

Agile Working Policy Statement  
23<sup>rd</sup> January 2014  
amended 18<sup>th</sup> March 2014

Equality Impact Assessment

# Agile Working Policy Statement

**Contact:** George Humphreys, HR

**Updated:** 18<sup>th</sup> March 2014

## 1. What type of proposal / decision is being assessed?

A new or revised policy

## 2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

Denbighshire County Council's corporate priority is to develop modern working practices which help managers and employees to do their jobs in the heart of the community. The Agile Working Policy Statement is intended to be the overarching policy statement about how this will work in the council going forward. The statement covers items like flexible working, office space, desk ratio's information security and technology, all of which will help us work in a more agile and flexible way so that we can offer a better service to our customers and rationalize office space.

## 3. Does this proposal / decision require an equality impact assessment? If no, please explain why.

*Please note: if the proposal will have an impact on people (staff or the community) then an equality impact assessment **must** be undertaken*

Yes

Yes

## 4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken

*(Please refer to section 1 in the toolkit for guidance)*

An assessment has been undertaken against the protected characteristics and the impact of the proposed changes.

- 5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**  
*(Please refer to section 1 in the toolkit for a description of the protected characteristics)*

It has the potential to provide a positive impact across all protected characteristics as the flexibility it affords will benefit people who have personal needs outside of work.

- 6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**

It is recognised that this may not be suitable for all employees and therefore it is not a compulsory requirement. It will be down to the individual to determine whether it is something they wish to do and if so discuss with their manager.

Specifically, there is the potential for it to limit the ability for some people to work at other office locations if they have personally adapted equipment. As it is voluntary it will be up to individuals to decide whether they are able to work at other locations taking into account the work station available, the amount of time they are likely to be spending there and the type of work they are undertaking.

- 7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.**

<b>No</b>	No, it is not possible to provide for the needs of individuals at every work location in the county. Where ever possible individual who have adapted equipment will be given equipment that is transferable if it is possible.
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- 8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

<b>Yes</b>	These actions have been discussed with the recognised trade unions and fed back to the modernisation board for their consideration. No dates for completion have been agreed as yet.
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Action(s)	Owner	By when?
Purchase transferable personal equipment where possible and necessary	Managers	<DD.MM.YY>

When promoting agile working, there is a need to be clear on the obligations on employees and to emphasis the fact that it is voluntary	Modernisation Board Members/Managers	<DD.MM.YY>
To formalise the hot desking arrangements and this should include information on what equipment is available.	Modernisation Board	<DD.MM.YY>
In order to assess the fairness of application by managers; understand the benefits of the policy; and any issues that have arisen, a survey to be undertaken 6-12 months after the launch.	Modernisation Board	<DD.MM.YY>
<Unrestrict editing to insert additional rows>	<Enter Name>	<DD.MM.YY>

## 9. Declaration

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal / decision will be reviewed at the appropriate stage.

<b>Review Date:</b>	April 16
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Name of Lead Officer for Equality Impact Assessment	Date
George Humphreys	18.3.14

**Please note you will be required to publish the outcome of the equality impact assessment if you identify a substantial likely impact.**