

# Equality and Human Rights Impact Assessment Publication Document

This template summarises the key decisions/actions taken in the EHRIA, and has been separated from the full EHRIA document for publication on the SPS external website in compliance with statutory requirements.

Background	
Title of the Policy	Occasional Homeworking Policy
EHRIA Lead Person	Employee Relations & Rewards Manager
Date EHRIA completed	16/03/16
Review date and frequency	16/03/19, every 3 years
Is this a new or revised policy/practice?	New <input type="checkbox"/> Revised <input checked="" type="checkbox"/>

Scoping	
What are the aims of this policy/practice?	To ensure that staff who homework do work which is appropriate, in a safe environment and in a way that complies with SPS data security rules.
WHO did you consult with?	Employee Relations and Reward Team, Trade Union Side, IT support team, Scottish Government
WHAT did you learn?	SPS does not keep adequate statistics on Occasional Homeworking.
HOW will this shape your policy/practice?	We will seek to integrate the new policy with e-HR, which should allow for more effective monitoring, and allow mitigation of any equality issues that arise.
What quantitative and/or qualitative evidence as well as case law relating to equality and human rights have you considered when deciding to develop new or revise current policy/practice?	<ul style="list-style-type: none"> <li>• Current policy</li> <li>• Information Systems and Services data</li> <li>• Scottish government equalities evidence finder.</li> <li>• Carers UK Policy Report 2014</li> <li>• Acas guidance on home working</li> </ul>

<b>Impact</b> Will the impact and outcomes of the new/revised policy/practice:	
<b>Contribute to eliminating discrimination, harassment and victimisation?</b> E.g. <ul style="list-style-type: none"> <li>• Raise awareness of our SPS vision and values for equality and diversity</li> <li>• Challenge appropriately any behaviours or procedures which do not value diversity and advance equality of opportunity</li> </ul>	<b>POSITIVE:</b> It will contribute to eliminating discrimination, harassment, victimisation <input checked="" type="checkbox"/>
	<b>NO EFFECT:</b> It will have no effect on discrimination, harassment and victimisation <input type="checkbox"/>
	<b>NEGATIVE:</b> It will make discrimination, harassment and victimisation worse <input type="checkbox"/>
<b>Advance equality of opportunity between those who share a protected characteristic and those who do not?</b> E.g. <ul style="list-style-type: none"> <li>• Remove or minimise disadvantage</li> <li>• Meet the needs of equality groups that are different from the needs of others, encourage participation in public life</li> </ul>	<b>POSITIVE:</b> It will advance equality of opportunity <input checked="" type="checkbox"/>
	<b>NO EFFECT:</b> It will have no effect on equality of opportunity <input type="checkbox"/>
	<b>NEGATIVE:</b> It will reduce equality of opportunity <input type="checkbox"/>
<b>Foster good relations between those who share a protected characteristic and those who do not? E.g.</b> <ul style="list-style-type: none"> <li>• Tackle prejudice</li> <li>• Promote understanding</li> </ul>	<b>POSITIVE:</b> It will foster good relations <input checked="" type="checkbox"/>
	<b>NO EFFECT:</b> It will have no effect on good relations <input type="checkbox"/>
	<b>NEGATIVE:</b> It will cause good relations to deteriorate <input type="checkbox"/>
<b>Ensure Human Rights Compliance?</b>	It will uphold human rights articles. <input checked="" type="checkbox"/>
	It will breach human rights articles. <input type="checkbox"/>

**Please summarise the results of the Equality & Human Rights Impact Assessment, including the likely impact of the proposed policy/practice advancing equality and human rights.**

<b>Positive Impacts</b>  Protected characteristics affected: Age; sex; disability; maternity & pregnancy.  Allow employees who cannot be at their usual place of work due to or OH reasons to remain in contact with colleagues and participate in normal working life and remain part of the team.  The policy will allow those with caring responsibilities (primarily women – 58% - and those aged between 50-60, who make up over 1/3 of carers in the UK) to, on occasion, work from home to allow them to fulfil their caring responsibilities whilst not missing work.
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### Positive Impacts

The policy does not cover long-term arrangements relating to disability, however it does give flexibility to members of staff seeking to have a phased return to work following absence.

Promote understanding of the issues faced by individuals with caring responsibilities, or health issues that may make it difficult, on a given day, to attend their usual place of work (although this policy is not intended to provide long-term measures to suit caring or disability requirements, it does allow for this on a short term or intermittent basis).

Allow individuals who are unable to attend their usual place of work on a given occasion to remain “in the loop” with their colleagues, and ensure that they can continue with their work.

### Negative Impacts

Protected characteristics affected: Sex.

Impact	Mitigation
Policy not suitable for majority of operational colleagues. This is predominantly men (71%).	This is objectively justifiable because of the nature of the role. Also, not all operational employees are excluded as there will be circumstances where it is possible/appropriate. Where possible, equality monitoring via e-HR will demonstrate how the policy is being applied and who it is impacting to enable any risks of inequality to be identified.

### Recommended course of action

<b>Outcome 1:</b> Proceed – no potential for unlawful discrimination or adverse impact or breach of human rights articles has been identified.	<input checked="" type="checkbox"/>
<b>Outcome 2:</b> Proceed with adjustments to remove barriers identified for discrimination, advancement of equality of opportunity and fostering good relations or breach of human rights articles.	<input type="checkbox"/>
<b>Outcome 3:</b> Continue despite having identified some potential for adverse impact or missed opportunity to advance equality and human rights (justification to be clearly set out).	<input type="checkbox"/>
<b>Outcome 4:</b> Stop and rethink as actual or potential unlawful discrimination or breach of human rights articles has been identified.	<input type="checkbox"/>

### Summary of Outcome decision and Recommendations

Link homeworking policy to e-HR (when E-HR is capable of this) so that data can be reported for equality monitoring. Reports should be able to show requests that are both granted and refused.

### Next steps

Impact of policy will reviewed by taking action on the following:

- Legislative changes – To ensure compliance with all relevant legislation.

## Next steps

- Significant grievances/ unforeseen EHRIA impacts – To ensure that any unforeseen issues are addressed.
- SPS standard policy review timescales – As part of SPS standard review of policies.
- Equality monitoring of requests to work from home which are approved/refused (when E-HR is fully on-line) – To understand who is being impacted by the policy and whether it is working as intended.

If you require this document in an alternative format, please contact [SPSEqualityandDiversityTeam@sps.pnn.gov.uk](mailto:SPSEqualityandDiversityTeam@sps.pnn.gov.uk)