

HUMAN RESOURCES

EQUALITY IMPACT ASSESSMENT AND ANALYSIS (EqIAA)

INTRODUCTORY INFORMATION

Name of Function under consideration:	Driving on council business policy
Date(s) of completing the EqIAA:	27 July 2012
Name and job title(s) of person(s) completing the EqIAA:	Emma Ford, HR Advisor – Engagement & Equalities

SECTION 1 – IMPACT AND ANALYSIS

1. Considering all aspects of this Function, state what issues have an impact on equalities and why.

Council employees should wherever possible minimise the number of journeys undertaken on Council business. However there will be situations where there is no alternative but to make a car journey. It is recognised that this may not be a 'green' option and so may be contrary to some of the principles of the council's values. Therefore employees driving for the council should always consider how they can minimise the environmental impact of using a vehicle.

This **revised** policy relates to all employees authorised to use a private car on business, or those driving a council provided vehicle. A supporting guide and annexes are available which provide further details on aspects of this policy and therefore should be referred to in conjunction with it. Documents should be issued to employees as required.

Considering all aspects of this Function, the accessibility of the document is critical to ensuring that there is no equalities impact. The principles of the RNIB's Clear Print guidelines will be adopted to produce the policy, supporting guide and annexes in an accessible format, i.e. font type and size, contrasting colours, a clear layout, and numbered sections. The document is available on the MyHR intranet site and in paper format.

The policy states that mileage claims will be capped at 200 miles and that journeys over 200 miles are only to be undertaken in a hire car. This may impact negatively on disabled people who have no other option but to use their own car.

The council's pool cars are all the same make and model and which could impact on some disabled people e.g. the seats could be too low, no automatic cars.

The policy can be provided in different formats, e.g. audiotape, large print etc, by contacting the HR Employee Relations Team on EmployeeRelations@southglos.gov.uk or 01454 868948.

2. What data does the council have internally that links to this Function and what does it tell us about equalities impact?

Data collected by the Automated Vehicle Location System will be used only for the purpose for which it was collected. Personal data will be protected in accordance with the Data Protection Act. Therefore, this data will not give any evidence about equalities impact.

Data is collected on mileage claims and the use of pool and hire cars but this is unlikely to give any evidence of equalities impact.

Staff feedback in the staff survey, the Eureka suggestion scheme and leavers questionnaires that relate to driving on council business may tell us about equalities impact of the policy.

3. Where appropriate, what consultation has been conducted in relation to this Function and what evidence has this provided about equalities impact?

Consultation was undertaken during the revision of this policy with HR Managers and Trade Unions on 16 May 2012. The subsequent revised version of the policy was presented to Trade Unions on 4 July 2012. Revisions were made to ensure personal information was managed in accordance with the Data Protection Act – this will help to ensure that there is no negative equalities impact.

The revisions, which have seen the introduction of Automated Vehicle Location Systems, primarily impact on staff working in the Streetcare Department. Streetcare employees were informed about this change and invited to comment.

The consultation supported the view to increase the mileage cap from 115 to 200 miles in recognition that for some groups using their own car is by far the most practical or possible option. The policy could go farther to explain that disabled employees whose only option is to use their own car on council business can claim over the 200 mileage cap. In practice, this already happens but it has not been made explicit in the policy.

4. What relevant external research (data, reports, expert opinion, legislation etc.) has been considered and what evidence has this provided about equalities impact?

DirectGov
HRMC advice and guidance
In house expertise from Transport manager/team
Advice re Tax implications from Exchequer Services/Inland Revenue
CIPD

5. Any other relevant notes?

None.

SECTION 2 – OUTCOMES

6. The evidence that has been collected under Section 1 of this form will need to feed into the decision making process regarding any changes to be implemented before any final decisions are taken. There are four possible outcomes of this EqIAA – indicate which outcome below with the reasons and justification for this.

Outcome	Response	Reason(s) and Justification
Outcome 1: No major change required.	<input type="checkbox"/>	
Outcome 2: Adjustments to remove barriers or to better promote equality have been identified.	<input checked="" type="checkbox"/>	Need to amend eligibility so that 200 mileage cap does not apply to disabled employees who can only use their own car.
Outcome 3: Continue despite having identified potential for adverse impact or missed opportunities to promote equality.	<input type="checkbox"/>	
Outcome 4: Stop and rethink.	<input type="checkbox"/>	

7. List the actions you will take as a result of this EqIAA.

Include statement in eligibility section of the policy to explain that disabled employees who can only use their own car can claim over and above the mileage cap.

SECTION 3 – EqIAA EVIDENCE

8. List and attach the evidence you have which shows how you have systematically considered equality impact.

Minutes from Trade Union Representatives/HR Managers Meeting –16 May 2012
 Minutes from Trade Union Representatives/HR Managers Meeting – 4 July 2012