

Scottish Borders Council

Equality Impact Assessment

3.1	Title of Proposal:	Disturbance Allowance for travel to work and business mileage claims				
3.2	Service Area: Department:	Human Resources				
3.3	Description:	<p>The purpose of this policy is to contribute towards extra travel costs incurred by employees who are moved by the Scottish Borders Council (SBC) to another workplace, benefiting employees by providing financial help which contributes towards the cost of travelling additional miles for a new workplace.</p> <p>The policy also informs of claiming normal business mileage/expenses for all required journeys made in the course of duties between work locations for those in receipt of disturbance allowance.</p> <p>In both instances payments made will be in accordance with Inland Revenue regulations.</p>				
3.4	Impact Assessment					
Equality Characteristic		Impact			Description	Mitigation & Recommendations
		No Impact	Positive Impact	Negative Impact		
All characteristics including Age Disability Gender Race Religion/Belief		X			This policy is intended to ensure fair treatment for all employees of SBC regardless of their protected characteristic who may experience the need to apply for disturbance allowance or submit expense claims for business mileage made for all required journeys made in the course of duties between work locations. It is therefore envisaged that the impacts are likely to be positive.	

	Pregnancy and Maternity Sexual Orientation, and associated themes Carers Poverty and Employees				<p>However, we do not currently collect data specifically regarding employees in receipt of disturbance allowance.</p> <p>Furthermore this Policy is not relevant to the General Equality Duty, namely the advancement of equality, elimination of discrimination and promoting good relations. There is no likelihood that this policy will affect people who share protected characteristics differently from other people. The eligibility criteria which is used in the policy is objective and the entitlement limits are fixed. The documentation used is accessible and in clear and plain English. Therefore a full assessment is not required.</p> <p>However, in order to assess the effectiveness of this policy, SBC will monitor equality data relating to complaints/grievances raised about the application of this Policy.</p>
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3.5	Recommendations & Mitigation		
	Characteristic	Mitigation/Recommendation	Approved Yes/No
	General	Formulate systems to gather, monitor and analyse equality data relating to complaints/grievances raised about the application of this Policy.	
		Amend policy to include: <ul style="list-style-type: none"> • accessible format strapline and version control matrix • scope – who the policy is applicable to. • Relevance of Disturbance Allowance Arrangements paragraph to be established. 	
		The outcomes of this Policy will be reviewed at least every two years. If any trends emerge these will be analysed and appropriate steps taken, potentially including a full review of the policy.	

Signed Off (Sign off <u>must</u> be completed by Service Manager or Director)			
Name:	Clair Hepburn	Directorate:	Chief Executives
Post:	Chief Office Human Resources	Date:	02/02/2017

EIA Completed By			
Name	Iain Davidson	Service Area.	Chief Executive - Human Resources
Post	Employee Relations Manager	Date	25th January 2017
Name	Simone Doyle	Service Area	Chief Executive - Human Resources
Post	Equality & Diversity Officer (HR)	Date	25 th January 2017
Name	Dee Maclean	Service Area	Chief Executive - Human Resources
Post	HR Business Partner	Date	25 th January 2017