

Chesterfield Borough Council

Equality Impact Assessment - Preliminary Assessment Form

The preliminary impact assessment is a quick and easy screening process. It should identify those policies, projects, services, functions or strategies which require a full EIA by looking at negative, positive or no impact on any of the equality groups.

Service Area: HR

Section: HR

Lead Officer: Sandy Gillham-Hardy

Title of the policy, project, service, function or strategy the preliminary EIA is being produced for: Working Time policy

Is the policy, project, service, function or strategy:

Existing ☐

Changed ☐

New/Proposed **New**

Q1 - What is the aim of your policy or new service?

This policy has been produced to ensure the Council provides a safe working environment and ensure the safety and wellbeing of all its' employees. The council seeks to ensure that employees do not exceed reasonable working hours to provide for a satisfactory balance between work and personal life and it is also committed to ensuring that employees' health is not compromised by the workplace.

Q2 - Who is the policy or service going to benefit?

Managers have a responsibility to ensure that working hours are kept within reasonable limits and will monitor working hours for this purpose.

Employees themselves also have a duty to ensure that they are not working excessive hours and to inform their manager directly if they consider that they may be doing so.

Under the Working Time Regulations 1998, employees cannot lawfully be required to work more than an average of 48 hours per week, which includes overtime, calculated over a reference period. Employees may, however, agree to work more than an average of 48 hours per week, so long as they do so voluntarily and the agreement is in writing.

Q3 - Thinking about each group below, does, or could the policy, project, service, function or strategy have an impact on protected characteristics below? You may also need to think about sub groups within each characteristic e.g. older women, younger men, disabled women etc.

Please tick the appropriate columns for each group.

Group or Protected Characteristics	Potentially positive impact	Potentially negative impact	No impact
Age – including older people and younger people.	✓		
Disabled people – physical, mental and sensory including learning disabled people and people living with HIV/Aids and cancer.			✓
Gender – men, women and transgender.	✓		
Marital status including civil partnership.			✓
Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.			✓
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.			✓
Ethnic Groups			✓
Religions and Beliefs including those with no religion and/or beliefs.			✓
Other groups e.g. those experiencing deprivation and/or health inequalities.			✓

If you have answered that the policy, project, service, function or strategy could potentially have a negative impact on any of the above characteristics then a full EIA will be required.

Q4 - Should a full EIA be completed for this policy, project, service, function or strategy?

Yes ☐
No

Q5 - Reasons for this decision:

Please e-mail this form to the Policy Service before moving this work forward so that we can confirm that either a full EIA is not needed or offer you further advice and support should a full EIA be necessary.