

HR / Corporate Policy Equality Impact Analysis:	
Policy / Project / Function:	Travel and Expenses Policy
Date of Analysis:	11 June 2018
Completed by: (Name and Department)	Stacey Oglesby HR Manager
What are the aims and intended effects of this policy, project or function?	<p>The purpose of this policy is to provide:</p> <ul style="list-style-type: none"> • A structured framework to claiming travel expenses • Practical guidance to staff and managers on process and procedure • To ensure that travel expenses are claimed in a consistent, accurate and timely way. • Guidance on mileage allowance
Are there any significant changes to previous policy likely to have an impact on staff / other stakeholder groups?	Upper limits have now been included
Please list any other policies that are related to or referred to as part of this analysis	<ul style="list-style-type: none"> • Disciplinary Policy • Agenda for Change Handbook • Excess Mileage Policy • Recruitment and Selection Policy
Who will the policy, project or function affect?	Employees
What engagement / consultation has been done, or is planned for this policy and the equality impact assessment?	Consultation with employees of Hull CCG have been consulted on the policy Social Partnership Forum
Promoting Inclusivity and Hull CCG's Equality Objectives.	This Policy promotes inclusivity, it sets out the arrangements that will benefit all staff.
<p>How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation?</p> <p>How does the policy promote our equality objectives:</p>	

<ol style="list-style-type: none"> 1. Ensure patients and public have improved access to information and minimise communications barriers 2. To ensure and provide evidence that equality is consciously considered in all commissioning activities and ownership of this is part of everyone's day-to-day job 3. Recruit and maintain a well-supported, skilled workforce, which is representative of the population we serve 4. Ensure the that NHS Hull Clinical Commissioning Group is welcoming and inclusive to people from all backgrounds and with a range of access needs 	
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Equality Data	
<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as '<i>Equality Groups</i>'.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1: Recruitment data, e.g. applications compared to the population profile, application success rates 2: Complaints by groups who share / represent protected characteristics 4: Grievances or decisions upheld and dismissed by protected characteristic group 5: Insight gained through engagement 	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document). If you answered No, what information will you use to assess impact?</p> <p>Please note that due to the small number of staff employed by the CCG, data with returns small enough to identify individuals cannot be published. However, the data should still be analysed as part of the EIA process, and where it is possible to identify trends or issues, these should be recorded in the EIA.</p>

Equality Impact Analysis: Local Profile Data

Local Profile/Demography of the Groups affected at January 2018

General	Total number of employees in the CCG is 79
Age	58.2% of staff are aged 30-55 34.2% of staff are aged over 55 7.6% of staff are under 30
Race	94.4% of staff employed in the CCG declared themselves White 5.6% selected undefined
Sex	72% of staff employed are female 28% of staff employed are male
Gender reassignment	No information as yet
Disability	46.8% of staff employed declared themselves as having no disability % of staff did not declare or selected undefined 3.8% of staff declared a disability
Sexual Orientation	48.1% of staff described themselves as heterosexual 51.9% did not wish to respond / undefined
Religion, faith and belief	Christianity is the largest religious group declared by staff in the CCG 32.9% 55.7% were undefined or did not wish to declare 7.6% of staff declared themselves as Atheist 3.8% of staff declared themselves as 'Other', Buddhist or Islam
Marriage and civil partnership	65.8% of employees are married 20.3% of staff are single 10.1% of employees are widowed/ divorced/legally separated 2.5% of staff are in a civil partnership 1.3% of employees have selected undefined
Pregnancy and maternity	No information yet as the CCG has not been established long enough to build meaningful data

Assessing Impact

**Is this policy (or the implementation of this policy) likely to have a particular impact on any of the protected characteristic groups?
(Based on analysis of the data / insights gathered through engagement, or your knowledge of the substance of this policy)**

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and, if applicable, justification where a <i>Genuine Determining Reason</i> ¹ exists (see footnote below – seek further advice in this case)
Gender	✓			This has been considered and has a neutral impact
Age	✓			This has been considered and has a neutral impact
Race / ethnicity / nationality	✓			This has been considered and has a neutral impact
Disability	✓			This has been considered and has a neutral impact
Religion or Belief	✓			This has been considered and has a neutral impact
Sexual Orientation	✓			This has been considered and has a neutral impact
Pregnancy and Maternity	✓			This has been considered and has a neutral impact
Transgender / Gender reassignment	✓			This has been considered and has a neutral impact
Marriage or civil partnership	✓			This has been considered and has a neutral impact

1. ¹ The action is proportionate to the legitimate aims of the organisation (please seek further advice)

Action Planning:

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse impact or strengthen the promotion of equality?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
As the policy is written in English there is a potential impact on employees whose first language is not English and therefore may struggle reading the policy.	The CCGs internal 'portal' and external website signpost individuals to alternative formats such as large print, braille or another language.	CCG Communications		

Sign-off

All policy EIAs must be signed off by Mike Napier, Associate Director of Corporate Affairs

I agree with this assessment / action plan

If *disagree*, state action/s required, reasons and details of who is to carry them out with timescales:



Signed:

Date: 31 July 2018