

Equality Impact Assessment (EIA)

The Legal Division Work Life Balance Policy (WLB)

Equality impact, needs and requirements assessment form

Please use this form to record your findings, proposed actions, equality objectives and targets. Use the guidance notes to help you do the assessment or contact the Equality Standard Project Manager if you need some advice

About the policy, practice, service or function you are assessing

Name of policy, practice, service or function: The Legal Division Work Life Balance Policy (WLB)

Assessment team leader name: Olu Idowu (Principal Solicitor – Litigation)

Department responsible: Corporate and Adult Social Services Service Area: Legal Division

Other members of assessment team:

Name	Position	Area of expertise	Comments
Linda Torney	Principal Solicitor – Social Services & Education	WLB Project Team Leader	
Andrew Thomas	Principal Solicitor – Land Property & Contracts		

Question	Response/ findings
<p>What are the main aims and objectives or purpose of the policy, practice, service or function that you are assessing?</p>	<p>The WLB scheme is a corporate initiative that was a key strand of Building for Excellence (now Building on Excellence), its primary purpose being to develop a range of solutions to meet the divergent needs of staff whilst effectively continuing to meet service delivery needs.</p> <p>Its aims are to provide flexibility for employees and move away from a single time based standard working hour's solution, applicable across the board.</p>
<p>Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person, team, department, or body – and include any outside organisations who deliver under procurement arrangements</p>	<p>Implementation of the WLB scheme is down to individual members of staff, on a day to day basis, under guidance/ supervision of the Divisional Management Team (DMT).</p>
Question	Response/ findings
<p>Who is affected by the policy, practice, service or function, or by how it is delivered? Such as, who are the external and internal customers, groups, or communities?</p>	<p>The Legal Division is a service department that draws the majority of its client base from internal sources (i.e. departments, divisions and teams) within the Council, with limited exceptions such as Derby Homes and the private Residential Social Landlords that Derby Homes work for, and in respect of which the division undertakes legal services.</p> <p>It is this client base that would be most affected by the implementation of the policy.</p>

<p>What outcomes do we want to achieve, why and for whom? For example, what do you want to be providing, how well, what changes or improvements, and what should the benefits be for customers, groups or communities?</p>	<p>Introduction of greater flexibility in work patterns for the division's staff based on the principles of minimum cover to meet service requirements <u>and</u> flexible attendance opportunities.</p> <p>The benefits for the division's customers relate principally to the first arm, the implementation of a scheme that ensures that a minimum level of service will always be available for front line clients to assist with/support them in the discharge of their statutory obligations.</p>
<p>Question</p>	<p>Response/ findings</p>
<p>What existing or previous inspections of the policy, practice, service or function are there? For example, Best Value Inspections, policy reviews, research into the effects of a policy or practice.</p> <p>What did they tell you?</p>	<p>The division's policy was introduced in September 2005 and is in the process of undergoing its first review.</p> <p>All of the division's staff have been polled for feedback on the merits and demerits of the policy. This has taken the form of direct approaches via WLB project team representatives and also via a Staff Survey undertaken in January 2006, neither of which has raised any significant negative issues. The reaction to the implementation of the scheme has largely been positive.</p> <p>There are a number of residual minimum cover issues to be resolved within one of the division's section which the review process has highlighted.</p>
<p>Identifying potential equality issues and factors</p>	
<p>Question</p>	<p>Response/ findings</p>

<p>What do you already know about the equality impact or need? For example, from research, feedback, consultation or any performance monitoring</p>	<p>The WLB project team findings did not specifically highlight equality impact issues. However, it is acknowledged that there could potentially be an impact in respect of gender, religion and disability.</p> <p>With gender, it is commonly acknowledged that women are the main child carers within the average family unit. The WLB scheme affords the opportunity to work around the need for the division's predominantly female workforce to balance the conflict between their domestic and professional commitments. Of course the same principles apply to those male members of staff who play the primary care role.</p> <p>With religion, the scheme acknowledges the variety of faiths within the division and, for example, provides the opportunity for Muslim staff to attend for worship on Friday's if they so require.</p> <p>With disability, there is flexibility built into the scheme that recognises the need for credited time off for staff undergoing cancer screening. Generally, it also affords greater flexibility to balance the conflict between addressing personal medical needs in own time and meeting professional commitments.</p>
<p>Question</p>	<p>Response/ findings</p>
<p>Is there any evidence of higher or lower take up under the policy or practice, or of the service or function for any particular groups? For example, who uses the service, who doesn't and why not?</p>	<p>No such evidence currently exists</p> <p>All staff in the division have access to the scheme</p>

