

# Working Time Regulations Policy

This Policy sets out the framework for the organisation's compliance with the Working Time Regulations 1998.

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Adopted by:	Trust Policy Committee	
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Name of Author:	Kully Kaur, Senior Human Resources Advisor	
Name of responsible Committee:	Workforce Organisational Development and Wellbeing Group	
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Which Relevant CQC Fundamental Standards?	12	

## Contents

<b>VERSION CONTROL</b>	Page 3
<b>EQUALITY STATEMENT</b>	Page 4
<b>DUE REGARD</b>	Page 4
<b>DEFINITIONS THAT APPLY TO THIS POLICY</b>	Page 5
<b>1. Purpose of the policy</b>	Page 6
<b>2. Summary and scope of policy</b>	Page 6
<b>3. Introduction</b>	Page 6
<b>4. Duties within the organisation</b>	Page 7
<b>5. Training needs</b>	Page 7
<b>6. Monitoring compliance and effectiveness</b>	Page 8
<b>7. Standards/Performance indicators</b>	Page 8
<b>8. References and Bibliography</b>	Page 8
<b>REFERENCES AND ASSOCIATED DOCUMENTATION</b>	
<b>Appendix 1 - Working Time Regulations Opt Out Agreement form</b>	Page 9
<b>Appendix 2 - Working Time Regulations Opt Out Risk Assessment template</b>	Page 11
<b>Appendix 3 - Letter Template to Confirm the Application of Opt Out Agreement</b>	Page 14
<b>Appendix 4 - Working Time Regulations Cancellation of Opt Out Agreement form</b>	Page 16
<b>Appendix 5 - Working Time Regulations Notification of Secondary Employment form</b>	Page 17
<b>Appendix 6 - The NHS Constitution</b>	Page 18
<b>Appendix 7 - Stakeholders and Consultation</b>	Page 19
<b>Appendix 8 - Due Regard Screening</b>	Page 20
<b>Appendix 9 - Privacy Impact Assessment Screening</b>	Page 22

## Version Control and Summary of Changes

Version number	Date	Comments (Description change and amendments)
1	13/08/2014	
2	16/09/2014	Layout revision and amendments from comments received 12 September 2014
3	21/10/2014	Inclusions of requirement to undertake a risk assessment before opting out allowed. (Staffside suggestion)
4	27/01/2015	Formatting issues corrected
4.1	11/02/2015	6.5.2 Deletion of reference to bank workers holding substantive employment
4.2	18/03/2015	Change of Headquarters postcode on forms
5	16/11/2018	Layout revision and inclusions made as outlined in the Agenda for Change terms and conditions (2018).
6	27/10/2021	Layout revision WTR Risk Assessment template included as a tool for managers to use when considering opt out agreements.

All LPT Policies can be provided in large print or Braille formats, if requested, and an interpreting service is available to individuals of different nationalities who require them.

### **Did you print this document yourself?**

Please be advised that the Trust discourages the retention of hard copies of policies and can only guarantee that the policy on the Trust website is the most up-to-date version.

### **Contact Details of Policy Author/Owner:**

Human Resources Advisory Team – [lpt.hradvisoryteam@nhs.net](mailto:lpt.hradvisoryteam@nhs.net)

## **Equality Statement**

Leicestershire Partnership NHS Trust (LPT) aims to design and implement policy documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account the provisions of the Equality Act 2010 and promotes equal opportunities for all. This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity.

In carrying out its functions, LPT must have due regard to the different needs of different protected equality groups in their area. This applies to all the activities for which LPT is responsible, including policy development and review.

## **Due Regard**

LPT will ensure that Due Regard for equality is taken and as such will undertake an analysis of equality (assessment of impact) on existing and new policies in line with the Equality Act 2010. This process will help to ensure that:

- Strategies, policies and procedures and services are free from discrimination
- LPT complies with current equality legislation
- Due regard is given to equality in decision making and subsequent processes
- Opportunities for promoting equality are identified.

