

EQUALITY IMPACT ASSESSMENT TEMPLATE
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Section 1: Details of the Policy/Practice
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Department/Team responsible for the policy:	Organisational Development		
Name of Policy or Practice being assessed:	Business Travel and Subsistence Policy		
Purpose and anticipated outcomes of the policy:	<p>The Business Travel & Subsistence Policy summarises the Care Inspectorate's approach to employees making claims and managers approving them. The policy works within clear parameters based on the following:</p> <ul style="list-style-type: none"> • The annual rates set by Her Majesty's Revenue & Customs (HMRC). This approach is required within the public sector to protect public interests, through ensuring propriety in the use of public funds. • The collaborative contract with Redfern which the Scottish Government has put in place for overnight stays. This approach saves employees time on sourcing travel and provides best value to the public sector organisations' involved. • 		
Is this a new or existing policy?	New	X (revised)	Existing
List of participants in Equality Impact Assessment Process:	Kirstine Rankin- Senior OD Adviser Jacqui Duncan – OD Adviser Heather Moonlight- OD Assistant		
Date assessment started:	14/10/16	Completion Date:	

<p>Please indicate who is likely to be affected by the policy:</p> <p>For example Care service providers/users, men, women, young people, people with disabilities</p>	<p>Care Inspectorate employees from and across all the protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion/belief, sex and sexual orientation).</p>
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Section 2: Collecting Information
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What evidence is available about the needs of relevant groups? Please consider Demographic data, including Census information, Research, Consultation and survey reports, Service user feedback and complaints, Case law, Officer/adviser knowledge & experience

Details	Source of Evidence
<p>Recent employee equality monitoring reports indicate the following:</p> <ul style="list-style-type: none"> • 611 Employees • 81% are female • 76% are aged between 40-59 years • 1.3% have a disability • 34.9% are married or in a civil partnership • 1% are of Black or Minority Ethnic (BME) Ethnicity • 19.5% say they have no religion or belief • 2.2% are Lesbian, Gay or Bisexual 	<p>Employee Information - Equality Outcomes and Monitoring Report, Care Inspectorate, April 2015.</p>
<p>A range of information was examined including the Scottish Government Equality Evidence Finder</p>	<p>http://www.gov.scot/Topics/People/Equality/Equalities/DataGrid</p>

From your research above have you identified any gaps in evidence? If so what are the gaps?

We will continue with our policy monitoring approach.

If any employee requires specific support and assistance due to them having a protected characteristic under the Equality Act 2010 this will be fully considered and any wider costs incurred as a result of the employee carrying out their specific role will be reimbursed appropriately.

As appropriate please describe the consultation/engagement undertaken including details of the groups involved and the methods used.

This policy has been discussed at two separate Policy Review Group meetings (the membership changed) which meant that we could consult with a wider group of colleagues.

Are there any other groups to be consulted?

Not at this time.

Section 3: Impacts

Has the research and consultation identified any potential for impacts on the following groups:

Protected Characteristic	Yes	No	Please explain
Age (Older people, children and		x	The research and consultation has not

young people)			identified any potential for impacts on this protected group at this stage.
Disability	x		We will be as flexible and reasonable as we can be in supporting requests. In the case of an employee who has a disability or health issue which impacts on their ability to travel the method of travel will relate to what is practical for the individual rather than just cost. We will also do a risk assessment where appropriate.
Gender Reassignment (Where a person is living as the opposite gender to their birth)		x	The research and consultation has not identified any potential for impacts on this protected group at this stage.
Pregnancy and Maternity	x		Similarly to disability, we will be as flexible and reasonable as we can be in supporting requests. In the case of an employee who is pregnant which impacts on their ability to travel the method of travel will relate to what is practical for the individual rather than just cost. We will also do a risk assessment where appropriate.
Race, ethnicity, colour, nationality or national origins (including Gypsy/Travellers, refugees, asylum seekers)		x	The research and consultation has not identified any potential for impacts on this protected group at this stage.
Religion or belief (including non-belief)		x	The research and consultation has not identified any potential for impacts on this protected group at this stage.
Sex/Gender	x		Potentially, there could be a risk to a female employee working alone at night in an unfamiliar location. We understand flexibility is required and in these situations it needs to be the most realistic, safest and cheapest option e.g. it might be appropriate to use taxi's to ensure that the employee is placed at risk by walking alone.
Sexual Orientation		x	The research and consultation has not identified any potential for impacts on this protected group at this stage.

Is there any evidence that the policy may:

	Yes	No	No Evidence
Result in less favourable treatment for particular groups?		x	

Give rise to direct or indirect discrimination?		X	
Give rise to unlawful harassment or victimisation?		X	

If yes to any of the above, please give details:
N/A
How will the policy be modified to mitigate this?
N/A

Section 4: Meeting our General Equality Duty

The following sections must be completed:

Which aspects of the policy seek to eliminate unlawful discrimination, harassment and victimisation?
The policy covers all employees across the organisation and aims to treat everyone fairly regardless of protected characteristic. It seeks to ensure that there are no barriers to anyone accessing and making use of the policy and related procedures. Support measures have been put in place throughout the policy to ensure that no one receives unfair treatment due to their protected characteristic – this includes support from the OD Team.

Which aspects of the policy seek to advance equality of opportunity between people which share a relevant protected characteristic and those who do not?
Support measures have been put in place throughout the policy to assist in advancing equality including support from the OD Team.

Which aspects of the policy seek to foster good relations between people who share a protected characteristic and those who do not?
The purpose and intended outcomes of the policy do not seek to foster good relations between and across protected groups. However, the organisation has a range of other policies, projects and actions to help bring people together – e.g. Equality Training, Involvement Strategy, Equality Outcomes and Mainstreaming Report.

Section 5: Outcome of Assessment

Please detail the outcome of the assessment:

No major change	X
Adjust the policy	
Continue the policy	
Stop and remove the policy	

Please detail recommendations, including any action required to address any negative impacts identified:

N/A

Section 6: Monitoring

Describe how you will monitor the impact of this policy e.g. performance indicators used, other monitoring arrangements, who will monitor progress, criteria used to measure achievement of outcomes:

The OD will team will monitor queries coming into the OD Enquiries mailbox around business travel and subsistence and will flag up any potential equalities issues to the Head of OD. An agreed course of action will follow.

When and how is the policy or practice due to be reviewed?

- The Business Travel and Subsistence Policy will be formally reviewed every 3 years- we will consult with our equalities and engagement adviser, managers and trade union representatives) and consult with our Executive Team, Resources Committee (which includes members of our Board) and Partnership Forum.
- We have a policy monitoring programme that means we review all our policies on an annual basis.
- The policy will be reviewed on an on-going basis e.g. if we receive intelligence from OD Enquiries/feedback from colleagues/particular case/ legislation/case law that would call for an earlier review of the policy.

Section 7: Sign Off

Date sent to Involvement and Equalities Team:	
Comments from Involvement and Equalities Team	
Date signed off by Involvement and Equalities Team	

Please insert name and title of the Senior Manager who has signed off this Equality Impact Assessment:

Name	Janice Gibson
Title	Head of Organisational and Workforce Development
Date approved	April 2017