



Equality Impact Screening – Flexible Working Policy 2023

Part A - Policy Scoping

Introduction

1. This form should be read in conjunction with the Equality Commission's [Section 75 - A guide for public authorities](#). Staff should complete a form for each new or revised policy for which they are responsible (see page 30 for a definition of policy in respect of section 75). The purpose of screening is to identify those policies that are likely to have an impact on equality of opportunity and/or good relations and so determine whether an Equality Impact Assessment (EQIA) is necessary.

Name of Policy

2. Flexible working policy 2023

Is this an existing, revised or a new policy?

3. This is an existing policy updated to include the modern working practice of hybrid working.

What is it trying to achieve? (intended aims/outcomes)

4. The policy sets out the various types of flexible working which could be considered by staff. It sets out a framework within which fair and robust decisions can be reached in relation to flexible working requests and the circumstance within which a request could be turned down. The policy helps CITB NI comply with legal requirements and well as promoting the opportunities available for current and prospective staff.

Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.

5. Although the policy is open to all employees, working parents or carers and those with disabilities are likely to find the policy most beneficial.

Who initiated or wrote the policy?

6. The HR Manager wrote the policy based upon model policies available from the Labour Relations Agency.

Who owns and who implements the policy?

7. CITB NI

Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

8. Yes

If yes, are they

- ☒ a. financial
- ☒ b. legislative
- ☐ c. other, please specify: _____

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

- ☒ d. staff
- ☐ e. service users
- ☐ f. other public sector organisations
- ☐ g. voluntary/community/trade unions
- ☐ h. other, please specify _____

Other policies with a bearing on this policy

9. what are they?

- Flexitime policy
- Equal Opportunities policy
- Flexible retirement policy

10. who owns them?

- CITB NI

Available evidence

11. Evidence to help inform the screening process may take many forms. Public authorities should ensure that their screening decision is informed by relevant data.

12. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Section category	75	Details of evidence/information
Religious belief		Monitoring data gathered on all staff in January 2023 indicates CITB NI workforce is as follows: Protestant 56.5% Roman Catholic 34.5% Non-determined 9%
Political opinion		No data exists
Racial group		Workplace data indicates that CITB NI workforce is as follows: White = 97% Other = 3%
Age		Workplace data indicates that CITB NI workforce is as follows: 16-21 = 0% 22-30 = 3% 31-40 = 12.5% 41-50 = 31.5% 51-60 = 34.5% 61+ = 18.5%
Marital status		Workplace data indicates that CITB NI workforce is as follows: Divorced = 3% Married = 66% Single = 19% Widowed = 12%
Sexual orientation		No data exists.
Men and women generally		Workplace data indicate that CITB NI workforce is as follows: Male = 28% Female = 72%
Disability		Workplace data indicates that CITB NI workforce is as follows: 9% of the workforce has a disability
Dependants		Workplace data indicates that CITB NI workforce is as follows: Care for children = 42.5% Care for older people or vulnerable adults = 15%

Needs, experiences and priorities

13. Considering the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories.

Section category	75	Details of needs/experiences/priorities
Religious belief		None in relation to this policy.
Political opinion		None in relation to this policy.
Racial group		None in relation to this policy

Age	28% of the total workforce currently avail of some type of part time working. By far the largest proportion of these falls within the 41-50 age category. 94% of staff take up the option to work at home from time to time with the portion of working time varying depending on the job roles held.
Marital status	None in relation to this policy
Sexual orientation	Non in relation to this policy
Men and women generally	Staff at CITB NI are 72% female. Women are recognised as taking the principle caring role for children, older people and vulnerable adults.
Disability	People with disabilities may find the adjustments to working time and arrangements useful to help keep them in work or manage their condition.
Dependants	Almost 60% of CITB NI staff care for someone else, either a child or older person and some take on both roles. This group may benefit significantly from this policy.