Please refer to due regard assessment (Appendix 8) of this policy. For further advice go to the LPT Due Regard Toolkit on e-source.

## Definitions that apply to this Policy

<b>Adult Worker</b>	Definition from Working Time Regulations 1998. A worker aged 18 or over. This would include both Trust employees and bank workers.
<b>Night Time</b>	Means a period: <ul style="list-style-type: none"> <li>a. Which is not less than 7 hours and</li> <li>b. Which includes the period between 11 pm and 6 am.</li> </ul>
<b>Night Work</b>	Means work during night time.
<b>Night Worker</b>	Definition from Working Time Regulations 1998. A worker who, as a normal course, regularly works at least 3 hours daily during night time. This would include both Trust employees and bank workers.
<b>On Call</b>	Counts as working time from when the employee or bank worker is called upon to undertake any work related activity up until the time the return home or the provision of advice is completed over the telephone. Where individuals are on-call but otherwise free to pursue time as their own, this will not count towards working time. This method of calculating working time will not affect on-call payments.
<b>Rest Break</b>	Means an uninterrupted break that is taken during the working day.
<b>Rest Period</b>	Means a period which is not working time, other than a break or leave to which the worker is entitled
<b>Shift Work</b>	Means a method of organising work in shifts whereby workers succeed each other at the same workstations according to a certain pattern including a rota, entailing the workers to work at different times over a given period of days or weeks.
<b>Shift Worker</b>	An employee or bank worker whose work schedule is part of shift work.
<b>Staff</b>	This includes employees and bank workers.
<b>Worker</b>	Is defined within the Working Time Regulations as someone who has a contract of employment with the Trust, or any other contract, whether expressed or implied and whereby the individual undertakes to do or personally perform any work or services for the Trust.
<b>Working Time</b>	<p>Means:</p> <ul style="list-style-type: none"> <li>a. any period during which a worker is working</li> <li>b. any period during which a worker is receiving relevant training</li> <li>c. travelling time whilst on Trust business</li> <li>d. time taken for civic and public duties, health and safety and trade union duties</li> </ul> <p>Working time excludes annual leave, sick leave, maternity / adoption leave as the worker is not required to carry out any duties during these times. It also does not include:</p> <ul style="list-style-type: none"> <li>• Routine travel between home and work</li> <li>• Rest breaks and meal breaks when no work is done.</li> <li>• Stand by or on call, but otherwise free to pursue own activities and not interrupted (i.e. staff on call at home). This point is covered in more detail later in the guidance document.</li> <li>• Training such as non-job-related evening classes or day release courses.</li> </ul> <p>This list detailed is not exhaustive but is given as an example.</p>
<b>Young Worker</b>	Definition from the Working Time Regulations 1998. A worker over school leaving age but under the age of 18. This would include employees and bank workers.

<b>Due Regard</b>	<p>Having <b>due regard</b> for advancing equality involves:</p> <ul style="list-style-type: none"> <li>• Removing or minimising disadvantages suffered by people due to their protected characteristics.</li> <li>• Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.</li> </ul> <p>Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low</p>
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## **1.0. Purpose of the Policy**

- 1.1 The aim of this policy is to provide information to management and staff on the provisions of the Working Time Regulations Act 1998 (WTR). Staff will suffer no detriment for exercising any of their entitlements under the Regulations.
- 1.2 This Policy applies to all employees in the Trust and bank workers but excluding Doctors in Training for whom separate arrangements apply.
- 1.3 In the event of an infection outbreak, health pandemic or major incident, the Trust recognises that it may not be possible to adhere to all aspects of this document. In such circumstances, staff should take advice from their manager and all possible action must be taken to maintain ongoing patient and staff safety.

## **2.0. Summary and scope of policy**

- 2.1 This document sets out the Trust's policy relating to the Working Time Regulations Act 1998 and its application to staff within the organisation. The Policy provides an overview of the main subjects to help managers and employees with the implementation of the policy.
- 2.2 The policy outlines the circumstances in which employees can "opt out" of the 48 hour average weekly working limit.

