below the justification.**

N/A

**Step 11: In what way does this proposal contribute to any or all of the public sector equality duty to:** eliminate unlawful discrimination; advance equality of opportunity; and foster good relations between people of different protected characteristics?

Advance equality of opportunity for those unable to work in an office or travel to the office.

**Step 12: Is there any action which could be taken to advance equalities in relation to this proposal?**

No

**Step 14: What arrangements will be put in place to monitor and review the Equality Impact/Fairer Scotland Duty Assessment?**

Future staff surveys and 1-2-1 conversation between employees and line managers

**Step 15: Where will this Equality Impact/Fairer Scotland Duty Assessment be published?**

As an appendix to committee report on Council's website.

**Step 16: Sign off and Authorisation.** Please state name, post, and date for each:

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Approved by: Graeme Dailly, Director of Infrastructure and Environment, 19.02.24

NB. There are several worked examples of separate EIA and FSD Assessments in the Guidance which may be of use to you.

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