

## **Colchester Borough Council**

### **Equality Impact Assessment Form - An Analysis of the Effects on Equality**

#### Section 1: Initial Equality Impact Assessment

Name of policy\* to be assessed:

#### **Travel Plan**

1. What is the main purpose of the policy?

- To encourage staff to travel to and for work in more sustainable ways than single occupancy use of a private car.
- To support our Environmental Sustainability Strategy
- To support our Climate Local Action Plan

2. What main areas or activities does it cover?

- Policies and incentives; Partnership working with Colchester Travel Plan Club and members
- Personal travel planning to encourage use of sustainable travel options.
- Discounts on public transport, facilities for walkers and cyclists, personal travel planning to encourage use of sustainable travel options.
- Disincentives for driving to work such as parking charges and limited on site parking.
- Market incentives via events, leaflets, intranet and staff inductions.

3. Are there changes to an existing policy being considered in this assessment? If so what are they?

- No

4. Who are the main audience, users or customers who will be affected by the policy?

- CBC Staff
- Amphora Staff
- Councillors

5. What outcomes do you want to achieve from the policy?

- Reduced numbers of staff travelling to and for work by single occupant car
- Reduced council carbon emissions
- Improved staff health and wellbeing, reduced sickness
- Reduced congestion on Colchester's roads and use of off site parking facilities
- Reduced business travel mileage, particularly by single occupant private car

6. Are other service areas or partner agencies involved in delivery? If so, please give details below:

- Internal Communications, Senior Management Team and Unison

7. Are you aware of any relevant information, data, surveys or consultations<sup>1</sup> which help us to assess the likely or actual impact of the policy upon customers or staff? *If so provide details and include a link to the document or source where available.*

- The Travel Plan policies support all means of travelling to and for work and are in line with nationally recognised best practice policies on developing effective travel plans.
- The Travel Plan Club conduct a Full staff survey every two years as part of monitoring progress across each member organisation. The most recent survey took place in 2017
- The council's Travel Plan Co-ordinator monitors uptake of the incentives available to staff.

8. The 'general duty' states that we must have "due regard" to the need to:

(a) eliminate unlawful discrimination, harassment and victimisation

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<sup>1</sup>Click on [Customer Insight](#) for more information. The Council's surveys and consultations include 'equality monitoring information' to help us identify any particular concerns or views expressed by any particular group or 'protected characteristic'. It can also help us to assess how representative of our customers the respondent group is. Local Data on the Protected Characteristics is available [on this page](#) of the staff intranet, 'Colin'.

- (b) advance equality of opportunity between people who share a ‘protected characteristic<sup>2</sup>’ and those who do not<sup>3</sup>
- (c) foster good relations between people who share a protected characteristic and those who do not<sup>4</sup>

Not all policies help us to meet the ‘general duty’, but most do.

*Where applicable, explain how this policy helps us to meet the ‘general duty’:*

The policy helps us to ‘eliminate unlawful discrimination, harassment and victimisation’ in the following way(s):

- The Plan helps to ensure the Council makes ‘reasonable adjustments’, and meets the needs of staff who have mobility issues including disability.

The policy helps us to ‘advance equality of opportunity...’ in the following way(s):

- The Plan helps to ensure the Council makes ‘reasonable adjustments’, and meets the needs of staff who have mobility issues including disability.

The policy helps us to ‘foster good relations...’ in the following way(s):

- None identified

9. This section helps us to identify any disproportionate impacts. Please indicate in the table below whether the policy is likely to particularly benefit or disadvantage any of the ‘protected characteristics’.

*Remember to include reference to any relevant consultation, data or information.*

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<sup>2</sup> The Equality Act’s ‘protected characteristics’ include age, disability, gender reassignment, pregnancy and maternity, race, religion or belief and sex and sexual orientation. It also covers marriage and civil partnerships, but not for all aspects of the duty.

<sup>3</sup> This involves having due regard, in particular, to the need to: (a) remove or minimise disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic; (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it, and (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

<sup>4</sup> This involves having due regard, in particular, to the need to (a) tackle prejudice, and (b) promote understanding.

