

# Scottish Borders Council

## Equality Impact Assessment

3.1	<b>Title of Proposal:</b>	Emergency Situations – HR Guidance/procedure for staff experiencing difficulty in travelling to work.
3.2	<b>Service Area:</b> <b>Department:</b>	Human Resources
3.3	<b>Description:</b>	<p>The guidelines defines a major emergency as:  <i>“Circumstances involving a serious disruption of life arising with little or no warning, causing or threatening death or injury to numbers of people, or extensive damage to property, or contamination of the environment, on a scale which is in excess of the capacity of the public services operating under normal conditions and requiring the special mobilisation, organisation and co-ordination of those services.”</i></p> <p>The purpose of these guidelines are to inform employees of the procedure when experiencing difficulty in travelling to work because of an emergency situation defined as above.</p> <p>The guidelines also discuss office/school closures and early finishes for employees and informs of the scheme of payment during such an emergency. Additionally the guidelines makes reference to employee wellbeing recognising that employees may need additional support during an emergency and for some time after the event.</p> <p>The guidelines apply to all employees.</p>
3.4	<b>Impact Assessment</b>  <b>Note:</b>	<p>This Policy is not relevant to the General Equality Duty, namely the advancement of equality, elimination of discrimination and promoting good</p>

relations. There is no likelihood that this policy will affect people who share protected characteristics differently from other people. As stated in section 3.3 the purpose of the policy is to inform employees of the procedure when experiencing difficulty in travelling to work as well as defining a major emergency. Where payments for business mileage travel are made these are in accordance with Inland Revenue regulations. The guidelines are concise and accessible. Consequently for these reasons a full equality impact assessment is not required.

Equality Characteristic	Impact			Description	Mitigation & Recommendations
	No Impact	Positive Impact	Negative Impact		
All protected characteristics including Age, Disability, Gender, Race, Religion/Belief, Pregnancy/Maternity, Sexual Orientation, Gender Reassignment, and associated equality themes including Carers, Poverty and Employees.	X			As indicated above a full equality impact is not required. However, in line with 'SBC's House Style' the policy will be cosmetically refreshed and reviewed to ensure that it remains fit for purpose and reflects the correct designations for named officers within the Policy.	

3.5	<b>Recommendations &amp; Mitigation</b>		
Characteristic	Mitigation/Recommendation		Approved Yes/No
General	Amend policy to include: <ul style="list-style-type: none"> <li>• accessible format strapline and version control matrix</li> <li>• scope – state explicitly who the policy is applicable to</li> </ul> Establish whether claim forms will still be relevant given the introduction of Business World Establish if financial recompense reflects current HRMC rates/allowances		Yes

		Cross reference guidance on claiming normal business mileage/expenses with reviewed mileage policy.	<b>Yes</b>
		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.	<b>Yes</b>

<b>Signed Off (Sign off <u>must</u> be completed by Service Manager or Director)</b>			
Name:	Clair Hepburn	Directorate:	Chief Executive
Post:	Chief Officer Human Resources	Date:	07/02/17

<b>EIA Completed By</b>			
Name	Iain Davidson	Service Area	Chief Executive - Human Resources
Post	Employee Relations Manager	Date	1 <sup>st</sup> February 2017
Name	Simone Doyle	Service Area.	Chief Executive - Human Resources
Post	Equality & Diversity Officer (HR)	Date	1 <sup>st</sup> February 2017
Name	Dee Maclean	Service Area	Chief Executive - Human Resources
Post	HR Business Partner	Date	1 <sup>st</sup> February 2017