



Policy Title:	Job Share Policy and Code of Practice
Service:	Human Resources
Team:	HR Advisers
<i>This policy/function will have no impact on people from any of the equality groups and an EQIA is not required</i>	
Name:	Tom Denovan
Position:	HR Team Leader
Title:	
AUTHORISATION	
Name:	
Position:	
Title:	

Title of Policy:	Job Share Policy and Code of Practice
Service:	Human Resources
What is the purpose of the proposed policy or changes to established policy? Increase access to the availability of jobs (as per intro para) No change recommended, or perhaps intro para needs updated slightly – slight re-wording	
Who is affected by the policy or who is intended to benefit from the proposed policy and how? All employees	
How have you, or will you, put the policy into practice? Who will be responsible for delivering it? Yes – the Services with HR support and advice.	

Age	POSITIVE – PHASED RETIRAL, TRANSFER OF SKILLS AND KNOWLEDGE. FAMILIES – CHILD CARE ASSISTS
Disability	POSITIVE – WOULD DEPEND ON DISABILITY
Gender	POSITIVE – APPLIES TO ALL
Lesbian, Gay, Bisexual and Transgender	POSITIVE – APPLIES TO ALL
Race	POSITIVE – APPLIES TO ALL
Religion and Belief	POSITIVE – APPLIES TO ALL

Will you be making any changes to your policy?

Are there any changes?		
<i>Description</i>		
Disability	No	
Gender	No	
Lesbian, Gay, Bisexual and Transgender	No	
Race	No	
Religion and Belief	No	
Age	No	

Based on the work you have done rate the impact of your policy on equality groups:

Tick one box for each strand	Age	Disability	Gender	LGBT	Religion and Belief	Race
<p>High There is substantial evidence that people from different communities or groups are or could be differently affected by the policy. There is substantial public concern about the policy or concerns have been raised about the policy's potential impact by relevant bodies. This policy is relevant to all or part of the respective duty in the case of race, disability or gender</p>						
<p>Medium There is some evidence that people from different groups or communities are or could be differently affected. There is some public concern about the policy. The policy is relevant to parts of the respective general duty</p>						
<p>Low There is little or no evidence that some people from different groups or communities are or could be differently affected. There is little or no public concern about the policy. The policy has little or no relevance to the respective general duty.</p>	X	X	X	X	X	X
<p>Unknown No evidence or data has been collected therefore an assessment cannot be made.</p>						

Is a further EQIA required?		
Description		
Disability	No	
Gender	No	
Lesbian, Gay, Bisexual and Transgender	No	
Race	No	
Religion and Belief	No	
Age	No	

Summary of Changes Req'd

Para 1.0 - Change/re-word/update intro para of 'Aim of Policy' + add something to the effect of 'assisting in the retention of valued employees'? – more positive and upbeat?

where we talk about 'write' should incl 'email'

Para 5.8 - Change reference to personnel to Human Resources

Para 6.3 – wordy – need to re-write

Para 8.3 b) – change wishes to read 'needs' also add in brackets (reference to carer's requests)?

Common Questions – our address change from LTH to Greenfield