

## Integrated Impact Assessment (IIA)

### Stage 1 Scoping and Assessing for Relevance

#### Section 1 Details of the Proposal

<p><b>A. Title of Proposal:</b></p>	<p>Employee Travel and Mileage policy</p>
<p><b>B. What is it?</b></p>	<p>A new Policy/Strategy/Practice <input type="checkbox"/>  A revised Policy/Strategy/Practice X<input type="checkbox"/></p>
<p><b>C. Description of the proposal:</b>  (Set out a clear understanding of the purpose of the proposal being developed or reviewed (what are the aims, objectives and intended outcomes, including the context within which it will operate)</p>	<p>This policy sets out the procedure to be followed before employees plan travel for business purposes, the manner in which that travel should be undertaken and the procedure for reclaiming travel costs.</p> <p>This policy is designed to ensure that business travel is only undertaken by employees when necessary, that any such travel is by the most economically efficient means possible and that carbon emissions are reduced for such journeys.</p> <p>It also clarifies what costs can be claimed by employees, providing a number of examples.</p>
<p><b>D. Service Area:</b>  <b>Department:</b></p>	<p>People Performance &amp; Change  Human Resources</p>

<b>E. Lead Officer:</b> (Name and job title)	Iain Davidson Employee Relations Manager
<b>F. Other Officers/Partners involved:</b> (List names, job titles and organisations)	Gary Alexander – HRSS Business Partner Jackie Kinmond - HRSS Team Leader
<b>G. Date(s) IIA completed:</b>	07/07/2023

## Section 2 Will there be any impacts as a result of the relationship between this proposal and other policies?

<b>Yes</b>
<p><b>If yes, - please state here:</b></p> <ul style="list-style-type: none"> <li>• E-Car Club Pool Car SBC Policies and Guidance</li> <li>• Equality, Diversity and Human Rights</li> <li>• Reasonable Adjustments Policy (disability)</li> <li>• Disciplinary Procedure</li> </ul>

## Section 3 Legislative Requirements

<b>3.1 Relevance to the Equality Duty:</b>
<b>Do you believe your proposal has any relevance under the Equality Act 2010?</b>
<b>Yes</b>

*(If you believe that your proposal may have some relevance – however small please indicate yes. If there is no effect, please enter “No” and go to Section 3.2.)*

Equality Duty	Reasoning:
<b>A. Elimination of discrimination (both direct &amp; indirect), victimisation and harassment.</b> <i>(Will the proposal discriminate? Or help eliminate discrimination?)</i>	The policy assists in the elimination of discrimination by setting standard rules for all employees, in particular in travel expenses claims. While there is a standard process to follow when deciding if and then how to travel the policy recognises that there may require to be adjustments for people with a disability.
<b>B. Promotion of equality of opportunity?</b> <i>(Will your proposal help or hinder the Council with this)</i>	The pool car scheme, which is referenced in this policy, assists in providing equality of opportunity by providing access to vehicles for those without their own vehicle.
<b>C. Foster good relations?</b> <i>(Will your proposal help to foster or encourage good relations between those who have different equality characteristics?)</i>	While not directly relevant to this part of the Equality Duty. The Policy and its associated procedures applies equally to all employees. This will ultimately assist with the fostering of good relations as no group has an advantage over another.

**3.2 Which groups of people do you think will be or potentially could be, impacted by the implementation of this proposal?  
(You should consider employees, clients, customers / service users, and any other relevant groups)**

Please tick below as appropriate, outlining any potential impacts on the undernoted equality groups this proposal may have and how you know this.

	Impact			Please explain the potential impacts and how you know this
	No Impact	Positive Impact	Negative Impact	
<b>Age</b> Older or younger people or a specific age grouping	X			There is no direct impact on this group.

