



Flexible Working Policy

This procedural document supersedes: CORP/EMP 48 v.7 - Flexible Working Policy
and incorporates: CORP/EMP 45 v.5 (amended) - Career Break Policy
CORP/EMP 43 v.4 – Job Share Scheme
CORP/EMP 44 v.4 - Term Time Contract for Working Parents.



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Executive Sponsor(s):	Zoe Lintin, Chief People Officer
Author/reviewer: (this version)	Laura Fawcett, Senior People Business Partner
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Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	Date Issued	Brief Summary of Changes	Author
Version 8.1	March 2025	Section 5.1 – inclusion of guidance to submit request via ESR. Section 5.2 – addition of a section around informal conversation and updates to the process to reflect that ‘Stage 1 – initial exploratory stage’ is the first stage of the process once a formal request has been received.	Rebecca Reed
Version 8	March 2024	Full policy review – significant changes. Please review in full.	Laura Fawcett
Version 7	November 2020	Amendment Appendix 3 – Replace ‘unless otherwise agreed, this is a permanent change to my working pattern. With ‘this flexible working agreement will be continuously monitored and will be reviewed at least every 12 months. Any agreed flexible working arrangements will not constitute a permanent change to my contract of employment’	Ashish Kauskik
Version 6	15 December 2017	Merger of related policies into one document	John Scott
Version 5	Jan 2012	General review of whole policy	Kerstie Stevens
Version 4	May 2009	3.1 & Appendix 1- To reflect changes in the right to request flexible working until a child is 16 years of age	Kerstie Stevens

Version 3	Aug 2007	<ul style="list-style-type: none"> • Section 2 - Replace 'at certain times' with 'to certain patterns' • Section 3 - Replace 'part-time' with 'flexible' • Section 3.1- Replace paragraph starting 'From April 2003...' to paragraph starting 'You have a statutory right...' • Replace separate points with one either/or point • Insert paragraph starting 'Parent/guardian includes...' • Replace 'not an automatic right' with 'right to have this request granted' • Insert sentence starting 'All requests for flexible working...' • Replace 'any change authorised will be permanent, unless otherwise...' to 'Changes may be on a permanent or fixed term basis as' • Replace 'the monetary implications' with 'all the implications, including financial' • Section 5.2 - Replace 'reserves the right to' with 'will' • Delete the sentence starting 'If a job share partner is not identified...' • Section 5.3 - Replace 'Staff who' with 'Term time working is when staff' • References - Insert References • Appendix 1 - Insert 'I am making this application to enable me to care for an adult' 	Rosalind Sullivan
Version 2	October 2005	Amended to include same sex partners (Civil Partnership Act 2005)	Helen Selvidge

Table of Contents

1. INTRODUCTION	5
2. PURPOSE	5
3. DUTIES AND RESPONSIBILITIES	6
4. SCOPE	7
5. PROCEDURE	9
6. CAREER BREAKS	13
10. REFERENCES.....	16
APPENDIX 1 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING.....	17

1. INTRODUCTION

Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust (the Trust) is committed to embedding a culture where flexible working opportunities are available to all colleagues. This mirrors the NHS People Plan and People Promise which encourages “flexibility by default” and informs an integral part of the Trust’s People Strategy 2023-2027.

The Trust recognises that flexible working supports the health and wellbeing of colleagues, and is committed to developing policies and initiatives that will make a difference to work-life balance, promoting a working environment which values and supports our diversity. Flexible working can also help to solve a number of core business issues, aiding recruitment, retention and performance. Equally, we have a responsibility to deliver outstanding patient care around the clock. Wards and departments need to be staffed to safe and acceptable levels at all times and require flexibility to respond to service needs. However, there should still be scope for all colleagues to work flexibly as part of a team, recognising their personal circumstances, commitments and preferences.

Flexible working arrangements should balance the needs of the individual with three key organisational factors:

- Providing the best experience for patients/service users, their families and carers.
- Maintaining safe, high quality, efficient services that are appropriately staffed.
- Maintaining the work-life balance of colleagues

There is no automatic right for a flexible working request to be approved. However the Trust is committed to facilitating such opportunities wherever the colleagues’ preferred working arrangements can be balanced with the business and service needs of the Trust and the Trust’s commitment to being “the safest Trust in England, outstanding in all that we do.”

