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Lewes District Council



Working in partnership with Eastbourne Homes

# Equality and Fairness Analysis Report

<b>Proposal/Project/Work Stream/Policy Title</b>	Travel Proposal
<b>Proposal/Project/Work Stream/Policy Lead Officer</b>	Sam Hardy, HR Business Partner
<b>Key people involved in the Proposal/Project/Work Stream/Policy</b>	Unison, HR, Joint Consultative Committee
<b>Director/Assistant Director</b>	Becky Cooke, Assistant Director for Human Resources and Organisational Development
<b>Equality and Fairness Analysis Report Author</b>	Sam Hardy, HR Business Partner
<b>Key people involved in the Equality and Fairness Analysis</b>	Sam Hardy, HR Business Partner and Helen Knight, Head of HR
<b>Date Equality and Fairness Analysis Report Submitted</b>	April 2017

# Context and Scope

**What is the purpose of the proposal/project/work stream/policy and why is it needed?**

It is recognised that the Councils are in a unique position regarding future ways of working across two primary places of work which are geographically separated, Eastbourne and Lewes. Eastbourne Borough Council is the sole employer and as such needs to address how it will manage travel across the sites in the future.

It also needs to respond to other factors such as the lack of uniformity in other allowances afforded to certain staff and that need a more uniformed approach going forward.

It will complement the new ways of working and opportunities that these bring with the implementation of the Joint Transformation Programme.

**In what context will it operate and who is it intended to benefit?**

The proposal is internally focussed. It operates at all levels across both sites and applies to travel during the working day. It works within the context of the new ways of working that encourage travel at 'off peak' times. The policy that will arise from this proposal after consultation will have benefits to all staff required to work across the two sites in that it formalises practices and gives a discount for travel where an Easit card is used. We are looking at the possibility of funding the cost for an Easit discount for staff where requested. We are also looking at the possibility of car sharing where staff are travelling to the same destination. This and the use of public transport supports the council's environmental policies.

**What are the expected outcomes/longer term benefits of the proposal/project/work stream/policy?**

Teams will become more comfortable with travel over time as it becomes part of the agile way of working and teams become more cohesive and uniformed across the two sites.

Managers will feel more confident in managing a flexible team.

There will be efficiency savings in both time and money as a result of staff planning journeys and working locations.

## Information and Research

**List all sources of information and relevant data that was obtained and considered in the assessment and include the groups you consulted with?**

- Research of other Travel Policies
- HMRC Guidelines
- Existing policies at Eastbourne and Lewes

**Were there any gaps identified in this information and if so, what are these and what actions are being taken to address them?**

Although there are no obvious gaps in the information gathered at the time of preparation of this analysis it is recognised that some of the proposals require further consultation, out of which may arise additional points of consideration. All issues will be addressed prior to the policy being presented to Cabinet and embedded in the policy where appropriate.

## Analysis and Assessment

**What are the main findings, trends and themes arising out of the research and information you have gathered and any consultation you have carried out?**

The main findings are that other authorities approach their travel policies slightly differently. Therefore there is no "ideal". Also the JTP presents certain opportunities that are new in nature and never addressed before. There is a need to align existing approaches that are inconsistent.

<b>Which protected groups will it affect/benefit the most?</b>	Age	M	<b>E</b>	L
	Disability	<b>M</b>	E	L
	Gender reassignment	M	<b>E</b>	L
	<i>Considering who the policy is intending to</i>	Marriage and civil partnership	M	<b>E</b>

<i>benefit and what the expected outcomes are, assess each characteristic and indicate whether the policy has 'M' more, 'L' less, or 'E' equal relevance. Highlight the finding.</i>	Maternity and pregnancy	<b>M</b>	E	L
	Race	M	<b>E</b>	L
	Religion or beliefs	M	<b>E</b>	L
	Sex	M	<b>E</b>	L
	Sexual orientation	M	<b>E</b>	L
<b>Which parts of the Public Sector Equality Duty are most relevant to the proposal/project/work stream/policy?</b>	1. Eliminate discrimination, harassment and victimisation		<b>M</b>	L
	2. Advance equality of opportunity		<b>M</b>	L
	3. Foster good relations		<b>M</b>	L

**Please explain your reasons for the above assessments and how you have given consideration to the different needs of people and taken steps to minimise potential disadvantages and maximise equality of opportunity**

Research shows that disabled people have more difficulty travelling on public transport than non disabled people. It is recognised that disabled people with mobility issues will be affected by changes to national rail policies, particularly Southern Rail new practices. The councils will also want to discuss travel needs and abilities with disabled employees to ensure that where reasonable adjustments are required that these are accommodated.