<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		X		<b>While providing a standard process, the policy provides for particular arrangements to be made if required for those with a disability, specifically around whether travel is necessary and if so the method of travel.</b>
<b>Gender Reassignment/ Gender Identity</b> anybody whose gender identity or gender expression is different to the sex assigned to them at birth	X			<b>There is no direct impact on this group.</b>
<b>Marriage or Civil Partnership</b> people who are married or in a civil partnership	X			<b>There is no direct impact on this group.</b>
<b>Pregnancy and Maternity</b> (refers to the period after the birth, and is linked to <b>maternity</b> leave in the employment context. In the non-work context, <b>protection</b> against <b>maternity</b> discrimination is for 26 weeks after giving birth),		X		<b>Similar provisions apply to pregnant employees as to those with a disability.</b>
<b>Race Groups:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)				<b>There is no direct impact on this group.</b>
<b>Religion or Belief:</b> different beliefs, customs (including atheists and those with no aligned belief)				<b>There is no direct impact on this group.</b>
<b>Sex</b> women and men (girls and boys)				<b>There is no direct impact on this group.</b>
<b>Sexual Orientation</b> , e.g. Lesbian, Gay, Bisexual, Heterosexual				<b>There is no direct impact on this group.</b>

### 3.3 Fairer Scotland Duty

This duty places a legal responsibility on Scottish Borders Council (SBC) to actively consider (give due regard) to how we can reduce inequalities of outcome caused by socioeconomic disadvantage when making strategic decisions.

The duty is set at a strategic level - these are the key, high level decisions that SBC will take. This would normally include strategy documents, decisions about setting priorities, allocating resources and commissioning services.

#### Is the proposal strategic?

Yes

**If No go to Section 4**

**If yes, please indicate any potential impact on the undernoted groups this proposal may have and how you know this:**

	Impact			State here how you know this
	No Impact	Positive Impact	Negative Impact	
<b>Low and/or No Wealth</b> – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future.		X		The pool car scheme, which is referenced in this policy, assists in providing equality of opportunity by providing access to vehicles for those without their own vehicle. Those with low/ no wealth are more likely to be in this group.
<b>Material Deprivation</b> – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies		X		The same applies as to those with low and/ or no wealth.

<b>Area Deprivation</b> – where you live (e.g. rural areas), where you work (e.g. accessibility of transport)		X		The pool car scheme provides access to transport in areas where there may not be alternatives.
<b>Socio-economic Background</b> – social class i.e. parents' education, employment and income	X			There is no direct impact on this group.
<b>Looked after and accommodated children and young people</b>	X			There is no direct impact on this group.
<b>Carers</b> paid and unpaid including family members	X			There is no direct impact on this group.
<b>Homelessness</b>	X			There is no direct impact on this group.
<b>Addictions and substance use</b>	X			There is no direct impact on this group.
<b>Those involved within the criminal justice system</b>	X			There is no direct impact on this group.

### **3.4 Armed Forces Covenant Duty (*Education and Housing/ Homelessness proposals only*)**

This duty places a legal responsibility on Scottish Borders Council (SBC) to actively consider (give due regard) to the three matters listed below in Education and Housing/ Homelessness matters.

This relates to current and former armed forces personnel (regular or reserve) and their families.

**Is the Armed Forces Covenant Duty applicable?**

**Yes**

If "Yes", please complete below	
<b>Covenant Duty</b>	<b>How this has been considered and any specific provision made:</b>
<b>The unique obligations of, and sacrifices made by, the armed forces;</b>	
<b>The principle that it is desirable to remove disadvantages arising for Service people from membership, or former membership, of the armed forces;</b>	
<b>The principle that special provision for Service people may be justified by the effects on such people of membership, or former membership, of the armed forces.</b>	

#### **Section 4 Full Integrated Impact Assessment Required**

*Select No if you have answered "No" to all of Sections 3.1 – 3.3.*

**No** *(please delete as applicable)*

If yes, please proceed to Stage 2 and complete a full Integrated Impact Assessment

**If a full impact assessment is not required briefly explain why there are no effects and provide justification for the decision.**


This Policy sets out the procedure to be followed before employees plan travel for business purposes, the manner in which that travel should be undertaken and the procedure for reclaiming expenses or mileage costs.

This policy is designed to ensure that business travel is only undertaken by employees when necessary, that any such travel is by the most economically efficient means possible and that carbon emissions are reduced for such journeys.

The review has ensured that the Policy and its associated procedure remains relevant and fit for purpose.

In accordance with the Council's HR Policy Review Programme or as required by legislative requirements this Policy will be reviewed at least every two years in order to ensure that it continues to meet SBC requirements.

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<b>Signed by Lead Officer:</b>	<b>Iain Davidson</b>
<b>Designation:</b>	<b>Employee Relations Manager</b>
<b>Date:</b>	<b>18/07/2023</b>
<b>Counter Signature Director:</b>	
<b>Date:</b>	<b>20/07/2023</b>