## **3.0. Introduction**

- 3.1 The Working Time Regulations Act 1998 (WTR) set down entitlements of employees to maximum working hours, rest periods, rest breaks whilst at work, annual leave and working arrangements for night workers.
- 3.2 The Leicestershire Partnership NHS Trust is committed to the health and safety of its employees and recognises its obligations within the Regulations.
- 3.3 Under the health and safety at work legislation there is a responsibility on all employers for the health, welfare and safety of their employees, as far as practicable. Management and control of working hours should be regarded as an integral element of promoting and managing the health and welfare of employees.
- 3.4 All staff should act in accordance to our Trust behaviours and be able to evidence adherence in situations that involve grievances and disputes. A fundamental approach to developing our behaviours is our ability to both give and receive

feedback in a positive and insightful way. The feedback method is based on defining; Context, Understanding, Behaviour and Effect (CUBE).

#### **4.0. Duties within the Organisation**

4.1 The Trust Board has a legal responsibility for Trust policies and for ensuring that they are carried out effectively. They have a legal responsibility to ensure that the Trust complies with Employment Legislation.

4.2 The Trust Policy Committee is mandated on behalf of the Trust Board to adopt policies

4.3 The Trust Policy Committee with a responsibility for ratifying policies and protocols in relation to staff is the Strategic Workforce Group.

4.4 Divisional Directors and Heads of Service are responsible for ensuring compliance to the WTR within their areas of responsibility.

4.5 Manager and Team Leaders are responsible for:

- Ensuring that the Regulations outlined in this document are adhered to at all times and ensure their staffing rotas are WTR compliant.
- Ensuring staff are made aware of this policy and understand their responsibilities in relation to it
- Ensuring that the working hours of their staff are monitored to ensure that they are not in breach of the policy
- Keeping appropriate records pertaining to annual leave and bank holidays for their employees
- Ensuring that staff take their entitled rest period and breaks to reduce the risk of fatigue, loss of concentration and associated stress leading to poor patient care.

4.6 Responsibility of Staff

- To ensure they take appropriate rest breaks in agreement with their line manager and in line with this policy
- To inform their line manager in writing of any additional employment and the hours they work, including bank and agency work
- To make their manager aware if they believe that their working pattern is in breach of this policy
- Where a member of staff is uncertain as to the application of any aspect of the Regulations, they should contact Human Resources for further clarification

4.7 Human Resource Responsibilities

- To ensure this policy is kept up to date in accordance with current employment legislation
- To provide advice and guidance to managers and employees on the appropriate implementation of the Working Time Regulations.

#### **5.0. Training needs**

5.1 There are no training requirements identified within this policy.

## 6.0 Monitoring Compliance and Effectiveness

Reference	Minimum Requirements	Process for Monitoring	Reporting to	Frequency
Opt Out Forms completed	Number of forms completed	HR report on number of opt outs in existence	Directors of Service	Yearly
Compliance with WTR where an opt out form applies	Hours worked	Review as part of appraisal process	Line Manager / Centralised Staffing Solutions (for bank staff)	Yearly
Compliance with WTR for staff not on eRostering	Rest Breaks, hours worked, night shifts	Monitoring via rotas, staff duty sheets	Line Manager / Centralised Staffing Solutions (for bank staff)	Ongoing
Compliance with WTR for staff on eRostering	Rest Breaks, hours worked, night shifts	Managers will be alerted about non-compliance when rostering. Reports can be run on a regular basis by Managers.	Line Manager / Centralised Staffing Solutions (for bank staff)	Ongoing

## 7.0 Standards/Performance Indicators

Target/Standards	Key Performance Indicator
Care Quality Commission registration standards (outcome 12) Staffing (21) of the Health & Social Care Act (2008) (Regulated Activities Regulations 2010 <a href="#">CQC essential standards</a> )	That the trust maintains compliance with CQC registration standards, this policy supports outcome standards 12

