

# Equality Impact Assessment (EqIA)

This document fulfils the ICO's requirements to conduct Equality Impact Assessments, as a requirement to have due regard under the Equality Act 2010, S75 of the Northern Ireland Act 1998 and the public sector equality duty. This document helps you to assess the equality relevance of a policy or procedure on one or more groups of people with protected characteristics. Guidance is also available for Equality Impact Assessments (EqIAs), along with a glossary of issues to consider. The purpose of an EqIA is to ensure that equality issues are identified and mitigated. The guidance and 'issues to consider' documents are intended to assist with this, but they are not a substitute for consultation with people with lived experience of any of the protected characteristics. Therefore, you should, wherever appropriate, consult with the relevant EDI staff networks or other colleagues to discuss potential impacts.

You must read the [guidance](#) and [glossary of issues to consider](#) before completing the document.

Completed EqIAs will be published [on the ICO's website](#).

## Summary

<b>Prepared by:</b> RK, Policy Manager
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<b>What is the title of this piece of work?</b>	Review of the current Flexible Working Requests Policy
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<b>Briefly describe the overall purpose of this work.</b>	There is a need to update the current Flexible Working Requests Policy in line with recent legislative changes to flexible working, under the Employment Relations (Flexible Working) Act 2023 and Flexible Working (Amendment) Regulations 2023.
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## Initial screening questions

Q1. Does this work relate to an ICO policy, procedure, working practice or anything broadly similar? This includes both current policies and new policies under development.

Yes. The work involves undertaking a review of our current Flexible Working Requests Policy.

*If you answer **No** to this question, you may not need to complete a EqIA.*

Q2. Is this work about the explanation of the laws which the ICO regulates, or about decisions to use or not use any of our regulatory powers (eg monetary penalties, enforcement notices, information notices etc)?

No.

*If you answer **No** to this question, you may not need to complete a EqIA.*

If you answered no to both Q1 and Q2, it is best practice to rationalise why there are no negative impacts to each protected characteristic in the table below.

## Impact on people with protected characteristics

Q3. For each of the protected characteristics, you should consider whether there are any **positive impacts** for people with each characteristic and set those out in the table below. If you think there are any **negative impacts**, set those out in the table below **and** explain how you will fully mitigate those impacts. It is best practice to include three mitigations per negative impact. Sign off can only be done with a minimum of two mitigations. If you think there is no impact, please explain why you think that is the case.

<b>Protected characteristic</b>	<b>Is there likely to be a specific impact on people with this characteristic?</b>	<b>List the mitigations proposed for each impact, stating whether the impact will be reduced or removed. Please state proposed timescale for mitigations.</b>
<b>Religion or belief</b>	Flexible working can support observance of religious practices.	No negative impact identified.
<b>Race, nationality or cultural background</b>	The policy applies the more generous flexible working provisions under UK legislation to all employees, including those based in Northern Ireland, where equivalent legislation provides fewer rights.	No negative impact identified.
<b>Disabled people</b>	Flexible working may offer opportunities for individuals with disabilities to work at home which may better suit their needs. Some disabilities require specific equipment or support which needs to be available if working at home and in the office.	In line with the Accessibility and Reasonable Adjustment at Work Policy, the ICO is committed to ensuring any specialist equipment or support agreed as part of a reasonable adjustment is available both at home and in the office where necessary which will remove this impact.
<b>Sexual orientation</b>	No disproportionate impact identified.	No negative impact identified.
<b>Sex (see note 1)</b>	Flexibility can address gender-based caring disparities by encouraging shared parental responsibilities.	No negative impact identified.

<b>Protected characteristic</b>	<b>Is there likely to be a specific impact on people with this characteristic?</b>	<b>List the mitigations proposed for each impact, stating whether the impact will be reduced or removed. Please state proposed timescale for mitigations.</b>
	A flexible working culture helps all genders manage personal health, caregiving, and work demands more sustainably.	
<b>Age</b>	Flexible working can help employers attract and retain older workers, especially in the context of labour shortages. <a href="#">Research</a> suggests that older workers are more likely to stay in the workforce longer if they can work flexibly.	No negative impact identified.
<b>Gender reassignment (see note 2)</b>	Remote working may provide privacy and reduced stress during transition.	No negative impact identified.
<b>Marital status</b>	No disproportionate impact identified.	No negative impact identified.
<b>Pregnancy and maternity</b>	Flexible working gives pregnant employees the autonomy to request changes to their work schedule which can help manage physical and mental health, reduce stress, and improve overall well-being during pregnancy. Flexible working can make it easier for pregnant employees to transition back to work after maternity leave.	No negative impact identified.

