

## Integrated Impact Assessment (IIA)

### Part 1 Scoping

#### 1 Details of the Proposal

<p><b>Title of Proposal:</b></p>	<p><b>Disturbance Allowance for travel to work and business mileage claims</b></p>
<p><b>What is it?</b></p>	<p>A new Policy/Strategy/Practice <input type="checkbox"/>  A revised Policy/<del>Strategy/Practice</del> <input checked="" type="checkbox"/></p>
<p><b>Description of the proposal:</b></p>	<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 are in accordance with Inland Revenue regulations.</p> <p>The Policy has been reviewed to ensure that it remains relevant and fit for purpose. As well as small technical changes the refreshed Policy defines the Scope of the Policy and includes an accessible format strapline.</p>

<b>Service Area: Department:</b>	Human Resources
<b>Lead Officer:</b>	Iain Davidson Employee Relations Manager
<b>Other Officers/Partners involved:</b>	Ian Angus HR Shared Services Manager Simone Doyle Equalities & Diversity Officer (HR)
<b>Date(s) IIA completed:</b>	26 <sup>th</sup> November 2019

**2 Will there be any cumulative impacts as a result of the relationship between this proposal and other policies?**

Yes
<b>If yes, - please state here:</b> Employee Travel and Mileage Policy

**3 Legislative Requirements**

<b>3.1 Relevance to the Equality Duty:</b>
<b>Do you believe your proposal has any relevance under the Equality Act 2010?</b>

<b>Equality Duty</b>	<b>Reasoning:</b>
<b>Elimination of discrimination (both direct &amp; indirect), victimisation and harassment.</b>	This Policy is not directly relevant to the General Equality Duty.
<b>Foster good relations?</b>	
<b>Promotion of equality of opportunity?</b>	

<b>3.2 Which groups of people do you think will be or potentially could be, impacted by the implementation of this proposal? (You should consider employees, clients, customers / service users, and any other relevant groups)</b>				
Please tick below as appropriate, outlining any potential impacts on the undernoted equality groups this proposal may have and how you know this.				
	<b>Impact</b>			<b>Please explain the potential impacts and how you know this</b>
	<b>No Impact</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	
<b>All Protected Characteristics including:</b> Age, Disability, Gender, Pregnancy and Maternity, Race Groups, People with Religious or other Beliefs Sexual Orientation,	X			There is no likelihood that this policy will affect people who share protected characteristics differently from other people.

### 3.3 Fairer Scotland Duty

This duty places a legal responsibility on Scottish Borders Council (SBC) to actively consider (give due regard) to how we can reduce inequalities of outcome caused by socioeconomic disadvantage when making strategic decisions.

The duty is set at a strategic level - these are the key, high level decisions that SBC will take. This would normally include strategy documents, decisions about setting priorities, allocating resources and commissioning services.

#### Is the proposal strategic?

Yes / No (*please delete as applicable*)

This policy is not directly relevant to the Fair Scotland Duty, however where considerations are made these are indicated below.

#### If No go to Section 3.4

If yes, please indicate any potential impact on the undernoted groups this proposal may have and how you know this:

	Impact			State here how you know this
	No Impact	Positive Impact	Negative Impact	
<b>Low and/or No Wealth</b> – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future.		X		This policy's primary aim is to contribute towards extra travel costs incurred by employees who are moved by SBC to another workplace, benefiting employees by providing financial help which contributes towards the cost of travelling additional miles for a new workplace.

#### 4 Full Integrated Impact Assessment Required

~~Yes/ No~~ (please delete as applicable)

If a full impact assessment is not required briefly explain why there are no effects and provide justification for the decision.

With the exception of that mentioned above, the potential impact of this Policy is not directly relevant to the aspects of General or Fairer Scotland Duty, and there is no likelihood that differential or adverse treatment will occur. More specifically the consideration of both Duties is more relevant to public facing services as opposed to internal HR Policies.

The Policy applied fairly and consistently should ensure that it is applicable for all employees irrespective of protected characteristic or social economic factors. Additionally 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.

However, in order to ensure that the Policy remains relevant and fit for purpose it is recommended that the Policy is reviewed every two years or as legislation and/or changes of Inland Revenue Payment Rates are made.

<b>Signed by Lead Officer:</b>	<b>Iain Davidson</b>
<b>Designation:</b>	<b>Employee Relations Manager</b>
<b>Date:</b>	<b>03/12/2019</b>
<b>Counter Signature Service Director</b>	<b>Clair Hepburn</b>
<b>Date:</b>	<b>10/01/2020</b>