## 8.0 References and Bibliography

8.1 The policy was drafted with reference to the following:

- Working Time Regulations 1998
- NHS Terms and Conditions of Service Handbook – 02/2021
- <https://www.gov.uk/browse/employing-people/contracts>



### WORKING TIME REGULATIONS OPT OUT AGREEMENT

Title		Surname		Forename	
Directorate		Department			
Post		Assignment Number(s) Please quote all assignment numbers held			
Band		I am 18 years of age or over		Yes/No	
Address					

**Please ensure all boxes are completed as failing to do so may delay recognition of your opt out.**

This agreement is drawn up under the Working Time Regulations, and allows you to enter into agreement with Leicestershire Partnership NHS Trust to opt out from the 48 hour average weekly working limit

1. I agree that the 48 hour average weekly working limit, specified in the Working Time Regulations 1998, shall not apply in my case.
2. I understand that this agreement will apply with effect from .....
3. Notwithstanding my agreement to opt out from this limit, I am fully aware that I have a responsibility not to work hours so long that they may impair my efficiency or expose my colleagues, patients, the public or property to risk.
4. In signing this agreement I confirm that I can work a maximum average of 56 hours per week in the sum of all assignment in the Trust.
5. In opting-out of 48 hours working limit I confirm I will adhere to the rest breaks and annual leave provisions under the Working Time Regulations including the limits on night working.
6. I am aware that the Trust can bring this agreement to an end with a minimum of 7 working days' notice, and I agree to give not less than 7 working days' notice of my intention to end this agreement.
7. I agree that I have entered into this agreement voluntarily and understand I am under no obligation to sign this agreement and that it is illegal for me to be subject to any detriment if I decline to sign.

8. I am aware that there is no guarantee of work beyond my substantive hours.

Signature ..... Date .....

This should be discussed with your manager who should be given a copy. The Manager will undertake a risk assessment before the opt-out takes effect. This will be noted below.

Where you hold another assignment (for example a Bank assignment) a copy of the form should be sent to the manager including details of the risk assessment.

A copy should also be sent to Employment Services by email to [lpt.hrinputting@nhs.net](mailto:lpt.hrinputting@nhs.net)

**For Completion by Manager**

A risk assessment was carried out on .....

The opt-out agreement can commence on.....

Name ..... Signed .....

Date.....

**Working Time Regulations Opt Out – Risk Assessment Template**  
**Guidance Notes**

This risk assessment considers the suitability of employees who wish to opt out from the 48 hour average weekly working limit in accordance with the Working Time Regulations 1998 (WTR)

**Factors to consider when assessing the risks posed by the hazards of long hours with opt out of the WTR:**

1. Fatigue - excessive overtime may make employee tired. This may then pose a risk to themselves or others. Risk assessment to identify and take any necessary steps to eliminate or minimise them
2. Type of work activities being undertaken along with any “plant and equipment” being used
3. Current work patterns being adopted
4. Lone working - if working alone is necessary, manager must:
  - check the employee does not have a medical condition making it unsuitable for them to work alone
  - check the environment is safe
  - carry out a lone working risk assessment
5. Any special circumstances that may be on the site/area/ward e.g. emergency response – fire, patient safety, first aid, response to psychiatric alarm etc.
6. Impacts on other employees
7. Breaks - employees required to work for more than six continuous hours are entitled to an unpaid rest break of 20 minutes within that six hours. Staff under the age of 18 are entitled to take an unpaid 30 minute break if they work for more than 4.5 hours continuously.

**Does the individual have any particular risks?**

- Younger or older employee
- New and expectant mother
- Pre-existing health conditions
- Taking time-dependent medication (such as insulin)
- Secondary employment.

**Other factors to consider:**

- Excessive hours can lead to fatigue and strokes or heart attacks. Good awareness and information for employee on the health & safety risks and lifestyle choices should be included on risk assessment and discussion with employee.
- Manager to agree regular one-to-one meetings with employee to review
- Manager to monitor employee is in date with required training
- Manager to monitor any complaints, incidents, injury and illness records where employee involved.