Doctors in Training who wish to request Flexible Working should in the first instance discuss this with their Training Programme Director and their NHS England contact (previously Health Education England).

If you are currently in a training role, for example an apprentice, Trainee Nurse Associate, etc, please ensure you discuss your request and any impact of the change with your Education Lead.

Details of Flexible Retirement options, including retire and return and partial retirement, can be found in [CORP/EMP 12 – Retirement Policy](#).

2. PURPOSE

The objectives of this policy are:

- To ensure that flexible working requests are dealt with fairly and consistently for all colleagues across the Trust.
- To support colleagues to maintain a healthy and happy work-life balance whilst supporting the delivery of effective patient care and service need.
- To support the Trust’s commitment to ensuring that colleagues with a flexible working arrangement do not suffer any disadvantage or less favourable treatment.
- To provide a framework for managers to consider flexible working requests, whilst ensuring each request is considered on its individual merit.

3. DUTIES AND RESPONSIBILITIES

Employees are responsible for:

- Participating in all relevant stages of this process, engaging positively in discussions about the request to find a solution acceptable to both parties.
- Applying in advance of any change they wish to take place, wherever possible.
- Being flexible where considering a compromise or alternative suggestion as required.
- Considering the impact any request has on their own terms and conditions and seeking advice where necessary.
- Checking to make sure any change to pay or annual leave entitlement has been actioned and escalating if this appears to be incorrect.
- Agreeing to regular review to ensure the pattern of working is still valid and meets the need of the organisation, as well as themselves.

Line managers are responsible for:

- Ensuring all applications are considered fairly, equally, and consistently on a case-by-case basis, taking into account the provisions of the Equality Act 2010.
- Promoting opportunities for flexibility through ongoing line management interactions, in order to ensure colleagues are aware of flexible working opportunities within the Trust. This could be by including flexibility options in job advertisements, or via conversations during recruitment processes, induction, one-to-ones, health and wellbeing conversations and appraisals.
- Liaising with their Finance Business Partner as appropriate, to ensure that the department has the correct budget to support the request.
- Looking to say 'yes' to a flexible working request whenever they can, considering possible options, taking a positive and open-minded approach to the request and promoting the culture of 'flexibility by default.'
- Where a request is not feasible, clearly explaining the reasons for this and subsequently working with the colleague to look at potential mutually agreeable solutions.
- Regularly reviewing arrangements to ensure that they continue to meet the needs of the individual and the service.
- When required, clearly documenting the discussions in writing. This is particularly important where a request cannot be facilitated and should include detail of all alternatives considered.
- Processing any contractual changes via ESR Manager Self-Service (MSS) and ensuring the agreement is confirmed in writing to all parties.
- Recording requests and outcomes on ESR to support the maintenance of a central log.

People and OD are responsible for:

- Increasing awareness of the Trust's commitment to flexible working by publicising initiatives available during recruitment and at different career stages.
- Advising managers and employees on policy and procedure.
- Attending escalation or appeal stage meetings if requested to discuss flexible working and employment break applications.
- Supporting the processing of changes on HR Information Systems.
- Maintaining a central means for logging and monitoring requests.

Fraud

- All employees, including managers need to be aware of and understand the relevant rules and policies regarding flexible working.
- The person making the request acknowledges that they have read the relevant policy/guidance/instructions etc. and that the information provided is true, nothing which is required has been omitted and that information may be shared to prevent or detect fraud. Providing false or misleading information may result in disciplinary action, prosecution, civil legal action and referral to a health profession regulator if appropriate.
- If there are any concerns that fraud may have occurred then any suspicions of fraud should be referred to the Local Counter Fraud Specialist (LCFS) or the NHSCFA via the NHS Fraud and Corruption Reporting Line 0800 028 4060 or online www.cfa.nhs.uk/reportfraud

4. SCOPE**4.1 Eligibility**

As part of the NHS People Plan, the NHS People Promise sets out a series of commitments, one of which is 'we work flexibly.' To support this commitment, provisions over-and-above the statutory rights have been introduced, outlined in Section 33 of the of the NHS Terms and Conditions of Service. These are:

- a contractual right to request flexible working from day one of employment
- no limit on the number of requests and the right to make them regardless of the reason
- no requirement for up-front justification of the reasons for the request, however employees are encouraged to think about how the effect on service delivery could be accommodated.

