

**Clatterbridge Centre
for Oncology NHS
Foundation Trust**

Name of Policy
Flexitime Regulations

What is the aim of the policy?
To formalise the rules for the use of flexitime To set out the procedure for following flexitime
<i>NOTE - Quote directly from policy documentation.</i>

What outcomes do we want to achieve for this policy or function, & for whom?
To ensure that staff in medical records understand the rules of the application of flexitime
<i>NOTE - Wherever possible in responding to these questions, be specific, & name organisations, individuals &/or equality categories: Race, Gender, Age, Disability, Religious &/or Sexual Identity.</i>

Who are the key stakeholders in the policy?
Medical records staff The Trust HR

**Clatterbridge Centre
for Oncology NHS
Foundation Trust**

Who is intended to benefit from this policy, & in what way?
Medical records staff
<i>NOTE - Wherever possible in responding to these questions, be specific & name organisations, individuals &/or equality categories</i>
What impact will the proposal have on any services currently provided or on our staff and/or stakeholders
None
How do the outcomes help or hinder other organisational objectives, policies or values?
Staff are rewarded for any extra hours they work Eliminates poor time keeping Improves working relationships by agreeing work patterns Increased productivity in that staff can complete a block of work outside core hours
If there are associated objectives of the policy, what are they?
None

**Clatterbridge Centre
for Oncology NHS
Foundation Trust**

--

Who implements the policy & who is responsible for it?

Medical Records Manager, Finance, HR

How relevant is the policy to each Equality category? Based on your answers above, is the policy of High, Medium, or Low relevance:

(tick one box for each Equality category)

Category	High	Medium	Low
Age			x
Disability			x
Ethnicity (Race)			x
Gender (Sex)			x
Religion or Belief			x
Sexual Orientation			x

Are there any concerns the policy could have a differential impact on the grounds of racial or ethnic origin?

No

**Clatterbridge Centre
for Oncology NHS
Foundation Trust**

Are there any concerns the policy could have a differential impact on the grounds of religion or belief?
No

Are there any concerns the policy could have a differential impact on the grounds of disability?
No

Are there any concerns the policy could have a differential impact on the grounds of age?
No

Are there any concerns the policy could have a differential impact on the grounds of sexual orientation?
No

Are there any concerns the policy could have a differential impact on the grounds of gender?

**Clatterbridge Centre
for Oncology NHS
Foundation Trust**

No

Is there enough evidence to proceed directly to a Full Impact Assessment?

Y N