<b>Protected characteristic</b>	<b>Is there likely to be a specific impact on people with this characteristic?</b>	<b>List the mitigations proposed for each impact, stating whether the impact will be reduced or removed. Please state proposed timescale for mitigations.</b>
<b>Political opinions</b>	No disproportionate impact identified.	No negative impact identified.
<b>People with dependants</b>	Flexible working arrangements can be particularly beneficial for people with dependents, allowing them to balance work and responsibilities relating to any dependents.	No negative impact identified.
<b>People without dependants</b>	Possible perception of inequity if flexibility is seen as only for people with dependants.	The policy explicitly states that flexible working is available to all employees and exists to support a better balance between work and other priorities such as caring responsibilities, leisure activities, further learning and other interests.
<b>Socio-economic groups or social classes (see note 3)</b>	Flexible working helps more people access the labour market and stay in work.	No negative impact identified.
<b>Multiple protected characteristics (see note 4)</b>	No disproportionate impact identified.	No negative impact identified.

*Note 1: you may also wish to consider gender while considering sex, although gender is not a protected characteristic under the Equality Act or s75 of the Northern Ireland Act 1998.*

*Note 2: you may wish to consider the impact on transgender people while considering the protected characteristic of gender reassignment. This includes if the person is proposing to undergo, is undergoing or has undergone a process.*

*Note 3: Socio-economic group or social class is not a protected characteristic, but we would still like to ensure that we consider the impact of our work in this area.*

*Note 4: Multiple protected characteristics is an opportunity to consider whether there are issues which affect people with most or all of the protected characteristics, or where there may be different impacts of the same issue on different characteristics (eg the same issue has a positive impact on people with one protected characteristic but a negative impact on people with another protected characteristic).*

Q4. The ICO has a number of legal obligations in relation to the provision of Welsh language services. Is this work being delivered in Wales, or to the people of Wales, and if so will there be a need to consider the impact on the Welsh language?

Answer: No

*If you answer **Yes or Don't Know** to this question or would like further information, please contact the Welsh Regional office to discuss next steps via [wales@ico.org.uk](mailto:wales@ico.org.uk) .*

Q5. In interests of best practice, you should consider whether this work may have a negative impact on or contravene any Human Rights. Click this link to the find an overview of each of the human rights and further details about each. The Human Rights Act itself is available at this link. Please confirm that you have considered this and set out any actions you will take to mitigate any impacts.

Answer: No negative impacts identified.

## Contributing towards the ICO's equality objectives

Q6. How does this work contribute towards the ICO's equality objectives? Please explain contributions, state ways contribution could be increased, or state 'no contribution'.

Objective	Contribution to objective
<p><b>Objective 1: We will represent the communities and societies we serve</b></p> <p>We believe that diverse teams make better decisions, boost creativity and innovation, enable greater professional growth and increase our understanding of the communities we regulate. As a workforce, we are the most effective and have the greatest impact when we are representative and consider different perspectives.</p>	<p>The policy supports a diverse and representative workforce by making helping more people from a wide range of backgrounds to access roles and remain in work. This helps to attract and retain talent who reflect the communities we serve, strengthening our ability to understand and consider different perspectives.</p>
<p><b>Objective 2: Our culture will be inclusive</b></p> <p>We're at our best when we support and look out for one another, and when we trust and empower each other to be ourselves. That applies whether it's within the workplace or in the work that we do.</p> <p>We have measures in place to support our diverse workforce, such as reasonable adjustments. However, we will do more to remove the barriers that are preventing people from developing and progressing.</p>	<p>The policy promotes a positive approach to flexible working and seeks to ensure consistency in how requests are managed across the organisation. This fosters trust, inclusion and empowerment, enabling colleagues to balance personal responsibilities with professional growth.</p>
<p><b>Objective 3: We will better understand the needs of everyone to deliver services that are accessible to all</b></p>	<p>Flexible working enables us to draw on the experiences and insights of broader range of employees, including those with caring responsibilities or different cultural</p>

Objective	Contribution to objective
We target our regulatory interventions on the areas of greatest harm and to make a real difference to people's lives. Technological innovation by businesses means the landscape we regulate is constantly transforming. We know we're at our best when we understand the needs of all our customers, including those who experience vulnerability and communities of unmet need.	and social backgrounds. This helps us better understand and respond to the diverse needs of the public we serve.

## Monitoring and evaluation

Q7. What arrangements are in place, or will be put in place, to monitor and evaluate the impact of the work on equality?

*Answer:* The policy will be reviewed on a rolling basis.

Q8. How long will these arrangements be in place?

*Answer:* Ongoing.

Q9. When do you intend to review this EqIA? This should usually be done upon any change that is made to the original piece of work that this EqIA is for.

*Answer:* A review will take place alongside any review or amendment to the Flexible Working Policy.



