

HDC Due Regard (Equality Analysis) Template

Due Regard (Equality Analysis) is an on-going proactive process which requires us to consider the effect our decisions are likely to have on local communities, service users and employees, particularly those most vulnerable and at risk of disadvantage.

For help with this template please view the guidance document, which contains advice to assist you when you are considering the impact (both positive and negative) of the proposed actions on each of the protected equality characteristics.

Name of policy/procedure being analysed: Cycle Scheme

Department and section: Finance Services

Name of lead officer: Kirsty Cowell

Other people involved (assisting or reviewing - including any service users or stakeholder groups etc.):

Date assessment completed: 06/08/2015

Step 1: Defining the policy/procedure/function/service

Is this a new, amended or reviewed policy? What are the aims, objectives and purpose and how will they be achieved? What are the main activities and which communities are likely to be affected by these activities? What are the expected outcomes?

Amended service

A cycle to work scheme aims to provide employees of Harborough District Council with opportunities to purchase affordable cycles for work. The scheme can contribute to corporate objectives of the Council by improving the health and wellbeing of employees, making a positive contribution to the environment, reducing congestion and supporting the aims of the Authority's Green Travel Plan.

Step 2: Data collection & evidence

What relevant evidence, research, data and other information do you have and is there any further research, data or evidence you need to fill any gaps in your understanding of the potential or known affects of the policy on different communities? Include quantitative data as well as qualitative intelligence such as community input and advice.

Employees may not wish to participate in the scheme and some employees may not be able to afford to purchase a cycle. Some employees may purchase cycles and not use them regularly.

Ensuring that employees can purchase cycles to access their place of work and locations throughout the District for work purposes.

A cycle scheme could ensure that employees can participate in regular cycling (physical activity / sport) and have a positive impact on their health and wellbeing. Cycling is also an affordable means of transport so could also reduce living costs / outgoings of employees.

A cycle scheme would be an efficient use of HDC resources by reducing mileage claims and expenses of employees.

Step 3: Consultation and involvement

Have you consulted and if so outline what you did and who you consulted with and why.

The cycle scheme will be open to all employees and Members of the Authority, subject to the terms of the scheme.

Requests for a cycle have been made by several employees

Step 4: Potential impact

Considering the evidence from the data collection and feedback from consultation, which communities will be affected and what barriers may these individuals or groups face in relation to Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation, Other groups e.g. rural isolation, deprivation, health inequality, carers, asylum seeker and refugee communities, looked after children, deprived or disadvantaged communities and also the potential impact on Community Cohesion. Remember people have multiple characteristics so the impact of a policy on a particular community may impact people within the community differently. Where possible include numbers likely to be affected.

The scheme is open to all employees and Members in line with the HDC equality policy. The purchase of bikes suitable for employees and Members with disabilities could also be purchased through a cycle scheme.

Step 5: Mitigating and assessing the impact

If you consider there to be actual or potential adverse impact or discrimination, please outline this below. State whether it is justifiable or legitimate and give reasons. If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately. If you have identified adverse impact or discrimination that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people. Consider what barriers you can remove, whether reasonable adjustments may be necessary and how any unmet needs have identified can be addressed.

Entering into a scheme that allows for purchase of bikes suitable for employees and Members with disabilities.

Step 6: Making a decision

Summarise your findings and give an overview of whether the policy will meet Harborough District Council's responsibilities in relation to equality, diversity and human rights. Does it contribute to the achievement of the three aims of the Public Sector Equality Duty - eliminate unlawful discrimination, harassment, victimisation; advance equality of opportunity and foster good relations?

The scheme is open to all employees and Members in line with the HDC equality policy. Cycling is an affordable means of transport for all and accessories to transporting dependants could be purchased through the scheme.

The scheme contributes to the achievement of the 3 aims of equality duty.

Step 7: Monitoring, evaluation & review of your policy/procedure/service change

What monitoring systems will you put in place to promote equality of opportunity, monitor impact and effectiveness and make positive improvements? How frequently will monitoring take place and who will be responsible?

Review of the cycle scheme, to take place annually and / or on change of relevant legislation.

Responsible officer - Deputy Section 151 officer

Equality Improvement Plan

Equality Objective :

Action:

Officer Responsible:

By when:

Equality Objective :

Action:

Officer Responsible:

By when:

Equality Objective :

Action:

Officer Responsible:

By when:

Equality Objective :

Action:

Officer Responsible:

By when:

Signed off by: S Riley

Date: 25th August 2015

Once signed off, please forward a copy for publication to Julie Clarke, Equality and Diversity Officer
e-mail: j.clarke@harborough.gov.uk , telephone: 01858 821070.