Part B - Screening questions

Introduction

14. In making a decision as to whether or not there is a need to carry out an equality impact assessment, the public authority should consider published guidance.
15. If the public authority's conclusion is **none** in respect of all of the Section 75 equality of opportunity and/or good relations categories, then the public authority may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity or good relations, a public authority should give details of the reasons for the decision taken.
16. If the public authority's conclusion is **major** in respect of one or more of the Section 75 equality of opportunity and/or good relations categories, then consideration should be given to subjecting the policy to the equality impact assessment procedure.
17. If the public authority's conclusion is **minor** in respect of one or more of the Section 75 equality categories and/or good relations categories, then consideration should still be given to proceeding with an equality impact assessment, or to:
 - measures to mitigate the adverse impact; or
 - the introduction of an alternative policy to better promote equality of opportunity and/or good relations.

In favour of a 'major' impact

18. The policy is significant in terms of its strategic importance;
19. Potential equality impacts are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
20. Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;

21. Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
22. The policy is likely to be challenged by way of judicial review;
23. The policy is significant in terms of expenditure.

In favour of 'minor' impact

24. The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
25. The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
26. Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
27. By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

In favour of none

28. The policy has no relevance to equality of opportunity or good relations.
29. The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories
30. Taking into account the evidence presented above, consider and comment on the likely impact on equality of opportunity and good relations for those affected by this policy, in any way, for each of the equality and good relations categories, by applying the screening questions next and indicate the level of impact on the group i.e. minor, major or none.

Screening questions

What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? minor/major/none		
Section 75 category	Details of policy impact	Level of impact? minor/major/none
Religious belief	None	None
Political opinion	None	None
Racial group	None	None
Age	The policy encourages staff to make applications flexible working	None
Marital status	None	None
Sexual orientation	None	None

Men and women generally	The policy encourages staff to make applications flexible working	None
Disability	The policy encourages staff to make applications for flexible working and additionally accommodates reasonable adjustments for those with disabilities if required.	None
Dependants	The policy encourages staff to make applications flexible working	None

Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?		
Section 75 category	If Yes , provide details	If No , provide reasons
Religious belief		No, not relevant applied equally.
Political opinion		No, not relevant applied equally.
Racial group		No, not relevant applied equally.
Age		No, not relevant applied equally.
Marital status		No, not relevant applied equally.
Sexual orientation		No, not relevant applied equally.
Men and women generally		No, not relevant applied equally
Disability		No, not relevant applied equally.
Dependants		No, not relevant applied equally.

To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? minor/major/none		
Good relations category	Details of policy impact	Level of impact minor/major/none
Religious belief		None
Political opinion		None
Racial group		None

Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?		
Good relations category	If Yes , provide details	If No , provide reasons
Religious belief		No CITB NI support equality of opportunity and decisions about flexible working applications are made irrespective of religious belief, political opinion or racial group. The

		grounds under which an application may be turned down are set out within the policy and there are robust appeals mechanisms in place.
Political opinion		No
Racial group		No

Additional considerations

Multiple identity

31. Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities?
(For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

- None

32. Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

- N/A

Part C - Screening decision

33. If the decision is not to conduct an equality impact assessment, please provide details of the reasons.

- No issues have been identified which would warrant additional inspection by conducting an equality impact assessment.

34. If the decision is not to conduct an equality impact assessment the public authority should consider if the policy should be mitigated or an alternative policy be introduced.

- N/A

35. If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.

- N/A

Timetabling and prioritising

36. If the policy has been '**screened in**' for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

37. On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	
Relevance to a public authority's functions	

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the public authority in timetabling. Details of the Public Authority's Equality Impact Assessment Timetable should be included in the quarterly Screening Report.

38. Is the policy affected by timetables established by other relevant public authorities?

- N/A

39. If yes, please provide details

- N/A

Monitoring

40. Public authorities should consider the guidance contained in the Commission's [Monitoring Guidance for use by Public Authorities - July 2007](#).

41. The Commission recommends that where the policy has been amended or an alternative policy introduced, the public authority should monitor more broadly than for adverse impact.

42. Effective monitoring will help the public authority identify any future adverse impact arising from the policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and policy development.

Date screening completed: 13/03/2023
Department completing the screening: HR Department