<b>LPT - Health &amp; Safety Risk Assessment Form Training template</b>				<b>Title of risk - Work activity (Brief description)</b>				To consider the suitability of <b>[INSERT STAFF MEMBER NAME]</b> to opt out from the 48 hour average weekly working limit.			
Management/Escalation Level				Source – How was the risk identified?		Statute/Law		Date			
C = consequence of harm, L = Likelihood, R = Risk											
Detailed Description				Current Risk Score				Action		Residual Risk Score	
Activity breakdown	Hazard (Causes)	Harm (Consequence)	Who / What	Consequence	Controls (Existing) (Safe System of Work)	Likelihood	S x L = RISK	Further controls to be implemented (Additional factors to be added to the Safe System of Work)	Consequence	Likelihood	S x L = RISK


Assessors:

Review date -:

## Appendix 3

### LETTER TEMPLATE TO CONFIRM THE APPLICATION OF THE OPT OUT AGREEMENT

NOTE – PLEASE USE APPROPRIATE LPT LETTER HEADED PAPER

(Date)

#### **PRIVATE & CONFIDENTIAL FOR THE ADDRESSEE ONLY**

(Name)

(Address)

(Address)

(Address)

(Address)

Dear (Name)

I am in receipt of your agreement to opt out of the 48 hour average weekly working and to limit your average working hours to 56 per week. This has now been recorded and the opt out will apply from (date on form).

May I remind you that this opt out applies to the average weekly working only. You cannot opt out of the rest breaks provisions of the Working Time Regulations or those relating to night time work. These are:

#### **(a) In-Work Rest Breaks**

Uninterrupted rest break of 20 minutes (unpaid) in one block where daily working time exceeds 6 hours which cannot be taken at the start or end of the shift. In its commitment to healthy working the Trust expects that staff working over 6 hours will take a rest break of at least 30 minutes (unpaid).

#### **(b) Daily Rest**

This is an uninterrupted rest period of at least 11 consecutive hours in each 24 hour period.

#### **(c) Weekly Rest Periods**

This is an uninterrupted rest period of 35 hours (including the 11 hour daily rest) or the equivalent rest over 2 weeks.

#### **(d) Night Shifts**

You should not exceed an average of 8 hours for each 24 hours over a 17 week reference period.

It is your responsibility to ensure that you work within these Regulations.

For further information on the Working Time Regulations please refer to the Working Time Regulations Policy or seek advice from Human Resources.

If you wish to end this opt out, you should complete the appropriate form and return it to me.

As you are aware I may wish to review this working arrangement with you in accordance with the policy. If this becomes the case, I will arrange to review it with you.

Yours sincerely,

(Manager)

Copy together with Opt Out Form to:

- Employment Services Department  
Email – [lpt.hrinputting@nhs.net](mailto:lpt.hrinputting@nhs.net)
  
- Centralised Staffing Solutions – Temporary Workforce Department (where appropriate)  
Email – [cssinvoicing@leicspart.nhs.uk](mailto:cssinvoicing@leicspart.nhs.uk)
  
- Other Manager (where appropriate)
- Personal File

**WORKING TIME REGULATIONS CANCELLATION OF OPT OUT AGREEMENT**

Title		Surname		Forename	
Directorate			Department		
Post			Assignment Number(s) Please quote all assignment numbers held		
Band			I am 18 years of age or over		Yes/No

**Please ensure all boxes are completed**

I wish to withdraw my agreement to opt out of the 48 hour weekly average hours with effect from ..... (Please give at least 7 working days' notice).

Signature ..... Date .....

Copy to:

- Manager(s)
- Employment Services Department  
Email: [lpt.hrinputting@nhs.net](mailto:lpt.hrinputting@nhs.net)
- Centralised Staffing Solutions – Temporary Workforce Department (where appropriate)  
Email – [cssinvoicing@leicspart.nhs.uk](mailto:cssinvoicing@leicspart.nhs.uk)
- Personal File



**WORKING TIME REGULATIONS NOTIFICATION OF SECONDARY EMPLOYMENT**

Title		Surname		Forename	
Directorate			Department		
Post			Assignment Number(s) Please quote all assignment numbers held		
Band					

**Please ensure all boxes are completed**

I confirm that I have secondary employment with effect from (date).....

