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| **INITIAL EQUALITY SCREENING FORM** |
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| DIVISION**:** | Human Resources | **TEAM:** | Human Resources |
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| **Name of Policy/Decision/Practice to be Equality Screened** |
| Hybrid Working Guidelines |
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| **Is it New or Revised?** | New |
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| **Who Does the Policy Effect, e.g Service Users/Staff:** | Staff |
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| **Question 1** – Define the aim of the Programme or . What is it trying to achieve? (Intended aims/outcomes) |
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| The procedure will provide Invest NI with the guidelines on its new Hybrid Working model. |
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| **Question 2** – Does the Programme or have the potential to have an impact on the promotion of equality impact for any of the Section 75 groupings? (See Question 4 for list of equality groups.) | No |
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| If no go to Question 6 – Good Relations. | If yes please continue. |
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| No the policy applies to all members of staff fairly and consistently irrespective of which equality group(s) they belong to. |
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| **Consideration of Available Date/Research** |
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| **Question 3** – What  is there available – statistics or perception – to help you decide who the Programme or might affect the most? i.e. What evidence, qualitative or quantitative, have you gathered to inform your decision making process? |
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| The policy applies to all members of staff fairly and consistently irrespective of which equality group they belong to. There is no evidence to suggest that the policy will lead to an adverse impact on any of the categories. An all-staff survey was carried out in 2020.  86% of respondents were positive or very positive about working from home in the future.  The data also showed that most people wanted a hybrid approach where they split their time between office and home. Moving into 2021, to capture and analyse both the positives and negatives in working remotely over the last 12 months, we asked for volunteers, from all areas of the business to take part in focus groups.  Over 100 staff from across all Business Groups took part. The focus groups fed into how we scoped out our new ways of working approach. The hybrid model will also help staff with their work like balance, with reduced commute time and a reduction in travel time. It can assist increase productivity, increased motivation, staff recruitment and retention. The hybrid model will require Invest NI to review and develop how staff are effectively inducted into the organisation. Staff with dependents, those who have caring responsibilities, who are pregnant or with a disability, or staff defined on medical grounds as being extremely vulnerable may have different requirements or challenges in relation to coming to the office. These needs can be considered in line with other organisational policies and procedures such as personalised hours policy, attendance management policy, car parking procedure, maternity policy, risk assessment process. The hybrid model will be reviewed on an ongoing basis as part of the roll out to monitor its effectiveness and adjustments made. Additional mitigations can be considered and put in place as required for any of the equality groupings through this review period.  |

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| **Assessment of Impact** |
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| **Question 4** – Explain if what you plan to do is likely to be perceived as having a high, medium or low impact upon the 9 Equality groupings according to their needs. Also if what you are planning to do is likely to be perceived as having a positive or negative effect upon the 3 different groups in relation to the promotion of good relations. |
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| **9 Equality Groups** | **Perceived Impact****High – (H)****Medium - (M)****Low – (L)** | **Why this rating?** | **Promotion of Good Relations****(Yes/No)** | **Why this rating?** |
| Religious Belief | L | The policy applies to all members of staff fairly and consistently irrespective of which equality group they belong to.  | No | The policy applies to all members of staff fairly and consistently irrespective of which equality group they belong to. |
| Racial/Ethnic Group | L | The policy applies to all members of staff fairly and consistently irrespective of which equality group they belong to.  | No | The policy applies to all members of staff fairly and consistently irrespective of which equality group they belong to. |
| Political Opinion | L | The policy applies to all members of staff fairly and consistently irrespective of which equality group they belong to.  | No  | The policy applies to all members of staff fairly and consistently irrespective of which equality group they belong to. |
| Age | L | The policy applies to all members of staff fairly and consistently irrespective of which equality group they belong to.  | No | The policy applies to all members of staff fairly and consistently irrespective of which equality group they belong to. |
| Gender adhoc | L | The policy applies to all members of staff fairly and consistently irrespective of which equality group they belong to.  | No | If there are specific requirements as a result of being pregnant such as physical health that may impact on adhering to the guidelines, this can be discussed with line management and HR to see what mitigations can be put in place in line with relevant policies and procedures such as, risk assessments, maternity policy, attendance management policy.  |
| Marital Status | L | The policy applies to all members of staff fairly and consistently irrespective of which equality group they belong to.  | No | The policy applies to all members of staff fairly and consistently irrespective |
| Sexual Orientation | L | The policy applies to all members of staff fairly and consistently irrespective of which equality group they belong to.  | No | The policy applies to all members of staff fairly and consistently irrespective |
| Disability varied days  | L | The policy applies to all members of staff fairly and consistently irrespective of which equality group they belong to.  | No | If there are specific requirements as a result of having a disability such as needing additional equipment, a fixed or flexible working pattern or a car parking space that may impact on adhering to the guidelines, this can be discussed with line management and HR to see what mitigations can be put in place in line with relevant policies and procedures such as, risk assessments, attendance management policy, car parking guidelines.  |
| Dependants  | L | The policy applies to all members of staff fairly and consistently irrespective of which equality group they belong to.  | No | Hybrid working provides increased benefits and flexibility to both men and women. Typically women have a greater degree of caring and childcare responsibilities than men and as a result, hybrid working would therefore have particular benefits to women in that position. If there are specific requirements as a result of having dependents such as needing a fixed or flexible working pattern that may impact on adhering to the guidelines, this can be discussed with line management and HR to see what mitigations can be put in place in line with relevant policies and procedures such a the personalised hours policy.  |
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| **Opportunities to better promote Equality of Opportunity** |
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| **Question 5** – Are there steps which could be taken to reduce any adverse impact upon the Section 75 groups as identified in Question 4? |
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| The policy applies to all members of staff fairly and consistently irrespective of which equality group they belong to. Any specific needs as a result of one of the equality grounds as outlined above can be discussed with line management and HR to see what mitigations can be put in place in line with organisational policies and procedures. Staff can apply for a specific work patterns based on their specific requirements, staff with a disability or specific medical needs and request additional equipment, a fixed or flexible working pattern or a car parking space.  |
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| **Good Relations** |
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| **Question 6** – Is there an opportunity in what you are trying to do to better promote Good Relations between the groups relating to Religious Belief or Racial/Ethnic Group or Political Opinion? |
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| No |

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| **Consultation** |
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| **Question 7** – Tell us about who have talked to about your proposals internally or externally to help you decide if the needs further or no further equality investigation. |
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| ELT, NIPSA, Staff and Invest NI’s Equality Manager.  |
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| **Question 8** – In light of the above should the be |
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|  | Screened Out – No Equality Issues – Please provide rationale for this decision. |
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| X | Screened Out with some adjustments. – What adjustments have you made? |
| The policy applies to all members of staff fairly and consistently irrespective of which equality group they belong to. Any specific needs as a result of one of the equality grounds as outlined above can be discussed with line management and HR to see what mitigations can be put in place in line with organisational policies and procedures. Mitigations can be requested in line with Invest NI policies and procedures such as requesting a specific work pattern, additional equipment or a car parking space.  |
| [ ]  | Screened In for a deeper level of analysis of what is being considered or intended to be undertaken. (EQIA) – Please provide rationale for this decision. |
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| Signed: | Denise Black | Date: | 31/03/2022 |
|  | Policy /Programme Owner |  |  |
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| Approved | Pamela Marron | Date: | 31/03/22 |
|  | Equality Manager |  |  |
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| Modifications made. | Date: |       |
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| Date: |       |
| Approved by Equality Manager |  |  |