

## Integrated Impact Assessment (IIA)

### Part 1 Scoping

#### 1 Details of the Proposal

<b>Title of Proposal:</b>	Employee Travel and Mileage policy
<b>What is it?</b>	A new Policy/Strategy/Practice <input type="checkbox"/> A revised Policy/Strategy/Practice <input checked="" type="checkbox"/>
<b>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)).	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.
<b>Service Area:</b> <b>Department:</b>	Human Resources
<b>Lead Officer:</b> (Name and job title)	Iain Davidson Employee Relations Manager
<b>Other Officers/Partners involved:</b> (List names, job titles and organisations)	Simone Doyle Equality & Diversity Officer Human Resources Gary Alexander – HRSS Business Partner Jackie Kinmond – HRSS Specialist

<b>Date(s) IIA completed:</b>	25 <sup>th</sup> January 2022

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

<b>Yes</b>	<input checked="" type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<p>The following Policies are also particularly relevant to this policy :</p> <ul style="list-style-type: none"> <li>• Discipline</li> <li>• E-Car Club Pool Car SBC Policies and Guidance</li> <li>• Equality, Diversity and Human Rights</li> <li>• Reasonable Adjustments Policy (disability)</li> </ul>			

### 3 Legislative Requirements

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

<b>Equality Duty</b>	<b>Reasoning:</b>
<b>Elimination of discrimination (both direct &amp; indirect), victimisation and harassment.</b> <i>(Will the proposal discriminate? Or help eliminate discrimination?)</i>	The benefits to those without the ability to drive or access to a private vehicle will assist in eliminating discrimination.
<b>Promotion of equality of opportunity?</b> <i>(Will your proposal help or hinder the Council with this)</i>	The benefits to those without the ability to drive or access to a private vehicle will assist in promoting equality of opportunity.
<b>Foster good relations?</b> <i>(Will your proposal help or hinder the council s relationships with those who have 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.

<b>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)</b>				
Please tick below as appropriate, outlining any potential impacts on the undernoted equality groups, this proposal may have and how you know this.				
	<b>Impact</b>			<b>Please explain the potential impacts and how you know this</b>
	<b>No Impact</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	
<b>All protected characteristics including:</b> Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Maternity/Pregnancy, Race, Religion and Belief, Sex and Sexual Orientation		X		To avoid repetition all of the protected characteristics are considered in this response.  This Policy is relevant to all employees of SBC irrespective of length of service or status.

				<p>The Policy has a positive impact for all employees. Within the policy there is reference to the equality of opportunity and it makes specific reference and considerations for employees who have a disability or may be pregnant.</p> <p>The emphasis on avoiding travel save where necessary will benefit employees who may not drive and/ or have access to a private vehicle due to low income/wealth.</p> <p>Employees who are able to drive but do not have access to a private cars are able to use Council pool cars.</p> <p>There is no likelihood that this Policy will affect people who share protected characteristics differently from other people. It applies equally to all employees with no group having an advantage over another.</p> <p>The documentation used is accessible and in clear and plain English. Furthermore adherence to the policy and the procedure will assist with the promotion of equality of opportunity</p>
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### 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.



<b>Carers</b> paid and unpaid including family members				
<b>Homelessness</b>				
<b>Addictions and substance use</b>				
<b>Those involved within the criminal justice system</b>				

#### 4 Full Integrated Impact Assessment Required

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

Yes                                            No                                      X

**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.

<b>Signed by Lead Officer:</b>	Iain Davidson
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<b>Designation:</b>	Employee Relations Manager
<b>Date:</b>	25/01/2022
<b>Counter Signature Director</b>	Clair Hepburn
<b>Date:</b>	26/01/2022