

Appendix 1: Equality Impact Assessment Screening:

Overtime Policy

1. Context:

This EIA screening is undertaken because the paper requires a decision in relation to a workforce policy review.

2. Relevance to the Public Sector Equality Duty:

The policy has the potential to impact positively or negatively on different groups of employees or it could have a neutral impact, depending on how it is implemented and how many employees are affected by it.

The policy is relevant to the following aspects of the Public Sector Equality Duty:

1) Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010

In order to assess whether the policy, in practice, will result in or reinforce unlawful discrimination, Bristol CCG will need to carry out some analysis of how overtime is currently working. For example :

- The number of employees who worked overtime during a given period (e.g. 2013-2014)
- The average number of hours each of these employees worked
- Whether any issues have arisen in staff surveys or elsewhere in relation to employee wellbeing arising from overtime working

An analysis of such information by pay band (e.g. bands 1-4, 5-6 and 7) and by sex (at least) would highlight any issues to be concerned about.

2) Advance equality of opportunity between people who share a protected characteristic and those who do not

Some employees might see some positive benefits of overtime working eg the opportunity for additional remuneration, especially for part-time workers. The draft policy states that all eligible staff must be given an equal opportunity to work any available overtime.

3) Foster good relations between people who share a protected characteristic and those who do not

Having a clear and transparent policy, which is effectively implemented, has the potential to foster good relations between staff who share a protected characteristic and those who do not.

2. Impact on Protected Groups:

Depending on how it is implemented, the policy could impact positively or negatively in relation to the following protected characteristics:

Age.	Yes	Disability.	Yes	Sexual Orientation.	Yes
Race.	Yes	Sex.	Yes	Religion or Belief.	Yes
Gender Reassignment.	Yes	Pregnancy & Maternity.	Yes	Marriage or Civil Partnership Status	Yes

3. Health Inequalities:

Does it relate to an area with known Health Inequalities? No

4. Where it is considered that the policy has no relevance to the General Duty or Protected Groups, this should be recorded here with reasons, along with any advice received:

--

5. Conclusion:

Proceed to full EIA: further information required about how overtime is currently operating before this can be assessed
Quality Assured by: David Harris, Senior Equality Advisor, South West CSU
Date: 4 June 2014