

Equality Impact Assessment Template: Please complete alongside the guidance document

Title of work: Working Time Regulations (WTR) Policy	Date of completion: 11 June 2024	Completed by: Brigitte Johnstone
Description of work: The policy provides guidance for all staff on The Working Time Regulations 1998 (WTR), as amended, which falls within health and safety legislation. It provides for minimum conditions around working time, rest entitlements and annual leave. Recent changes were introduced by The Employment Rights (Amendment, Revocation and Transitional Provision) Regulations 2023 and the Retained EU Law (Revocation and Reform) Act 2023.		
Outcome of work: Employers have a legal duty to protect their workers from overwork and consistently long hours, and the WTR are the main regulations governing working time in Scotland. The policy provides all staff with guidance relating to the WTR to ensure compliance can be achieved across the organisation.		
Who: The policy applies to all staff.		
How do you know: The policy was developed and reviewed in partnership with input from unions and professional organisations. It continues to be subject to regular review. Regular monitoring of working hours and New Deal monitoring for junior doctors assists with recognising where further support is required to achieve our aims.		

What will the impact of this work be? (see appendix 1 for list of protected characteristics and other groups that you may wish to identify)

The policy is based on UK legislation. Awareness of the policy is raised through internal communication and through the People Partners who inform the SLTs. Enquiries through the People Services mailbox signpost to the policy. The Policy is available on the intranet.

Given all of the above what actions, if any, do you plan to take?

Continued monitoring of working time, annual leave, breaks.

Approved by:

Area Partnership Forum