

1. Equality Impact Analysis	
Policy / Project / Function:	Travel and Expenses Policy HaRD 012
Date of Analysis:	03 February 2014
This Equality Impact Analysis was completed by: (Name and Department)	Christine Brown Workforce Service
What are the aims and intended effects of this policy, project or function?	The purpose of this policy is to provide : <ul style="list-style-type: none"> • A structured framework to claiming travel expenses • Practical guidance to staff and managers on process and procedure • To ensure that travel expenses are claimed in a consistent, accurate and timely way. • Guidance on mileage allowance
Please list any other policies that are related to or referred to as part of this analysis?	<ul style="list-style-type: none"> • Disciplinary Policy • Agenda for Change Handbook • Excess Mileage Policy • Recruitment and Selection Policy
Who does the policy, project or function affect ? Please Tick ✓	Employees <input checked="" type="checkbox"/> Service Users <input type="checkbox"/> Members of the Public <input type="checkbox"/> Other (List Below) - interview applicants

2. Equality Impact Analysis: Screening

	Could this policy have a positive impact on...		Could this policy have a negative impact on...		Is there any evidence which already exists from previous (e.g., from previous engagement) to evidence this impact
	Yes	No	Yes	No	
Race	<input type="checkbox"/>	✓		✓	Considered – no impact
Age	<input type="checkbox"/>	✓		✓	Considered – no impact
Sexual Orientation	<input type="checkbox"/>	✓		✓	Considered – no impact
Disabled People	<input type="checkbox"/>	✓	✓		<u>Negative Impact</u> The policy does not acknowledge the specific needs of disabled employees. This may have a potential negative impact - see action plan.
Gender	<input type="checkbox"/>	✓		✓	Considered – no impact
Transgender People	<input type="checkbox"/>	✓		✓	Considered – no impact
Pregnancy and Maternity	<input type="checkbox"/>	✓		✓	Considered – no impact
Marital Status	<input type="checkbox"/>	✓		✓	Considered – no impact
Religion and Belief	<input type="checkbox"/>	✓		✓	Considered – no impact
Reasoning					

If there is no positive or negative impact on any of the Nine Protected Characteristics go to Section 7

3. Equality Impact Analysis: Local Profile Data

Local Profile/Demography of the Groups affected as at April 2014	
General	Total number of employees in the CCG is 23
Age	69.57% are aged 30-55. 26.08% of staff are over 55. 4.35% of staff employed are under 30.
Race	86.95% staff employed in the CCG are white. 4.35% staff are black. 4.35% staff are mixed. 4.35% of staff have are not stated / undefined their ethnicity.
Sex	56.5% staff employed are male. 43.5% staff employed are female.
Gender reassignment	No information at this stage.
Disability	86.96% of staff employed declared themselves as having no disability. 13.04% did not declare / undefined. No staff have declared a disability.
Sexual Orientation	78.26% of staff described themselves as heterosexual. 21.74% did not wish to respond /undefined.
Religion, faith and belief	Christianity is the largest religious group declared by staff in the CCG (39.13%). 30.43% declared themselves Atheist. 26.09% were undefined or did not wish to declare. 4.35% of staff have other beliefs / religious beliefs.
Marriage and civil partnership	78.26% of employees are married. No employees are in a civil partnership. The remainder (21.74%) are single / divorced / legally separated or widowed.
Pregnancy and maternity	No information yet as the CCG has not been established long enough to build meaningful data.

4. Equality Impact Analysis: Equality Data Available

<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as '<i>Equality Groups</i>'.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1. Application success rates <i>Equality Groups</i> 2. Complaints by <i>Equality Groups</i> 3. Service usage and withdrawal of services by <i>Equality Groups</i> 4. Grievances or decisions upheld and dismissed by <i>Equality Groups</i> 5. <i>Previous EIAs</i> 	<p>Yes <input checked="" type="checkbox"/> employee data</p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document).</p>
<p>List any Consultation e.g., with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</p>	<p>Consultation has taken place both locally and nationally with Trade Unions and staff.</p>
<p>Promoting Inclusivity How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation</p>	<p>This Policy does not promote inclusivity but provides a framework to pay travel expenses.</p>

5. Equality Impact Analysis: Assessment Test

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic :	No Impact :	Positive Impact :	Negative Impact :	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
Gender (Men and Women)	✓			Considered – no impact.
Race (All Racial Groups)	✓			Considered – no impact.
Disability (Mental and Physical)			✓	<u>Negative Impact</u> - The policy does not acknowledge the specific needs of disabled employees. This may have a potential negative impact. - see action plan.
Religion or Belief	✓			Considered – no impact.
Sexual Orientation (Heterosexual, Homosexual and Bisexual)	✓			Considered – no impact.

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic :	No Impact :	Positive Impact :	Negative Impact :	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
Pregnancy and Maternity	✓			Considered – no impact.
Transgender	✓			Considered – no impact.
Marital Status	✓			Considered – no impact.
Age	✓			Considered – no impact.

6. Action Planning

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Identified Risk :	Recommended Actions :	Responsible Lead :	Completion Date :	Review Date :
The policy does not acknowledge the specific needs of disabled employees.	<p>Managers will be expected to consider and discuss any request for a reasonable adjustment to allow an employee with protected characteristics to be treated in a non-discriminatory way as a result of the application of this policy.</p> <p>The policy has been amended to include this requirement.</p>			

7. Equality Impact Analysis Findings

Analysis Rating:	<input type="checkbox"/> Red	<input type="checkbox"/> Red/Amber	<input type="checkbox"/> Amber	<input checked="" type="checkbox"/> Green
-------------------------	------------------------------	------------------------------------	--------------------------------	---

		Actions	Wording for Policy / Project / Function
<p>Red</p> <p>Stop and remove the policy</p>	<p>Red: As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i>. It is recommended that the use of the policy be suspended until further work or analysis is performed.</p>	<p>Remove the policy</p> <p>Complete the action plan above to identify the areas of discrimination and the work or actions which needs to be carried out to minimise the risk of discrimination.</p>	<p>No wording needed as policy is being removed</p>
<p>Red Amber</p> <p>Continue the policy</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i>. However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken.</p>	<p>The policy can be published with the EIA</p> <p>List the justification of the discrimination and source the evidence (i.e. clinical need as advised by NICE).</p> <p>Consider if there are any potential actions which would reduce the risk of discrimination.</p> <p>Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i>. However, a genuine determining reason exists which justifies the use of this policy and further professional advice.</p> <p><i>[Insert what the discrimination is and the justification of the discrimination plus any actions which could help what reduce the risk]</i></p>

Equality Impact Findings (continued):

		Actions	Wording for Policy / Project / Function
<p>Amber</p> <p>Adjust the Policy</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p>	<p>The policy can be published with the EIA</p> <p>The policy can still be published but the Action Plan must be monitored to ensure that work is being carried out to remove or reduce the discrimination.</p> <p>Any changes identified and made to the service/policy/ strategy etc. should be included in the policy.</p> <p>Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p> <p><i>[Insert what the discrimination is and what work will be carried out to reduce/eliminate the risk]</i></p>
<p>Green</p> <p>No major change</p>	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>	<p>The policy can be published with the EIA</p> <p>Another EIA must be completed if the policy is changed, reviewed or if any discrimination is identified at a later date</p>	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>

Brief Summary / Further comments	
---	--

Approved By :		
Job Title :	Name :	Date :