'Protected characteristic' group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
Age	Older people (60+)	X	Increased physical activity may deliver health benefits for the individual member of staff, and for those within the wider community due to reduced emissions.		None identified
	Younger people (17-25) and children (0-16)		As above		None identified
Disability	Physical		As above  In addition staff who are Blue Badge holders will be provided with priority parking.		None identified
	Sensory	X	As above		None identified
	Learning	X	As above		None identified
	Mental health issues	X	As above  Increased physical activity may deliver health benefits for the individual member of staff that could particularly benefit this group.		None identified
	Other – <i>specify</i>				
Ethnicity <sup>5</sup>	White		None identified		None identified
	Black		None identified		None identified
	Chinese		None identified		None identified
	Mixed Ethnic Origin		None identified		None identified
	Gypsies/ Travellers		None identified		None identified
	Other – <i>please state</i>		None identified		None identified
Language	English not first language		None identified		None identified

<sup>5</sup> National Census 2011 categories are: Bangladeshi, Indian, Pakistani, Other Asian (Asian or Asian British), African, Caribbean, Other Black (Black or Black British), White and Black African, White and Asian, White and Black Caribbean (Mixed), British, Irish, Other White (White), Chinese, Other (Other Ethnic Group).

'Protected characteristic' group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
Pregnancy and Maternity	Women who are pregnant or have given birth in last 26 weeks	X	Special arrangements may apply in regard to parking provision close to their place of work for women during pregnancy.  Reduced emissions may particularly benefit women who are pregnant, as well as the unborn child and infant.		None identified
Religion or Belief	People with a religious belief (or none)		None identified		None identified
Sex	Men		None identified		None identified
	Women		None identified		None identified
Gender Reassignment <sup>6</sup>	Transgender/ Transsexual		None identified		None identified
Sexual Orientation	Bisexual, Heterosexual, Gay or Lesbian		None identified		None identified
Marriage and Civil Partnership	People who are married or in a civil partnership		None identified		None identified

10. If you have identified any negative impacts (above) how can they be minimised or removed?

Not applicable – No negative impacts identified.

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<sup>6</sup> The protected characteristic of gender reassignment is defined by the Equality Act 2010 as “a person proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.” This is a personal process that may involve medical interventions such as counselling, psychotherapy, hormone therapy or surgery, but does not have to.

(This is a key section: Please deal with each negative impact noted above in turn.)

11. Could the policy discriminate<sup>7</sup> against any 'protected characteristic', either directly or indirectly<sup>8</sup>? **No**

### Summary and findings of Initial Equality Impact Assessment

12. Please put a tick in the relevant box to confirm your findings, and what the next step is:

Findings	Action required
<b>A. No negative impacts have been identified X</b>	<b>Sign off screening and finish.</b>
B. Negative impacts have been identified but have been minimised or removed <input type="checkbox"/>	Sign off screening and finish.
C. Negative impacts could not be minimised or removed <input type="checkbox"/>	Sign off screening and complete a full impact assessment – Section 2.
D. There is insufficient evidence to make a judgement. <input type="checkbox"/>	Sign off screening and complete a full impact assessment – Section 2.

13. Name and job title of person completing this form: Michelle Lay-Flurrie (Travel Plan Co-ordinator)

14. Date of completion: September 2018

15. Date for update or review of this screening<sup>9</sup>: September 2021

<sup>7</sup> The Council has a general duty to 'eliminate unlawful discrimination, harassment and victimisation'. Direct discrimination occurs when a person is treated less favourably than another in a comparable situation because of their 'protected characteristic' whether on grounds of age, disability, pregnancy and maternity, ethnicity; religion or belief; sex (gender), sexual orientation, or marriage and civil partnership. Indirect discrimination occurs when an apparently neutral provision or practice would nevertheless disadvantage people on the grounds of their 'protected characteristic'.

<sup>8</sup> If you answer 'yes' to question 11 (above) you will need to complete the following section *and* go on to complete Section 2 in order to conduct a full Equality Impact Assessment.

<sup>9</sup> This is normally three years, but not always: You may know that the policy itself will be reviewed earlier in which case the EqIA should be reviewed at that time. Or, in the case of a five year strategy, you may want to have a review date of five years. In the case of a "one off" decision, such as closing a service, a review date may not be needed - in which case you should indicate 'N/A'. In any event, the review date should be brought forward if you receive information or feedback which raises new concerns, or if the public policy context changes. You can speak to the [Equality and Safeguarding Co-ordinator](#) for more advice.