The number of hours per week I will be working for the secondary employer is .....

I confirm that the additional hours are still compliant with the Working Time Regulations, and I will not work more than an average of 48 hours per week or 56 hours per week where an opt out is in place.

Signed ..... Date.....

To be given to your line manager.

Copy to be retained on personal file.

## Appendix 6

### The NHS Constitution

The NHS will provide a universal service for all based on clinical need, not ability to pay. The NHS will provide a comprehensive range of services.

<b>Shape its services around the needs and preferences of individual patients, their families and their carers</b>	<input type="checkbox"/>
<b>Respond to different needs of different sectors of the population</b>	<input type="checkbox"/>
<b>Work continuously to improve quality services and to minimise errors</b>	<input type="checkbox"/>
<b>Support and value its staff</b>	X
<b>Work together with others to ensure a seamless service for patients</b>	<input type="checkbox"/>
<b>Help keep people healthy and work to reduce health inequalities</b>	X
<b>Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance</b>	<input type="checkbox"/>

## Appendix 7

### Stakeholders and Consultation

#### Key individuals involved in developing the document


Name	Designation
Kully Kaur	Senior Human Resources Advisor

#### Circulated to the following individuals for comment

Name
Directors / Heads of Service and Direct Reports
Operational HR Team
Equalities Team
Health & Safety Team
Staffside
Workforce Organisational Development & Wellbeing Group

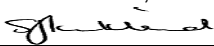
## Due Regard Screening Template

Section 1		
<b>Name of activity/proposal</b>	Working Time Regulations Policy	
<b>Date Screening commenced</b>	28 <sup>th</sup> October 2021	
<b>Directorate / Service carrying out the Assessment</b>	Workforce and Organisational Development/Human Resources	
<b>Name and role of person undertaking this Due Regard (Equality Analysis)</b>	Kully Kaur, Senior HR Advisor	
<b>Give an overview of the aims, objectives and purpose of the proposal:</b>		
<b>AIMS:</b>		
<p>The aim of this policy is to provide information to management and staff on the provisions of the Working Times Regulations Act 1998 (WTR).</p> <p>Leicestershire Partnership NHS Trust is committed to the health and safety of its employees and recognises its obligations within the Regulations.</p> <p>Under the health and safety at work legislation there is a responsibility on all employers for the health, welfare and safety of their employees, as far as practicable. Management and control of working hours should be regarded as an integral element of promoting and managing the health and welfare of employees.</p>		
<b>OBJECTIVES:</b>		
<ul style="list-style-type: none"> <li>- To ensure that the Regulations outlined in this document are adhered to at all times and ensure their staffing rotas are WTR compliant.</li> <li>- Ensuring that staff take their entitled rest period and breaks to reduce the risk of fatigue, loss of concentration and associated stress leading to poor patient care.</li> <li>- Ensure that the working hours of their staff are monitored to ensure that they are not in breach of the policy</li> <li>- For staff to inform their line manager in writing of any additional employment and the hours they work, including bank and agency work.</li> </ul>		
Section 2		
Protected Characteristic	Could the proposal have a positive impact – Yes	Could the proposal have a negative impact - No
Age	Yes, this policy and procedure is supportive of staff who fall within the remit of the Equality Act 2010 protected characteristics including disabled employees and makes adjustments to ensure the process is fair.	The policy will ensure managers adopt a consistent approach to dealing with applications made to opt out from the 48 hour average weekly working limit regardless of protected characteristics.
Disability		
Gender reassignment		
Marriage & Civil Partnership		
Pregnancy & Maternity		
Race		
Religion and Belief		
Sex		
Sexual Orientation		

