

Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Council Wide	Changing The Workplace Programme
Lead person: Lorraine Ritchie	Contact number: (07891) 271815

1. Title: Travel guidance for staff and managers

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify-This is a guidance document for all staff and managers across the council, relating to business travel options.

2. Please provide a brief description of what you are screening

This guidance has been produced from the Purchase To Pay project, part of Changing The Workplace programme, looking at how we purchase and pay for goods and services. Initially this is looking at two specific areas-Office Supplies & Stationery and Business Travel.

Business Travel includes train, plane, public transport, taxis, tube, City car club, vehicle hire and booking of hotel accommodation.

The guidance is asking staff and managers to give full consideration to cost, convenience and carbon emissions when considering a method of business travel, to ensure the most appropriate method is chosen. This cannot be prescriptive due to the number of variables that have to be taken into account e.g. who is travelling, where to, for what purpose, what time the journey is taking place etc. So the guidance provides the prompt.

3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		√
Have there been or likely to be any public concerns about the policy or proposal?		√
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		√
Could the proposal affect our workforce or employment practices?	√	
Does the proposal involve or will it have an impact on <ul style="list-style-type: none">• Eliminating unlawful discrimination, victimisation and harassment• Advancing equality of opportunity• Fostering good relations		√

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?** (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

Arising from the Purchase To Pay project, hubs have been created within each directorate (and an additional one in St George's House) to co-ordinate the ordering of Office Supplies and Stationery and Business Travel. The actual bringing together of these processes and working practices has informed us about the different ways in which people travel currently and what journeys are being undertaken. It has also highlighted differences in these practices and where inappropriate methods are used currently. However some areas of good practice exist and these have been used to inform the guidance.

A Directorate Support Unit/Administration group, with reps from each directorate, has been formulating the kind of areas needed to be included within the review of Business Travel. This has also ensured that all services are represented.

Other people or groups who have been consulted, and have provided information and contributory facts, are:

- Alex Watson and group of Human Resources representatives from each directorate.
- Liz Bennett, corporate Travel Plan Officer.
- Directorate Support Unit / Administration group-operational group for Purchase To Pay representing each directorate.
- Chief Officer Resources and Strategy Group.
- Service Managers.
- Health and Safety representative within Human Resources.
- Corporate Negotiating Group (meeting of 28th April 2011), involving Human Resources and Union reps.

An analysis of taxi spend, which does not include amounts that are claimed back through expenses or any arrangements within Passenger Transport, has been undertaken. This shows a spend overall (Leeds City Council) of £600k per year currently. A quarter of this spend has been further analysed to identify specific journeys and the split between service and staffing requirements. This analysis has enabled a further review of how Passenger Transport can take on some more of the service requirements and the guidance will ensure that full consideration will reduce spend and it has identified the need for a specific framework contract for business travel by taxi.

- **Key findings**

(think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

The consultation and fact finding has certainly uncovered the fact that people travel around the city in many different ways, for many different reasons.

It is clear that an element of travel is specifically related to disability needs and in some cases, is funded fully or in part by Access To Work. This was found during the taxi spend analysis. There is also an element of travel specific to safety, for “out of hours” working and for ensuring that any traveller feeling unsafe because of their destination, takes that into account when considering the method of travel. Again both these were apparent from the taxi spend analysis. The guidance still ensures that people in these circumstances are still able to continue to choose these options.

However the taxi spend analysis also uncovered some inappropriate use of taxis for very small journeys or for those where public transport may have been a more appropriate method. It seems that in some cases, culturally, people assume they can travel by taxi at the council’s expense regardless of the circumstances.

The guidance just prompts the consideration for all options, so that an assumption to use taxis for all journeys is not made automatically.

Also an element of service requirements, where currently adhoc arrangements are made with taxi providers, can now be provided by Passenger Transport at much reduced rates. This became apparent when reviewing taxi spend.

So whilst this does not impact on a specific group of clients as they still continue to receive the service, it means that the council gains in a financial way.

- **Actions**

(think about how you will promote positive impact and remove/ reduce negative impact)

The hubs, their working practices and the travel guidance will ensure fairness and consistency which hopefully will create positive impact on the workforce. The travel contract and a specific framework contract for taxis will ensure that the best prices are paid for the services, demonstrating that we are spending the council’s money wisely.

As the travel guidance now incorporates and brings together all the various options for travel, including vehicle hire and City Car Club, staff and managers can make an informed choice about which method is most appropriate.

The travel guidance is a living document and will therefore be updated as things change in relation to providers, practices etc. and will incorporate specific information about a travel contract and a specific framework contract for taxis when these are in place. This will ensure that the document remains current and reflects the needs of a diverse workforce.

5. If you are **not already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment.****

Date to scope and plan your impact assessment:	
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Date to complete your impact assessment	
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Lead person for your impact assessment (Include name and job title)	
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6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Lorraine Ritchie	Project Manager Changing The Workplace	7 th June 2011

7. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

Please send a copy to the Equality Team for publishing

Date screening completed	7 th June 2011
Date sent to Equality Team	8 th June 2011
Date published	9 th June 2011