

Equality Impact Screening (CORPORATE)

1. SUMMARY INFORMATION	
Name of policy / project:	Taxi Use Policy
What is the aim or purpose of the policy / project?	New policy to ensure the efficient and effective use of the CSG tax resource and that all taxi expenses incurred are directly related to CSG officers carrying out their duties.
Who is affected by this policy / project?	All employees
Who is responsible developing this policy or delivery of this project?	Finance Team
Date of Assessment	

2. INITIAL SCREENING QUESTIONS – DOES THIS POLICY / PROJECT:	YES	NO
Introduce a new policy or amends an existing policy affecting employees?	Yes	
Involve a change of departmental or Company structure?		No
Involve a reduction or increase in workforce?		No
Change employee's terms and conditions		No
Change employee's working hours?		No
Change employee's work location?		No
Change aspect of employee's physical work environment?		No
Introduces new or amends existing working practices for employees?	Yes	

3. EQUALITY ACT 2010 SCREENING QUESTIONS		
Question	Protected Characteristic	Potential Impact
1. Will this policy or decision impact on each of the groups shown opposite in different or particular ways? If yes please provide detail in the end column.	Age	The policy provides guidance to employees on how to access the CSG tax provision, as required for the course of their duties. This provision is provided equally to employees that require the use of taxis where public transport or fleet vehicles are not appropriate or available. No negative impact has been identified in delivering this policy in relation to groups with protected characteristics. A positive difference has been identified in that employees with disabilities or infirm due to pregnancy may find this resource
	Disability	
	Gender Reassignment	
	Pregnancy & Maternity	
	Race	
	Religion or Belief	
	Sex (Gender)	
	Sexual Orientation	

		beneficial when requiring to travel to and from meetings or other activities in line with their duties.
--	--	---

Question	Protected Characteristic	Potential Impact
<p>2. Is there a risk that any part of this policy or decision could cause discrimination to any of the groups opposite?</p> <p>If yes please provide detail in the end column.</p>	Age	<p>Discrimination in relation to any of the protected characteristics has not been identified. Employees are able to access the taxi provision in line with their role and operational priorities regardless of their protected status.</p> <p>Taxi service provider is required to be disability accessible as part of the conditions of contract.</p>
	Disability	
	Gender Reassignment	
	Pregnancy & Maternity	
	Race	
	Religion or Belief	
	Sex (Gender)	
Sexual Orientation		

Question	Three needs of Equality Act 2010	Potential Impact
<p>3. How can this policy or decision help us to:</p>	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010?	<p>Policy provides guidance in relation to an operational resource for internal use. No discernible impact has been identified that would show an impact on the general duties.</p>
	Advance equality of opportunity between people who share a relevant protected characteristic and those who do not?	
	Foster good relations between people who share a protected characteristic and those who do not?	

4. EVIDENCE OF IMPACT		
<p>In coming to the above decision, with whom have you consulted and/ or what information was gathered?</p> <p><i>(Sources such as: Household Surveys, consultations, research reports, equality monitoring, customer feedback forms, complaints etc.).</i></p>	Consulted with / Research	Not required. Internal policy.
	Details of when / how	Not required. Internal policy.
	Outcome and findings	Not required. Internal policy.

5. PUBLIC INTEREST		
Is there any public concern that the functions / policies / project are being operated in or likely to operate in a discriminatory manner. Or that they are likely to be discriminatory ? (E.g. media report, research, etc.)	A little	General interest in the media, across the third sector, on best use of public funds for taxi, hospitality etc. This policy responds to these concerns by providing clear guidelines on the use of taxi provision and auditable process to evidence appropriate use and best value.
	Some	
	A lot	

6. ANY OTHER INFORMATION
Not applicable.

7. ASSESSMENT	
Given the information above is a full Equality Impact Assessment required?	Not required.

8. SCREENING SIGN OFF			
Responsibility	Print Name	Signature	Date
Officer responsible for the screening.	David McMillan		XX.XX.XX – has to be prior to SMT approval
Equality Officer	Nazim Hamid		
Head of Service Approval	Eileen Marshall		

IS DOCUMENT / INFORMATION (FOR WHICH THIS EIA HAS BEEN COMPLETED) TO BE PUBLISHED ON THE:		
CSG WEB SITE: No Any other information: Accessible via FOI request.	GCS INTRANET: Yes Any other information: Posted as of 9 th June 2016	ANY PUBLICATION / DISTRIBUTION REQUIRED: No requirements. Document accessible via CSG staff intranet, limited printing to limit costs and create a paperless working environment.