

Travel Policy
16th June 2016

Equality Impact Assessment

Travel Policy

Contact: Andrea Malam, Lead Business Partner - OD

Updated: 16.06.2016

1. What type of proposal / decision is being assessed?

A revised policy

2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

The new Travel policy aims to rationalise the use of the “grey fleet” for business travel by DCC employees. In so doing provide cleaner and safer modes of transport for staff who need a car to carry out their work and for service users. DCC is encouraging the use of more sustainable modes of transport such as walking, cycling and public transport. Additionally there is a need to address the health and safety risks posed by the relatively uncontrolled use of private cars on council business.

The new policy has removed the Essential Car user status.

3. Does this proposal / decision require an equality impact assessment? If no, please explain why.

*Please note: if the proposal will have an impact on people (staff or the community) then an equality impact assessment **must** be undertaken*

Yes

4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken

(Please refer to section 1 in the toolkit for guidance)

An assessment of protected characteristics and the effects of this policy on those protected characteristics has been undertaken.

Consultation has taken place with the usual CJM and recognised trade unions.

- 5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**
(Please refer to section 1 in the toolkit for a description of the protected characteristics)

This policy has a neutral effect on all of the protected characteristics. Employees are encouraged to use the most efficient and cost effective methods of travel which depends on how many miles are undertaken. Disabled employees can use their own vehicle for journeys and are also able to access alternative methods of transport where appropriate.

- 6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**

This policy has a neutral effect on all of the protected characteristics. Employees are encouraged to use the most efficient and cost effective methods of travel which depends on how many miles are undertaken. Disabled employees can use their own vehicle for journeys and are also able to access alternative methods of transport where appropriate. Hire car companies (by law) are now required to provide vehicles that meet special requirements, for example, wheel chair accessible.

- 7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.**

No	The policy offers employees various methods of transport options for business travel depending on the miles to be undertaken. Disabled employees can use their own vehicles, hire vehicles and other accessible methods of transport.
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- 8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

No	
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Action(s)	Owner	By when?



9. Declaration

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal / decision will be reviewed at the appropriate stage.

Review Date:	16.06.2017
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Name of Lead Officer for Equality Impact Assessment	Date
Andrea Malam	16.06.2016