The State Hospital Equality Impact Assessment (EQIA)

You should read the guidance document prior to completing this template.

Please note, the EQIA should be proportionate to the significance and coverage of the policy and should take cognisance of the nature of the environment and patient group.

Step 1: Screening to determine if the policy requires a detailed EQIA

Name of the policy: Working Time Regulations Policy

Directorate: Human Resources   **Date:** 09/12/2020

Designation(s) of author(s): Head of HR

Strategy ☐ Policy ☒ Protocol ☐ Project ☐ *Other ☐

(*please provide details)

New ☒   update to existing policy ☐   *replacement ☐

(*please advise what this policy is replacing)

1. What are the main aims and outcomes of the policy and how do these fit in with the wider aims of the organisation, legislation and national drivers?

Aim(s) / Outcome(s)	Wider Aim(s)
To ensure working structures are conducive to the wellbeing of all staff.	To ensure that through the monitoring of working hours, staff health and wellbeing is protected through an appropriate work / life balance.

2. Please identify the scope of the policy

Forensic Network wide ☐   Hospital wide ☐   Service specific ☐

Discipline specific ☐   *Other ☒

(*please provide details)

*Includes responsibilities relating to external stakeholders who may also be employers.

3. Who are the key stakeholders potentially affected by the policy? Will the policy impact on these groups in a positive and/or negative and/or neutral way? Why do you say this?

Stakeholder(s)	Impact	Rationale
1. Staff	Positive	Staff health and wellbeing is protected from the impact of excessive working hours.

			Supports effective monitoring of systems to prompt discussions where necessary. Advocates for staff to access OH support mechanisms designed to support health and wellbeing. Acknowledges potential negative impact of night working. Ensures there is a consistent approach to managing breaks, including where it has not been possible for staff to take scheduled rest breaks. Highlights the role of Trade Unions. Facilitates a return to 48 hour working week for staff who decided to opt out and subsequently change their mind.
		Negative	Restricts opportunity for staff to work unlimited number of hours, thereby increasing income in the absence of agreed protocol.
2. Patients		Positive	Mechanism in place to address any concerns arising from staff input as a result of working excessive hours.
3. Staff Families		Positive	Supports a healthy work / life balance conducive to positive family life.
4. External employers			Acknowledges and includes responsibilities of other employers who may be responsible for the health and wellbeing of staff who are employed out with TSH.

4. Is a collaborative assessment with external partners required?   No

5. Specifically, in relation to the protected characteristics, please identify whether the policy impacts positively, negatively and / or neutrally on these groups, providing rationale in support of your decision. Please also describe any identified inequality and indicate practice in place which mitigates aspects of the policy contributing to any adverse impact or inequality.

Protected Characteristic	Positive X	Adverse/ Negative X	Neutral X	Identified impact / inequality and rationale, including mitigating practice where appropriate
Age	X			Mechanism in place to protect older staff from working excessive hours which may cause detriment to physical / mental health.
Disability	X			Mechanism in place to protect staff who have a disability from working excessive hours which may cause detriment to physical / mental health.
Gender			X	
Gender Reassignment			X	
Marriage and Civil Partnership	X			Managing the number of hours spent at work is conducive to supporting positive personal relationships
Pregnancy and Maternity	X			Mechanism in place to protect staff who are pregnant from working excessive hours which may risk the health of the unborn child / mother.
Race/Ethnicity			X	
Religion and or Belief			X	
Sexual Orientation			X	

6. Thinking about the key stakeholders you have identified in no. 3, please explain how the policy supports the organisation to eliminate any potential unlawful discrimination, harassment and victimisation of these groups, promoting equality of opportunity and fostering good relationships between all stakeholders.

Policy applies to all staff and supports line managers to engage in supportive discussions based on protecting the health and wellbeing of staff.
Acknowledges a commitment to ensuring that staff

7. Thinking about the key stakeholders you have identified in no. 3, please identify potential inequalities of outcome which may arise in relation to socio-economic disadvantage (low income), including material deprivation.

Impacts on ability to increase income through a measured approach to the number of hours worked.

Please discuss with the Service Lead / Director and complete below to indicate this person is in agreement with your findings.

Service Lead / Director Designation: Interim HR Director

Date: 15/12/20

Then forward this screening document and your policy document to the Person Centred Improvement Lead for approval.

Approved by Person Centred Improvement Lead	**Date:** 16/3/21
Comments	
Feedback incorporated. No requirement for detailed EQIA.	
Detailed EQIA required. Please contact Person Centred Improvement Lead for advice / support **Date:** / /	

Following consultation, this EQIA should be attached to the policy document and included within the paperwork for consideration by the Policy Approval Group prior to implementation. If any changes to the EQIA are required as a result of feedback from the consultation, please contact the Person Centred Improvement Lead.

Please note, as policy and EQIA documents are within the public domain, via the Hospital's website (unless identified by the Policy Approval Group as sensitive information), content should not include the names of any stakeholders and/or include any information which would identify individuals.