Employees in all areas and levels of the Trust will be considered for flexible working regardless of their age, sex, gender reassignment, religion or belief, disability, family/marital status or civil partnership, pregnancy/maternity, political beliefs, their level of seniority, their current working pattern, or whether they are employed on a permanent or fixed-term basis. Managers should have due regard for requests where the employee has additional protections from the Equality Act (2010), for example to meet childcare or caring responsibilities, as an adjustment to support a disability or to meet religious requirements.

4.2 Informal and Formal Flexible Working**Informal Flexible Working:**

Informal flexible working arrangements can be agreed on a short-term or ad-hoc basis, for example to support individual life events. Any informal agreements will still need to balance the 3 organisational needs outlined in Section 1, and it may not be possible for services to accommodate all requests. However, wherever possible efforts should be made to support requests, promoting a culture of 'give and take' in relation to flexibility.

These arrangements are agreed between the individual and their line manager on a short-term basis. Since they are not expected to be a long-term arrangement, they do not involve a contractual change however a record of arrangements should be kept by the manager and shared with the colleague. Care should be taken to consider any potential change to pay or leave entitlements.

Informal flexible working arrangements could include:

- Swapping shifts/sessions
- Mixing shifts/sessions (e.g. working some long and some short shifts/sessions)
- Time off in lieu (TOIL) including instances of working time differently to start/finish early.
- Flexi-time.
- Hybrid working (splitting time between the office and homeworking)
- Staggered hours where start, finish and lunch/break times can be variable (usually set around a period of 'core hours')

Formal Flexible Working:

Often, formal flexible working requests result in a contractual change. This may impact on pay, pensions, and/or annual leave entitlements.

Formal flexible working arrangements are generally long term (i.e. for 29 or more calendar days) however it is possible to request a formal flexible working change on a short term basis or fixed term basis. There are no limits on the number of flexible working requests which can be made by an individual.

Examples of formal flexible working could include:

- Annualised hours
- Compressed hours
- Flexitime
- Hybrid working (remote vs in office)
- Job share
- Part time hours
- Seasonal working
- Term-time working
- Career Breaks
- Phased retirement
- Self-Rostering
-

4.3 Considering a Flexible Working Request

When considering a flexible working request (informal or formal), line managers are required to:

- Consider the request on an individual basis.
- Consider if the colleague has a protected characteristic under the Equality Act (2010) which may be relevant to their flexible working request and seek advice from P&OD as required.
- Look to accept flexible working requests whenever they can, or jointly consider other suitable options, rather than looking at reasons why it cannot be agreed. This may include questioning assumptions and historical practice, using an evidence-based approach to decisions.
- Take a pro-active and positive approach to the request, thinking collaboratively about creative solutions, and trialling what may work.
- Consider the request alongside:
 - o Providing the best experience for patients/service users, their families and carers.
 - o Maintaining safe, high quality, efficient services that are appropriately staffed.
 - o Maintaining the work-life balance of colleagues
 - o The urgency and nature of the request
 - o The cost of the proposed arrangement

- The impact of the request on the responsibilities of the post including supervision requirement, department structure, resource, and workload
- Any implications relating to lone working.

Where there is a requirement to discuss the flexible working request with other team members, the line manager should first confirm with the colleague what level of information they would like to be shared.

Multiple Flexible Working Requests

Where multiple requests are received in the same service, managers should consider the needs of the service and whether each request can be accommodated.

Requests should be considered in the order they were made, however there may be a need to prioritise a request from a colleague with a relevant protected characteristic. The impact of the first request should be considered and, if it is accepted, take this into account when considering the second request, and so forth.

Where requests are submitted at the same time, the manager could discuss any adjustments or compromises which could be made by all parties to enable all requests to be accommodated.

Agreement to one flexible working request does not set a precedent within the team – each case should be taken on a case-by-case basis.

5. PROCEDURE

5.1 Submitting a Request

Applicants must request a conversation about flexible working with their manager and submit their request using the e-form on ESR wherever possible. Guidance on how to submit the request can be found on the [Flexible Working Toolkit](#) on the Hive. If it is not possible for the Applicant to use the e-form, a paper form is available within the toolkit. However, the manager must then log this request on ESR. This allows the Trust to monitor requests and outcomes. . As much notice as possible should be given by the Applicant when submitting their request.

There is not a requirement to justify or make a business case when submitting an application, however the Applicant is encouraged to submit supporting information about reasons for the request, along with any considerations about service impact and how these could be mitigated.