<p>Have there been any important demographic changes or trends locally? For example is the population changing, and if so, how and what might that mean for the service or function?</p>	<p>N/A</p>
<p>Question</p>	<p>Response/ findings</p>
<p>Is there an indication that any of the policies or practices involved with the service or function creates particular problems or difficulties for any groups of customers or communities?</p>	<p>No</p>
<p>What information or data exists? For example, statistics, customer feedback, complaints, research, monitoring – who keeps it and can you get hold of it?</p>	<ol style="list-style-type: none"> 1. WLB Project Team minutes 2. 2006 Legal Division Staff Survey 3. Individual project team member consultation email to staff inviting feedback about the impact of the policy 4. Responses to (3) by individual members of staff <p>The data is held jointly by the WLB Project Team leader and the DMT, from whom the details can be accessed.</p>
<p>Question</p>	<p>Response/ findings</p>
<p>Does any equality or diversity objectives already exist? If so, what are they and what is current performance like against them?</p>	<p>No</p>
<p>Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?</p>	<p>N/A</p>

Collecting the information and data about how the policy, practice, service or function, impacts on communities

Please record your information and data in this table and think about:

what information or data you will need
 using both quantitative and qualitative data
 making sure that where possible there is information that allows all perspectives to be considered
 identifying any gaps in the information/ data and what it can tell you

Data or information	When and how was it collected?	Where is it from?	What does it tell you? You need to consider all six equality strands where you can	Gaps in information
Customer feedback and complaints	Request for feedback to all division staff on 2 February 2006, as part of the initial review of the policy	Individual section WLB Project Team member	Requests feedback on impact of the WLB on individuals	No specific consultation questions within the questionnaire on equality impact – Consider whether this needs to be addressed as a priority issue, or picked up during subsequent reviews

Consultation and community involvement	Distributed electronically to all staff in the division on 10 August 2005	Staff in the Legal Division	Universal acceptance of the principle of WLB within the division	No specific consultation questions within the questionnaire on equality impact – Consider whether this needs to be addressed as a priority issue, or picked up during subsequent reviews
Performance information including Best Value	N/A			
Take up and usage data	Via customer feedback and 2006 Legal Division Staff Survey	All staff in the division	Two-third take up of the policy within the division based on section division	None
Comparative information or data where no local information	N/A			
Census, national or regional statistics	N/A			
Access audits or assessments such as DDA assessments	N/A			

Workforce profile	None			Consider whether this needs to be addressed as a priority issue, or picked up during subsequent reviews
Where service delivered under procurement arrangements – workforce profile for deliverers	N/A			
Monitoring and scrutiny outcomes	None			Consider whether this needs to be addressed as a priority issue, or picked up during subsequent reviews

Analysing the information and data and setting equality objectives and targets

Please give your detailed findings in this table

Service or function	Policy or practice	Findings	Which groups are affected and how	Whose needs are not being met and how?

Objectives - process, impact or outcome based

Please give your proposed objectives/ targets in this table

Objective/Target:	Undertake a further review of the WLB scheme within 3 months following division wide consultation on equality and diversity impact
Specific	
Measurable	Feedback from consultation responses
Achievable	Yes
Relevant	Yes
Timed	3 months

Objective/Target:	Incorporate a positive statement about commitment to WLB into future job applications
Specific	
Measurable	Yes
Achievable	Yes
Relevant	Yes
Timed	No

Objective/Target:	Incorporate equality and diversity objectives into Legal Division Business Plan
Specific	
Measurable	Yes
Achievable	Yes
Relevant	Yes
Timed	15 months

Monitoring and reviewing - incorporating into performance management

Please summarise your objectives and targets in this table with your proposed monitoring and reporting arrangements

Objective	Planned action	Target performance			Responsible lead officer	Reporting cycle, for example, quarterly
		2005/6	2006/7	2007/8		
Consult on equality and diversity impact of the introduction of the WLB scheme in the Legal Division	Undertake a further review of the WLB scheme within 3 months		x		<i>Olu Idowu/ Linda Torney</i>	<i>3 months</i>
<i>Incorporating WLB information into future job advertisements/applications</i>	Incorporate a positive statement about commitment to WLB into future job advertisements/ applications		x		<i>Stuart Leslie</i>	<i>Annually</i>
Incorporate WLB equality and diversity objectives into Legal Division Business Plan	<i>Review</i> Incorporate WLB equality and diversity objectives into Legal Division Business Plan			x	<i>DMT</i>	<i>Bi-Annually</i>