

# Equality Impact Assessment Form



<b>Corporate Services: Transformation and Resources</b>	<b>Service: Human Resources and Organisational Development</b>
<b>Completed by: S Lewis</b>	<b>Date: 11 February 2020</b>
<b>Subject Title: Introduction of Car Lease Salary Sacrifice Scheme</b>	
<b>1. DESCRIPTION</b>	
Is a policy or strategy being produced or revised:	Yes
Is a service being designed, redesigned or cutback:	No
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned:	No
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty ( <b>Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations</b> ):	Yes
Details of the matter under consideration:	The introduction of a car lease salary sacrifice scheme has been proposed as an additional benefit in kind to offered to staff of The Council. It is intended to be an incentive For attracting staff and also retaining them.
<p><i>If you answered <b>Yes</b> to any of the above go straight to Section 3</i></p> <p><i>If you answered <b>No</b> to all the above please complete Section 2</i></p>	
<b>2. RELEVANCE</b>	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes <span style="float: right;"><i>*delete as appropriate</i></span>
If <b>Yes</b> , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered <b>Yes</b> go to <b>Section 3</b></i>	All Staff who wish to take part are required to operate the rules of the scheme once established.
If you answered <b>No</b> to both Sections 1 and 2 provide details of why there is no impact on these three groups:	

<i>You do not need to complete the rest of this form.</i>	
<b>3. EVIDENCE COLLECTION</b>	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	The scheme has an impact on a wide variety of individuals who are employed by the Council. As such, the proposals have an impact on all protected characteristics. It has a particular impact on staff on maternity leave or who may be on long term sickness absences leading to staff being in a no pay situation. Consideration has been given to any advantage these staff may be subject to and these matters have been addressed in the body of the scheme to ensure no discrimination takes place.
If the work being carried out, relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	See Above.
Which of the protected characteristics are most relevant to the work being carried out?	<i>*delete as appropriate</i>
Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	Yes Yes Yes Yes Yes Yes Yes Yes Yes
<b>4. DATA ANALYSIS</b>	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	It is considered that this impacts on the whole workforce, with perhaps the maternity and disability characteristics being most affected.
What will the impact of the work being carried out be on usage/the stakeholders?	The development of the scheme is a fundamental changed and a new benefit offered to staff who are eligible.  There will be no adverse effect on any particular protected characteristic as a consequence of this proposal.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	The Council engages with the local Trade Unions on all aspects of amendments or Changes to HR policy or practice. The Policy will be shared with the Trade Union for noting only in view of the slight

	<p>Amendments made.</p> <p>In addition HR professional journals and professional advisory bodies are accessed to ensure that best practice examples and Models are used.</p> <p>Consideration has also been given to equality guidance from the EHRC in relation to dress codes, to ensure that the scheme is Non-discriminatory.</p>
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	<p>Census Data</p> <p>Profile information available on the Council's website</p> <p>Workforce Profile</p> <p>Equality Policies within the Council</p> <p>Trade Union Consultation will be carried out.</p>
If any further data/consultation is needed and is to be gathered, please specify:	N/A
<b>5. IMPACT OF DECISIONS</b>	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	The decision to agree the scheme will impact positively on the stakeholders and not have any adverse impact on any particular Protected Characteristic.
<b>6. CONSIDERING THE IMPACT</b>	
If there is a negative impact, what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	See above in 5.
What actions do you plan to take to address any other issues above?	No further actions on equality impact need to be taken.
<b>7. MONITORING AND REVIEWING</b>	
When will this assessment be reviewed and who will review it?	The scheme will be reviewed annually. At that stage, the EIA will also be reviewed to ensure there has been no change to the assessed impact on any protected Characteristic group.