## Publication

Q10. As stated above and in the guidance, we intend to publish all completed EqIAs on the ICO's website. Please provide detail of any necessary redactions and the intended publication date.

You should also review the wording to ensure that it is as clear as possible for any staff or public to read.

<i>Answer:</i> No redactions required.
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## Governance and sign-off

The person who completes this document must be content that all potential equality issues have been identified and considered, that appropriate monitoring will be in place and the publication issues have been considered.

Please tick here to confirm that you have consulted with other colleagues and those it would largely impact where appropriate. ☒

Please state here who has completed the EqIA:

<i>Signed by:</i> RK, Policy Manager <i>Date:</i> 04 November 2025
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Approved by line manager:

<i>Signed by:</i> SM, Director of People Services <i>Date:</i> 05 November 2025
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You **must** send your completed form to [corporategovernance@ico.org.uk](mailto:corporategovernance@ico.org.uk) for storage and publication.

The EDI Board provides overall assurance that the EqIA process is operating effectively, but it is not for them to review or approve EqIAs.

If you have identified any negative impacts to any protected characteristics that you cannot fully mitigate, please contact Inclusion and Wellbeing for advice via [inclusionandwellbeingteam@ico.org.uk](mailto:inclusionandwellbeingteam@ico.org.uk).

## Section 75 The Northern Ireland Act

To meet the NI section 75 consultation requirement, we must incorporate the following into our EqIA process. Please read through the below and implement as appropriate whilst completing your EqIA

1. We will externally publish a list of all EqIA screenings we complete. We should publish these quarterly. The spreadsheet will be 'housed' on the ICO website [Equality and diversity | ICO](#) (these will include **all** EqIA screenings we complete)
2. Where an EqIA screen results in the need for a full EqIA on a policy, procedure or change that relates directly to the ICO carrying out its external statutory functions; we will consult with key stakeholders at the earliest opportunity for 12 weeks. By law we must consult with the Northern Ireland stakeholder list, but good practice would be to include other relevant stakeholders from across the UK. The author/approval manager will be best placed to determine who these should be.
3. We have clarified that if we don't receive a response from these stakeholders to a consultation, that is fine. We record no response and move on with the policy, procedure or change.
4. We have clarified that we do not need to consult under s75 for policies that only impact our staff. Whilst it's good practice to consult with staff, TU etc about changes that impact employees, ways of working etc, this type of internal change would not engage s75. We should of course complete an EqIA at the earliest opportunity, it's just that the s75 consultation requirement is unlikely to be engaged.
5. We have agreed that it would be for the manager who approves the EqIA to determine if a s75 consultation is needed. The Inclusion and Wellbeing team can provide support, but the author and manager will know

their business area and will be best placed to assess if a new/change to a policy impacts external customer and stakeholders as part of our statutory function and should therefore be consulted on.

6. We have agreed that it should be for the author/approving manager to send the EqIA screening form or full EQIA form to corporate governance.

**EqIA version control** (to be updated by the person completing the EqIA)

Version number	1.0
Status	Published
Relevant or related policies	Equality Impact Assessment Guidance, Flexible Working Policy, Compressed Working Hours Policy and Guidance, Flexi Time Policy and Procedure.
Author/owner	RK, Policy Manager
Approved by	SM, Director of People Services
Date of sign off	05 November 2025
Review date	05 November 2028

Version	Changes made	Date	Made by
1.0	Flexible Working Policy EqIA created.	13 August 2025	Rosie Kellett, Policy Manager

**Template version control** (to be updated by the person updating the EqIA template)

Version number	2.4
Status	Not approved
Relevant or related policies	Equality Impact Assessment Guidance
Author/owner	EDI Board (EqIA sub group)
Approved by	Suzanne Gordon

Date of sign off	10 February 2023
Review date	February 2024

Version	Changes made	Date	Made by
0.1	Created new document.	June 2021	Chris Braithwaite
0.2	Amendment of title to EqIA and minor amendments	July 2021	Chris Braithwaite
0.2a	Amended to put protected characteristics and objectives into a table as an option to consider	July 2021	Chris Braithwaite
0.3	Added wording in relation to publishing the EqIA	August 2021	Chris Braithwaite
1.0	Links added and approved	September 2021	Chris Braithwaite
2.0	Reviewed form and process	8 August 2022	DOC, AT, JT, RS (IWT)
2.1	DOC added in sections and review of content	28 August	DOC
2.2	Amended changes after collaboration and feedback from the EDI Steering Group	30 August 2022	IWT
2.3	Updated to include best practice consideration of the Human Rights act	26 January 2023	Chris Braithwaite
2.4	Updated to include EDI objectives	6 September 2023	Roshini Mylvaganam