The council is mindful how this policy may impact on women who are pregnant at different stages of their pregnancy. Managers will be expected to discuss and agree appropriate travel plans with affected individuals.

All protected characteristics above will be affected by this policy equally as it covers all employees.

Although not a protected characteristic the Council is mindful that this policy may have an adverse impact on employees who work part time or are on a lower income. In this respect the policy will be closely monitored.

**Based on your findings is there a need to balance conflicting views or counter resentment/address inaccurate perceptions, if so what will you do?**

There is some scope for this policy to create some resentment where managers have agreed different approaches for employees where these are appropriate but possibly not effectively communicated, therefore managers will be provided with advice and guidance from HR to deal with such situations.

## Action Planning

If you have identified specific areas that require action to promote equality, what steps are you going to take to ensure this work is carried out and completed?					
Issue Identified	Action Required	Lead Officer	Required Resources	Target Date	Measure of Success
Policy may have a differential impact on certain protected characteristics as outlined and other employees such as part time workers and/or those with dependant commitments	<ul style="list-style-type: none"> <li>HR to develop advice and guidance on the policy and ensure that managers pay particular attention to these issues</li> <li>Deliver policy briefing session for managers</li> </ul>	Helen Knight, Head of HR	<ul style="list-style-type: none"> <li>Officer time</li> <li>Room</li> </ul>	To be advised	<ul style="list-style-type: none"> <li>No misunderstandings leading to formal responses such as grievances</li> <li>Fewer HR and payroll queries</li> </ul>

## Outcome

Considering all the evidence and the potential or actual effect of the proposal/project/work stream/policy on equality, I conclude that:

(\*Delete as appropriate)

**\*1. No changes are required to the proposals** – the proposal is robust and evidence shows no potential for discrimination and all opportunities to advice equality and foster good relations between groups has been taken.

**\*2. Minor adjustments can be made to better promote equality in the proposals** - some minor steps have been identified to remove barriers or to better advance equality.

**\*3. Adjustments are required for the proposals to continue** - action has been identified to remove barriers or better advance equality where possible, but the proposal will be adopted despite any adverse effects or missed opportunities because it does not unlawfully discriminate.

**\*4. Stop and remove the proposal** – there are adverse effects that are not justified and cannot be reduced and may constitute unlawful discrimination.

## Approval

<b>Report Author</b>	Sam Hardy, HR Business Partner
<b>Signed</b>	
<b>Dated</b>	12 April 2017

<b>Proposal/Project/Work Stream/Policy Lead</b>	Travel Policy
<b>Signed</b>	
<b>Dated</b>	June 2017

Please now send this report to [equalities@lewes.gov.uk](mailto:equalities@lewes.gov.uk)

To be completed by the Performance Officer (Equalities):

<b>Date sent to the Equality and Fairness Forum</b>	May 2017
<b>Date discussed at Forum meeting</b>	7 August 2017
<b>Comments/Recommendations</b>	Approved
<b>Report Agreement? (yes/no)</b>	Yes
<b>Signed by Forum Chair</b>	
<b>Dated</b>	

<b>Does this EaFA impact on staff?</b>	Yes
<b>If yes, date considered by the JCC</b>	
<b>Comments/Recommendations</b>	

<b>Date considered by the Equality and Fairness External Stakeholder Group</b>	
<b>Comments/Recommendations</b>	

## Quality Assurance

To be completed by the Project Lead:

<b>How will you implement any recommendations made?</b>	Any recommendations will be considered and where appropriate will be implemented when the policy is reviewed
<b>How will the issues covered in the action plan be monitored and reviewed and who will do this?</b>	Helen Knight, Head of HR to confirm to Becky Cooke, Assistant Director for Human Resources and Organisational Development
<b>Who will sign off the action plan once all actions are completed?</b>	Becky Cooke, Assistant Director for Human Resources and Organisational Development
<b>How will you share the results with stakeholders?</b>	Via Insite