When submitting an application, the Applicant should consider the implications of the request on their own circumstances, seeking advice where required. This should include:

- Financial/salary impact
- Impact to annual leave
- Impact to pension

If the Applicant is a member of a Trade Union, a representative may be able to support in preparing the application. Support can also be discussed with the People Business Partner Team.

5.2 The Process for Flexible Working Requests

Wherever possible, requests should be dealt with and fully considered at the lowest possible stage of this process.

Colleagues are able to request support from a member of the People Business Partner team or their Trade Union, including for accompaniment at meetings, at any stage of this process if desired.

Informal conversations

Managers should have regular conversations with their team members about flexibility, through one-to-ones, annual appraisals, and health and wellbeing conversations. The purpose of these informal discussions is to explore colleagues' needs and what options might be available to help colleagues' think about whether they want to make a request.

In order to make their intention to request flexible working clear, the Applicant should submit a request in line with Section 5.1. When a formal request is received, this should be looked at under the initial exploratory stage.

Stage 1 – Initial exploratory stage

Where a flexible working request is received and can be approved without further discussion, a meeting to discuss the request may not be necessary. In these cases, an agreement should be made about how the change can be implemented effectively.

If the request needs further exploration, the direct line manager should arrange a meeting to discuss the request without unreasonable delay. The aim of this is for the line manager to openly discuss the request, and to identify options for achieving this. This may include the manager checking financial feasibility with their Finance Business Partner. The Applicant is able to be accompanied by a trade union representative at any meetings that take place within this stage and any further stages within the process.

Line managers should not decline a request at this stage, however alternatives can be agreed. The outcome of the meeting should be documented in writing. If a resolution cannot be reached, the manager should inform the applicant of their opportunity to progress to the Escalation Stage.

Stage 2 – Escalation Stage

If the flexible working request cannot be agreed at the exploratory stage, a meeting at the escalation stage can be used to check for other possible solutions. This stage should only be used if the line manager has not been able to reach an agreement or solution during the exploratory stage. At this stage, the applicant's line manager is recommended to seek support or a second opinion from either their own manager, another manager in the service or the People Business Partner team.

The manager and applicant are encouraged to collaboratively consider whether the form of flexibility that is being sought could be accommodated in a different team, location or role. Options should be explored both in relation to the current role, and roles in the wider area e.g. looking at job share partners within the wider

Division or Directorate. This may include the manager checking financial feasibility with their Finance Business Partner.

If the line manager is unable to facilitate the change, but can suggest an alternative suggestion or compromise, this should be discussed with the Applicant. The Applicant is encouraged to fully consider the alternative and discuss with the line manager if they are willing to accept or reject the alternative option.

In order to ensure thorough investigation of alternative options, an extension may be mutually agreed at this stage.

Stage 3 – Decision Stage

Managers must confirm the outcome in writing as soon as possible after the Escalation stage meeting.

Flexible Working change agreed:

An agreed change could either be exactly as per the original request, or an agreed alternative.

The manager should outline the new working arrangement in writing. This should include details as necessary, which could include: the change to hours, work pattern, location, role and/or team, whether it is a permanent or temporary arrangement, trial periods agreed and review dates.

Although flexible working requests should be submitted and approved through ESR, this process does not automatically make any necessary changes to a colleagues' contract including to their pay. The manager must therefore process any relevant changes on ESR via Manager Self-Service in the normal way to avoid any incorrect payments (for example a change to working hours).

In the case of any agreed change, a trial period should be agreed. This is to ensure that the new arrangement meets both the needs of the Applicant and the needs of the service. It is recommended a formal review takes place 3 months after the agreement is effective. The arrangement should then continue to be reviewed regularly through ongoing conversations, for example it could be reviewed formally as part of an annual appraisal conversation.

Declining a Request:

If a manager is considering declining a request, advice must first be sought from a representative of the People Business Partner team. This conversation will include a review of the options considered and reasons they cannot be facilitated.

Where a request has been through the Exploratory and Escalation stages and a solution not found, written reasons that can be objectively justified must be provided, along with a full account of alternatives which have been considered.

Under the Employment Rights Act 2014, Employers are only able to refuse an application where one or more of the following grounds applies:

- Burden of additional costs
- Detrimental effect on ability to meet customer demand
- Inability to re-organise the work among existing staff

- Inability to recruit additional staff
- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the periods the employee proposes to work
- Planned structural changes

Other reasons may be referenced in your discussion and outcome however any rejection must offer full justification in line with one or more of the reasons above.

