



### EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Cross-cutting
Section	
Title of the activity etc.	Travel & Employee Benefits
Aims of the activity	Outline a range of measures available to 1) reduce the cost of business travel to the Council and 2) increase the savings generated by the Employee Benefits Scheme
Author(s) & Title(s)	Travel & Benefits Officer

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	<p><u>Travel (T)</u></p> <ul style="list-style-type: none"> <li>• Informal customer feedback (via T&amp;S claim processing).</li> <li>• Access to corporate travel pattern and expenditure data.</li> <li>• Annual staff travel survey.</li> </ul> <p><u>Employee Benefits (EB)</u></p> <ul style="list-style-type: none"> <li>• Informal customer feedback.</li> <li>• Annual employee engagement survey.</li> </ul>
Internal consultation with staff and other services affected.	<p><u>Travel</u></p> <ul style="list-style-type: none"> <li>• Two comprehensive internal consultation exercises have been undertaken recently in connection with a revision to the Council’s Travel and Subsistence Procedure. Feedback received from those exercises is relevant to this process.</li> </ul> <p><u>Employee Benefits</u></p> <ul style="list-style-type: none"> <li>• Informal engagement reviews with individuals who have active agreements.</li> </ul>

External consultation (partner organisations, community groups, and councils).	N/A
External data (census, available statistics).	Professional publications and case studies.
Other (general information as appropriate).	N/A

Stage 3: Evidence Gaps.	
<p>Are there any gaps in the information you currently hold?</p>	<p><u>Travel</u></p> <ul style="list-style-type: none"> <li>Individual journey specific mileage data is not available. This makes it difficult to accurately assess the financial impact on each employee.</li> </ul> <p><u>Employee Benefits</u></p> <ul style="list-style-type: none"> <li>The proposal outlines products which are new to the Council and therefore do not have any data specifically linked to equalities.</li> </ul>

Stage 4: Measures to fill the evidence gaps.		
<p>What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.</p>	Measures:	Timescale:
	<p><u>Travel</u></p> <ul style="list-style-type: none"> <li>The evidence gap cannot be filled as the additional staff resources required are not available.</li> </ul>	N/A
	<p><u>Employee Benefits</u></p> <ul style="list-style-type: none"> <li>As each product is implemented a review of take-up etc. will be undertaken and this process will include an EIA element.</li> </ul>	Linked to product implementations

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger	YES (EB)			YES (T)
Age – Older	YES (EB)			YES (T)
Disability		YES (T)	YES (EB)	
Race – (includes Gypsy Travellers)		YES (T)	YES (EB)	
Religion or Belief			YES (T & EB)	
Gender – male/female			YES (T & EB)	
Pregnancy and maternity			YES (T & EB)	

Sexual orientation – (includes Lesbian/ Gay/Bisexual)			YES (T & EB)	
Gender reassignment – (includes Transgender)			YES (T & EB)	
Marriage and Civil Partnership			YES (T & EB)	

**Stage 6: What are the positive and negative impacts?**

Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.	<u>Age – Younger (EB)</u> <ul style="list-style-type: none"> <li>The majority of EB products increase the Council's ability to positively engage with the typically difficult to reach 18-30 demographic through a combination of relevant benefits, e.g. Home Technology and no need for finance/credit checks etc.</li> </ul>	<u>Age – Disability (T)</u> <ul style="list-style-type: none"> <li>The negative financial implications of the travel saving proposals are unlikely to be mitigated by providing access to alternatives such as pool/hire cars as adapted cars are not available.</li> </ul>
	<u>Age – Older (EB)</u> <ul style="list-style-type: none"> <li>The majority of EB products help increase technological literacy amongst the older demographic.</li> <li>This aligns with the Council's Digital Strategy and the various interlinked projects to improve the employee's experience of interacting with the Council.</li> </ul>	<u>Age – Race/Gypsy Travellers (T)</u> <ul style="list-style-type: none"> <li>The travel proposals will disproportionately impact on gypsy travellers as their ability to access pool/hire alternatives will be restricted as a result of their living situation.</li> </ul>

**Stage 7: Have any of the affected groups been consulted?**

If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	<u>Travel</u> <ul style="list-style-type: none"> <li>The two aforementioned internal consultation exercises indirectly identified the specific implications for employees with a disability. The implications for the gypsy travellers group has been inferred from other concerns raised during the consultation.</li> </ul> <u>Employee Benefits</u> <ul style="list-style-type: none"> <li>N/A as impacts identified are positive.</li> </ul>
--	--

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?

	Mitigating Steps	Timescale
<p>These should be included in any action plan at the back of this form.</p>	<ul style="list-style-type: none"> <li>• Negative impacts cannot be mitigated by introducing additional (and specially adapted) vehicles as that would more than offset the proposed savings.</li> <li>• <i>Accommodating exceptions within employment terms &amp; conditions would potentially lead to a pay differential across the same job cohort. This could lead to a legal challenge from those that are effectively paid less to do the same work.</i></li> </ul>	<p>N/A</p>

Stage 9: What steps can be taken to promote good relations between various groups?

<p>These should be included in the action plan.</p>	<p><u>Employee Benefits</u></p> <ul style="list-style-type: none"> <li>• HR&amp;OD will ensure that the language and images used in documents, publications, correspondence and other promotional material linked to the EB products is clear, inclusive and non-discriminatory.</li> </ul>
---	---

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

<p><u>Employee Benefits</u></p> <ul style="list-style-type: none"> <li>• The product providers, with the assistance of HR&amp;OD, will ensure that no employee will be placed at a disadvantage by requirements or conditions which have a disproportionately adverse effect.</li> </ul>
--

Stage 11: What equality monitoring arrangements will be put in place?

<p>These should be included in any action plan (for example customer satisfaction questionnaires).</p>	<p><u>Employee Benefits</u></p> <ul style="list-style-type: none"> <li>• As each product is implemented a review of take-up etc. will be undertaken and this process will include an EIA element.</li> </ul>
--	--

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	N/A	
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	N/A	
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen
	<i>The negative impacts can mitigated by incorporating specific exceptions into the relevant policies/procedures. However, this solution would potentially cause an equal pay issue so the impacts are not considered to be fully mitigated.</i>	

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.
<p><u>Travel</u></p> <ul style="list-style-type: none"> <li><i>HR&amp;OD can ensure that the exceptions incorporated into the relevant policies/procedures strike an appropriate balance between mitigating negative impacts and minimising the risk of an equal pay challenge.</i></li> </ul>

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Business Services – HR&OD	
	2) Title of Policy/Activity	HR&OD Budget Saving Proposal – Travel & Employee Benefits	
	3) <b>Authors:</b> I/We have completed the equality impact assessment for this policy/activity.	Name: Position: Travel & Benefits Officer Date: 14/12/15 Signature:	Name: Position: Date: Signature:
		Name: Position: Date: Signature:	Name: Position: Date: Signature:
	4) Consultation with Service Manager	Name: Date: 14/12/15	
	5) Authorisation by Director or Head of Service	Name: Position: Head of HR&OD Date:	Name: Position: Date:
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.	Date:	
	7) EIA author sends a copy of the finalised form to: eia@abdshire	Date:	
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:

