

Equality Impact Assessment

3.1	Title of Proposal:	Employee Travel and Mileage Policy
3.2	Service Area: Department:	Human Resources
3.3	Description:	<p>The aim of the new employee travel and mileage policy is to reduce the number of journeys undertaken by employees in the course of their employment.</p> <p>This will reduce financial costs and carbon emissions from such journeys.</p> <p>Where journeys are necessary they are to be undertaken in the most economically efficient manner.</p>

3.4	Impact Assessment					
	Equality Characteristic	Impact			Description	Mitigation & Recommendations
		No Impact	Positive Impact	Negative Impact		
	Age (Older or younger people or a specific age grouping)		X		The emphasis on avoiding travel save where necessary will benefit younger or older employees who may not drive and/ or have access to a private vehicle.	
	Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring			X	<p>There is a positive impact in the focus on avoiding travel, as with younger/ older employees.</p> <p>There is a potential negative impact in that the emphasis on the most economically advantageous means of travel may mean that employees with a disability are asked to travel by means other than their own vehicle, which may exacerbate the effect of disability.</p> <p>Employees' vehicles may also have adaptations to mitigate the effects of disability.</p>	There is an exception in the policy which requires consideration to be given to special arrangements for those with a disability.
Gender (Males, Females, Transgender or Transsexual people)	X					
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and	X					

asylum seekers)					
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	X				
Pregnancy and Maternity (refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth),			X	There is a potential negative impact in that the emphasis on the most economically advantageous means of travel may mean that employees who are pregnant are asked to travel by means which are not the most appropriate.	There is an exception in the policy which requires consideration to be given to the circumstances of employees who are pregnant.
Sexual Orientation , e.g. Lesbian, Gay, Bisexual, Heterosexual	X				
Carers (those who have caring responsibilities for someone with an equality Characteristic)	X				
Poverty (people who are on a low income		X		The emphasis on avoiding travel save where necessary will benefit employees who may not drive and/ or have access to a private vehicle.	

	including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)					
	Employees (those employed by the Council including full time, part time and temporary)		X		The policy applies to all employees.	

3.5	Relevance to the Equality Duty in Summary:	
	What impact will your proposal have on the following :	
	Equality Duty	Reasoning:
	Elimination of discrimination (both direct & indirect), victimisation and harassment.	The benefits to those without the ability to drive or access to a private vehicle will assist in eliminating discrimination.
	Promotion of equality of opportunity?	The benefits to those without the ability to drive or access to a private vehicle will assist in promoting equality of opportunity.
Foster good relations?	As above, the proposals will help foster good relationships with older and younger employees, and employees and potential employees with lower disposable income.	

3.6	Recommendations & Mitigation		
	Please summaries all recommendations and mitigations for approval by the decision makers who will approve your proposal		
	Characteristic	Mitigation/Recommendation	Approved Yes/No
	Disability	Specific consideration to be given to the circumstances of employees with a disability which may result in a relaxation of the terms of the policy.	Yes
Pregnancy and Maternity	Specific consideration to be given to the circumstances of pregnant employees which may result in a relaxation of the terms of the policy.	Yes	

Signed Off			
Name:	Clair Hepburn	Directorate:	Chief Executive
Post:	Chief Officer Human Resources	Date:	15 th December 2016

EIA Completed By			
Name	Iain Davidson	Service Area.	Human Resources
Post	Employee Relations Manager	Date	12 th December 2016