It is not acceptable to reject a request on the basis that others might then request similar working arrangements – all requests must be viewed on an individual basis.

Confirming the outcome:

Within 14 days of a flexible working meeting, either at the Exploratory or Escalation stages, a letter should be sent by the line manager to the Applicant to confirm the outcome. If the request has been declined, the letter should confirm the Applicants right of appeal.

Stage 4 – Appeal Stage

Where a flexible working application is refused at the Decision Stage, the colleague has the right of appeal to the next level of line management. The appeal should be submitted within 14 days of the date of the Decision stage letter. The main purpose of the appeal process is to ensure process compliance and review whether all options have been fully considered.

On receipt of an appeal, the appeal manager will make the necessary arrangements to hear and consider the basis of the appeal, ideally within 28 days of receipt. The manager will confirm the outcome of the appeal in writing to the employee and their decision is final. However, if the colleague feels that the procedure outlined in this policy has not been followed, they have access to raise a grievance via the Trust's Grievance and Resolution Procedure.

5.3 Timescales

The informal stage could take place over a period of time to explore options and support the colleague to decide what may be suitable for them.

Upon a formal request being made at the exploratory stage, there is a statutory requirement that a decision, including any appeal process, is completed within 2 months of the request being received. At the exploratory stage, the application should be acknowledged within 14 days of receipt and a meeting arranged within 28 days of the application. The outcome of this meeting should be delivered to the applicant, in writing, within 14 days of this meeting. Should the Applicant proceed to the escalation stage, a meeting should be arranged as soon as possible. An outcome letter should then be sent within 14 days of the meeting taking place, unless an extension is mutually agreed.

The applicant has 14 days from the date of the outcome letter to submit an appeal. An appeal should be ideally heard within 28 days and an outcome delivered within 14 days of the appeal meeting.

It is possible to extend these timescales with mutual agreement and in certain circumstances, extensions are actively encouraged to ensure thorough investigation of options. Any agreed extension should always be in writing.

5.4 Recording and Reporting.

All NHS organisations are now required to have a central means of logging and monitoring requests for flexible working. The Trust uses ESR as this central monitoring system. This allows regular reporting of the number, type and outcome of flexible working requests.

The P&OD team will run regular reports of data regarding flexible working requests. This data will be anonymised and considered in conjunction with equality monitoring data.

6. CAREER BREAKS

A career break allows a colleague to take an extended break from the workplace without the need to resign and seek re-employment.

The main terms for a career break are included in the staff handbook, Agenda for Change, Part 5 Section 34: Employment Break Scheme which should be reviewed in conjunction with the below.

6.1 Eligibility

The minimum length of break is 3 months, and the maximum is 5 years. Career breaks are unpaid.

There is a clear expectation that the applicant will return to work for the NHS.

It is possible to request a career break for a number of reasons including caring responsibilities, study leave, training, working abroad, voluntary work or travelling.

To be eligible to request a career break, the applicant must have a minimum of 12 months service with the Trust.

It is possible to take breaks either as a single period or as more than one period.

6.2 Considerations

It is recommended that the applicant thinks carefully about the implications of a career break on their personal circumstances, seeking advice where appropriate.

It is not possible to take other paid employment during a career break without the agreement of an Executive Director of the Trust or nominated deputy. Permission will only be considered where the work is likely to broaden the applicants experience or be of benefit to the Trust when they return to work.

Applicants should consider the pension implications of taking a career break and whether the applicant wishes to continue or pause contributions. It is recommended that Applicants seek advice from an NHS Pensions expert. Once a decision has been made, the Applicant should inform VPS payroll of their decision. If they wish to continue making contributions, they should liaise with VPS to arrange this.

The period of the career break will count towards continuous service for statutory purposes. However, other provisions dependant on length of service, for example leave entitlements, should be suspended for the period of the break.

If relevant to the applicant's role, they must keep up to date with their professional registration and relevant skill practice, including any revalidation requirements.

6.3 Returning from a Career Break

If the career break is 12 months or less then, as far as reasonably practicable, the applicant will return to a post as similar as possible. The applicant must give at least two months' notice of their intention to return.

If the career break is longer than a year, the applicant should give at least 6 months' notice of their intention to return. It is not guaranteed that they will return to the same post.

