

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.

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| Background | |
| Title of the Policy | Occasional Homeworking |
| EHRIA Lead (role) | John Kelly |
| Date EHRIA completed | 16/10/2019 |
| Review date and frequency | 18/11/2019 (Review in 3 Years) |
| Is this a new or revised policy/practice? | New <input type="checkbox"/> Revised <input checked="" type="checkbox"/> |

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| Scoping |
| <p>What are the aims of this policy/practice?</p> <p>As part of the 3 year HR policy review cycle within SPS HR; to ensure that the policy is compliant with the relevant legislation and HSE Guidance.</p> |
| <p>WHO did you consult with?</p> <p>SPS ER&R Policy Team; Trade Union Side; SPS ISS Team; Health and Safety</p> |
| <p>WHAT did you learn?</p> <p>The SPS does not collate central statistics on Occasional Homeworking, nor does the Scottish Government, so it is difficult to quantify the numbers of employees utilising this policy in SPS. Indicative numbers are based on numbers of devices in circulation.</p> <p>However, information from ISS indicates that there are approximately 180 encrypted devices (laptops/ tablets) issued to staff, which would enable them to work from home on an occasional basis where required.</p> <p>Data from the Office for National Statistics identified of the 30.2 million people in work as of March 2014, 4.2 million were considered as home workers, 13.9% of all workers. The data also identified that working from home is more prevalent amongst individuals who are within the 25 – 49 age bracket and of those who do undertake home working the majority tend to work in higher skilled roles. The data also indicated that there was a gender split of 64.4% male to</p> |

35.6% female undertaking home working. The 2013 Office for National Statistics noted that 10.7% of Scotland's working population undertook home working.

The CIPD UK working lives Job Quality Index report notes that more than half of UK employees (54%) worked flexibly in some way in the last year with the main drivers for flexible work being caring responsibilities (women) and increased leisure time (men). Of those surveyed 49% identified working from home as being a desirable option. Positive impacts on job quality can be realised by enhancing the options for occasional home working and be supportive of all grades and roles (where business requirements allow) being able to access occasional home working.

<https://www.cipd.co.uk/knowledge/work/trends/uk-working-lives>

The evidence-gathering identified no negative impact, with some positive impact for some protected groups. For example homeworking can be provided as a reasonable adjustment for disabled people, pregnant women may find it helpful to work from home if it becomes uncomfortable or difficult to travel and people with a specific religion or belief may benefit from working at home at certain times to enable them to observe their religion or belief.

HOW will this shape your policy/practice?

Providing the opportunity for Occasional homeworking will ensure SPS is providing comparable policies and opportunities as other employers, whilst at the same time increasing flexibility and support to employees that enable a mutually beneficial working arrangement that promotes work life balance. All applications for work life balance would be made on individual merits and the practicality of application.

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?

Reviewed similar policies from other Public Sector bodies with a view to ensuring SPS policy reflects best practice and meets business needs whilst ensuring compliance with appropriate legislation

A range of other data sources and research documents were also considered as part of the review, including sources from ACAS, CIPD, HSE and SHRC.

Consideration was also given to Equality and Human Rights legislation, including the Equality Act, the UN Convention on the Rights of Persons with Disabilities and the International Covenant on Economic, Social and Cultural rights. Further consideration was also given to the SG Fairer Scotland Action Plan 2016 – 20 and associated plans.

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

| Positive Impacts |
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| <p>Protected characteristics affected:</p> <p>The revised SPS policy continues to support the approved use of occasional homeworking in defined circumstances as an option for staff where circumstances prevail or there is a requirement to do so for a particular work purpose. It is applied fairly and in keeping with the spirit and intent of the policy.</p> <p>The policy is open for all staff to apply, and enables those who may have a protected characteristic which would benefit from occasional home working to access opportunity.</p> |

Negative Impacts

Protected characteristics affected:

None

Recommended course of action

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| Outcome 1: Proceed – no potential for unlawful discrimination or adverse impact or breach of human rights articles has been identified. | <input checked="" type="checkbox"/> |
| Outcome 2: 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"/> |
| Outcome 3: 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"/> |
| Outcome 4: 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

SPS will continue to operate this policy taking heed of any future changes in legislation should there be any.

Next steps

- Note: any evidence that raises concern would trigger an early review rather than the scheduled date.
- Indicate if there is any data which needs to be collected as part of action to be taken and how often it will be analysed.
- Indicate how the person responsible will continue to involve relevant groups and communities in the implementation and monitoring of the new/changed policy/practice.

If you require this document in an alternative format, please contact SPSEqualityandDiversityTeam@sps.pnn.gov.uk