

Flexi-Time Scheme - Equality Analysis template

Screening	Please provide explanatory comments
1. What activity is being analysed?	Development of Flexi-Time Scheme.
2. Who likely to be affected by the activity?	Staff, and the wider community
3. Who led the analysis?	Karen Butters, Head of Health, Safety & Wellbeing
4. Who contributed to the analysis?	Dr James Palfreman-Kay, Equality and Diversity Adviser.
5. What information has been used to inform the analysis?	A review of the existing information in relation to flexi time and the legal and moral requirements on employers. Staff Equality and Diversity data from Equality and Diversity Annual Report 2015-16
Analysis	Please provide explanatory comments
6. How does the activity promote good relations/equality/inclusion in relation to:	The BU Flexi-Time Scheme is supported by a legal and moral framework, including the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. The scheme actively promotes flexibility and a positive approach to all protected characteristics under the Equality Act 2010
6.1 Age	See above
6.2 Disability	See above
6.3 Gender Reassignment	See above
6.4 Marriage and civil partnership ¹	See above
6.5 Pregnancy and maternity (including paternity)	See above
6.6 Race (colour, ethnic or national background)	See above
6.7 Religion or belief (including non-belief)	See above
6.8 Sex (Female/Male)	See above
6.9 Sexual orientation	See above
7. Does the activity have an actual or potential adverse impact in relation to?	The Flexi-Time Scheme offers options for individual staff (in agreement with their line manager) to work more flexibly around core hours than previously. This element of choice should ensure that the protected characteristics under the Equality Act 2010 are considered and actions taken to ensure staff are not adversely affected.
7.1 Age	See above
7.2 Disability	See above
7.3 Gender Reassignment	See above
7.4 Marriage and civil partnership ²	See above
7.5 Pregnancy and maternity (including paternity)	See above
7.6 Race (colour, ethnic or national background)	See above

¹ Marriage and civil partnership are protected under the legislation but only for the need to eliminate unlawful discrimination in employment.

² Please see footnote 1.

7.7 Religion or belief (including non-belief)	See above
7.8 Sex (Female/Male)	See above
7.9 Sexual orientation	See above
8. Comment on the good practice identified	
Please see Sections 5, 6 and 7 above. Please also note that the development of BU policies and procedures is part of a wider programme of work that promotes a culture of wellbeing and respect for staff, students and the BU community.	
9. Comment on the actions to mitigate actual or potential adverse impact	
None – the requirements of the scheme naturally mitigate against actual or potential adverse impact and are actioned/managed locally to ensure that relevant staff information is actively considered as part of the flexi-time scheme.	
10. Decision/Feedback/Approval	
10.1 What is the analysis outcome? (See Table 1 to assist here)	Level 1
10.2 Have you consulted with EDSG?	No
10.3 When will the analysis be reported to EDSG?	At the next meeting as part of the report on EA activity
10.4 Which Committee will approve the analysis?	EDSP / Chief Operating Officer
10.5 Date of approval	tbc
10.6 When and how will the analysis be reviewed?	October 2018