Other equality groups?				
<b>Section 3</b>				
<p><b>Does this activity propose major changes in terms of scale or significance for LPT? For example, is there a clear indication that, although the proposal is minor it is likely to have a major affect for people from an equality group/s? Please <u>tick</u> appropriate box below.</b></p>				
Yes		No		
High risk: Complete a full EIA starting click <a href="#">here</a> to proceed to Part B		Low risk: Go to Section 4. <input checked="" type="checkbox"/>		
<b>Section 4</b>				
<p><b>If this proposal is low risk, please give evidence or justification for how you reached this decision:</b></p>				
<p>All staff within LPT can apply to opt out of from the 48 hour average weekly working limit, on the condition that staff adhere to the rest breaks and annual leave provisions under the Working Time Regulations including the limits on night working.</p> <p>The Trust is also happy to associate itself with the new <b>Workforce Race Equality Standard</b> which came into effect from the 1 April 2015. Embedded within the standard are a number of workforce metrics which will help to identify and reduce any evidence of adverse impact towards black employees compared to other groups and actions will be agreed to address these accordingly.</p> <p>Equality monitoring has been incorporated in the overall policy compliance process which aims to provide assurance that any potential adverse impact on any protected group during the implementation of the policy and associated procedures are identified and removed at the earliest opportunity.</p>				
<p><i>Sign off that this proposal is low risk and does not require a full Equality Analysis</i></p>				
<b>Head of Service Signed</b>	Kathryn Burt Deputy Director of HR & OD 	<table border="1"> <tr> <td><b>Date</b></td> <td>8 November 2021</td> </tr> </table>	<b>Date</b>	8 November 2021
<b>Date</b>	8 November 2021			

## Appendix 9

### DATA PRIVACY IMPACT ASSESSMENT SCREENING

<p><b>Data Privacy impact assessment (DPIAs) are a tool which can help organisations identify the most effective way to comply with their data protection obligations and meet Individual's expectations of privacy.</b></p> <p><b>The following screening questions will help the Trust determine if there are any privacy issues associated with the implementation of the Policy. Answering 'yes' to any of these questions is an indication that a DPIA may be a useful exercise. An explanation for the answers will assist with the determination as to whether a full DPIA is required which will require senior management support, at this stage the Head of Data Privacy must be involved.</b></p>		
<b>Name of Document:</b>	<b>Working Time Regulations Policy</b>	
<b>Completed by:</b>	<b>Kully Kaur</b>	
<b>Job title</b>	<b>Senior HR Advisor</b>	<b>Date: 27/10/2021</b>
<b>Screening Questions</b>	<b>Yes / No</b>	<b>Explanatory Note</b>
1. Will the process described in the document involve the collection of new information about individuals? This is information in excess of what is required to carry out the process described within the document.	Yes	Information on staff personal circumstances, secondary employment or health conditions may be referred to as part of any risk assessment carried out
2. Will the process described in the document compel individuals to provide information about them? This is information in excess of what is required to carry out the process described within the document.	Yes	Yes – as above
3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information as part of the process described in this document?	No	
4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	No	
5. Does the process outlined in this document involve the use of new technology which might be perceived as being privacy intrusive? For example, the use of biometrics.	No	
6. Will the process outlined in this document result in decisions being made or action taken against individuals in ways which can have a significant impact on them?	No	
7. As part of the process outlined in this document, is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For examples, health records, criminal records or other information that people would consider to be particularly private.	No	Yes – details of any health conditions may be included on the risk assessment template.
8. Will the process require you to contact individuals in ways which they may find intrusive?	No	
<p><b>If the answer to any of these questions is 'Yes', please contact the Data Privacy Team via <a href="mailto:Lpt-dataprivacy@leicspart.secure.nhs.uk">Lpt-dataprivacy@leicspart.secure.nhs.uk</a></b>  <b>In this case, ratification of a procedural document will not take place until review by the Head of Data Privacy.</b></p>		
<b>Data Privacy approval name:</b>	Sam Kirkland, Head of Data Privacy 	
<b>Date of approval</b>	11.11.21	

Acknowledgement: This is based on the work of Princess Alexandra Hospital NHS Trust