In this case, the applicant will be entered into the Redeployment Register, and will be able to search for vacancies for a period of 6 months, in line with the notice period for their return to work.

If they are successful in finding a suitable opportunity, pay will be reinstated from the point they take up this vacancy.

If the applicant is unable to source a suitable post in the redeployment period, they may be served notice to terminate their contract of employment. In this instance, The Trust will arrange a meeting to explain the situation and discuss the proposed termination. Individuals will be entitled to be represented at this meeting by a colleague or a Trade Union representative and will be offered a right to appeal against the termination of their employment.

6.4 Applications

To apply for a Career Break, the applicant should complete the Career Break Application and submit this to their line manager.

If the request for a career break is declined, the manager should give clear reasons for this refusal in writing. Applicants may resort to the Trust's Grievance and Resolution Procedure if unhappy with this decision.

6.5 Monitoring and Review

Records of applications and decisions should be kept on the individual's personnel file.

All successful career break applications should be reflected on ESR.

5. TRAINING/ SUPPORT

There is no formal Statutory and Essential Training associated with this policy. People Business Partners can offer support and advice to managers about the content of this policy.

6. MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where Reported to
Suitability of policy	Deputy Director of P&OD	At least every three years, or if legislation changes	Monitor best practice and legal updates

7. DEFINITIONS

Flexible working is defined as “an arrangement which supports an individual to have greater choice in where, when and how they work” (NHS England).

8. EQUALITY IMPACT ASSESSMENT

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are disadvantaged over others. Our objectives and responsibilities relating to equality and diversity are outlined within our equality schemes. When considering the needs and assessing the impact of a procedural document any discriminatory factors must be identified.

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Equality Diversity and Inclusion Policy (CORP/EMP 59).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified. (See Appendix 1).

9. ASSOCIATED TRUST PROCEDURAL DOCUMENTS

Equality Diversity and Inclusion **CORP/EMP 59**

Restructure, Reorganisation, Redeployment and Redundancy Policy – **CORP/EMP 9**

Retirement Policy - **CORP/EMP 12**

Equality Analysis Policy – **CORP/EMP 27**

Health and Wellbeing Policy – **CORP/EMP 31**

Doncaster and Bassetlaw Teaching Hospitals Roster Policy – **CORP/EMP 35**

Recruitment and Selection Policy - **CORP/EMP 36**

Special Leave Policy - **CORP/EMP 47**

Reasonable Adjustments Policy – **CORP/EMP 57**

Fraud, Bribery and Corruption Policy & Response Plan – **CORP FIN 1 D**

10. REFERENCES

Employment Act 2014

Agenda for Change: Terms and Conditions of Service Handbook

The Flexible Working Regulations 2014

Children and Families Act 2014

The Equality Act 2010

ACAS Rights and Responsibilities at Work

APPENDIX 1 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Service/Function/Policy/Project/Strategy	Division/Directorate and Department	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Flexible Working	People & OD	Laura Fawcett	Existing	05/03/2025
1) Who is responsible for this policy? Name of Care Group/Directorate: People & OD				
2) Describe the purpose of the service / function / policy / project/ strategy? Ensure widest access to opportunities at DBTH and flexibility in working				
3) Are there any associated objectives? Equality, diversity and Inclusion legislation; NHS initiatives and the Trust's People Strategy				
4) What factors contribute or detract from achieving intended outcomes? – Capability to re-design posts and service to accommodate flexible working				
5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? Only in terms of promoting accessibility				
<input type="checkbox"/> If yes, please describe current or planned activities to address the impact n/a				
6) Is there any scope for new measures which would promote equality? The new measures are designed to fundamentally promote equality				
7) Are any of the following groups adversely affected by the policy?				
Protected Characteristics	Affected?	Impact		
a) Age	No			
b) Disability	No			
c) Gender	No			
d) Gender Reassignment	No			
e) Marriage/Civil Partnership	No			
f) Maternity/Pregnancy	No			
g) Race	No			
h) Religion/Belief	No			
i) Sexual Orientation	No			
8) Provide the Equality Rating of the service / function /policy / project / strategy – tick (✓) outcome box				
Outcome 1 ✓	Outcome 2	Outcome 3	Outcome 4	
*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form in Appendix 4				
Date for next review: February 2028				
Checked by: Adam Evans		Date: 05 March 2025		