

Equality Impact and Needs Assessment Form

Section One – Screening

Name of strategy, policy or project:
Cycle to Work Scheme
Directorate and service area:
EEC and P&P
Name and contact details of officer completing assessment:
Roger Jarman, Gina Small and Christine Rogers
1. What is the main purpose of the strategy/policy/project (or the changes you want to make to it)?
To provide an employee benefit scheme as part of DCC's green travel agenda.
2. What are the main activities of the strategy/policy/project?
To implement a cycle scheme which enables employees to purchase a bicycle at a reduced cost.
3. Who is intended to benefit from the strategy/policy/project, and how?
All employees with a contract of employment with at least 12 months to run in terms of reduced cost and health benefits. DCC and the surrounding environment as the scheme will add towards reducing DCC's carbon footprint. Local businesses (Cycle shops) with increased trade.
4. Is the strategy/policy/project consistent with the Council's equality policies?
Yes for all those eligible employees although those with a contract of employment with less than 12 months to run cannot take advantage of this scheme at present.
5. Is responsibility for the strategy/policy/project shared with another department, authority or organisation? If so, what responsibility and which bodies?
Yes, EEC, P&P, and local Cycle shops and Cyclescheme.co.uk.

6. What impact is the strategy/policy/project likely to have on different sections of the community? You may wish to use the table below as a prompt.

	Positive impact – it could benefit ✓ (check box)	Negative impact – it could disadvantage ✓ (check box)	Reason	Are there additional factors that could contribute to the experience of isolation¹? If so, what are they?	Evidence
Gender					
<ul style="list-style-type: none"> • Women • Men 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Negative: Not available to staff who have a contract of employment with less than 12 months to run. Positive: Health benefits and financial benefits in the long term.	Not a viable benefit for employees who live some distance from their workplace.	Staff consultation Individual queries Unions Involvement of equipment suppliers Experience/learning of cyclescheme.co.uk (used as an information resource).
Ethnic Group					
<ul style="list-style-type: none"> • Asian or Asian British people • Black or Black British people • Chinese people • Gypsy or Roma People • Irish People • People of Mixed Heritage • White People 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	People for whom English is a second language or from different cultural backgrounds may have difficulties with regard to nuances of language.		

¹ Refer to section 3 of the EINA guidance.

<ul style="list-style-type: none"> • People of other ethnic backgrounds 	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Asylum Seekers and Refugees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	People for whom English is a second language or from different cultural backgrounds may have difficulties with regard to nuances of language.		
People with physical, sensory or learning disabilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	May not be able to access the policy and forms in the format offered.		
Deaf People who use British Sign Language	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
People with mental health issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Lesbians, gay men and bisexual people	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Trans people	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Age					
<ul style="list-style-type: none"> • Older people (60 +) 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<ul style="list-style-type: none"> • Younger people (17-25) and children 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
People of different faith groups or beliefs including non-believers	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Travellers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Negative: Scheme not available to staff who have a contract of employment with less than 12 months to run.		
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>			
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>			

Notes:

- Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs and Hindus. Consider faith categories individually and collectively when assessing positive and negative impacts.
- The categories relating to ethnicity include those used in the 2001 census. Consideration should be given to the needs of specific communities within the broad categories such as Bangladeshi people and to the needs of other communities such as Turkish/Turkish Cypriot, Greek/Greek Cypriot and Polish that do not appear as separate categories in the census.
- An adverse impact does not necessarily require action to be taken. Actions must remain in proportion with the benefits that could be achieved and resources available to complete them. If adverse impacts are identified and actions for improvement are not proportionate, the reasons for not taking action should be detailed and open to challenge.

7. If you have indicated there is a negative impact on any group, is that impact:		
Legal?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<i>(i.e. it is not discriminatory under anti-discriminatory legislation – refer to the Council's website or your Directorate Equality Representative if guidance is needed)</i>		
Intended?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Level of impact	HIGH <input type="checkbox"/>	LOW <input checked="" type="checkbox"/>
If the negative impact is possibly discriminatory and not intended and/or of high impact you must complete section two of this form. If not, complete the rest of section one below and consider if completing section two would be helpful in making a thorough assessment.		
8. a) Could you minimise or remove any negative impact that is of low significance? Explain how: Staff who do not have access to the internet can complete forms over the phone. Season ticket loans for other forms of transport are available to staff who are unable to take advantage of the cycle to work scheme for geographical reasons. Advice is given where individual financial circumstances may affect the cost to the employee e.g. benefit entitlements and inability to repay the loan for a period of time. In cases of situations where an employee cannot take up the benefit because of disability we can provide expert advice and possible reasonable adjustments to equipment which may enable the employee to take part in the scheme. Possibility to purchase folding bike/electric bike making it easier for those living at a distance.		
b) Could you improve the strategy, project or policy's positive impact? Explain how: Review eligibility criteria to include employees with contracts of less than 12 months. Monitor usage by gender/ workplace location. Ensure new employees are aware of scheme. Monitor and evaluate take up of the cycle scheme including staff who would be interested but are unable to participate in scheme as contract has less than 12 months to run. This will help to inform the group when the scheme is reviewed. Take further measures to discuss the loan agreement with the cycle shops with regards to the possibility of opening up the scheme to more staff. <i>You may wish to use the action sheet at the end of Section Two.</i>		
9. If there is no evidence that the strategy, policy or project promotes equality, equal opportunities or improved relations – could it be adapted so that it does?		

How?

Please sign and date this form. Keep one copy, send a copy to your Directorate Equality Representative and publish the results on the Council's website.

Signed: Christine Rogers

Date: 16/11/2007

Section Two – Full assessment

Name of strategy, policy or project:

Date:

Part A

1. Looking back at section one of the EINA, in what areas are there concerns that the strategy, policy or project could have a negative impact?	
2. Summarise the likely negative impacts.	
3. What previous or planned consultation or research on this topic / policy area / project has taken place / will take place with groups / individuals from different sections of the community? If there has already been consultation or research what does it indicate about negative impact of this strategy, policy or project?	
Section of the Community	Summary of consultation or research carried out or planned

4. What consultation has taken place/or is planned with DCC staff/DCC staff group including staff that have, or will have, direct experience of implementing the strategy / policy / project?
5. If there are gaps in your previous or planned consultation and research, are there any experts/relevant groups that can be contacted to get further views or evidence on the issues. YES <input type="checkbox"/> (Please list them below and explain how you will obtain their views)

NO

6. Has the strategy / policy / project been through legal vetting for compliance?

YES

NO

Note: This will only be necessary in conditions where the strategy / policy / project is entirely driven by legislative duties **and/or** where there is doubt about the legal interpretations in relation to the outcomes / service being provided.

Part B

Complete this section when consultation and research has been carried out

7. a) As a result of this assessment and available evidence collected, including consultation, state whether there will need to be any changes made / planned to the policy, strategy or project.

b) As a result of this assessment and available evidence is it important that DCC commission specific research on this issue or carry out monitoring / data collection?

(You may wish to put this information directly onto the action plan at the end of this form)

8. Will the changes planned ensure that negative impact is:

Legal? YES NO

(not discriminatory, under anti-discriminatory legislation)

Intended? YES NO

Low impact? YES NO

9. a) Have you set up a monitoring / evaluation / review process to check the successful implementation of the strategy, project or policy?

YES NO

b) How will this monitoring / evaluation further assess the impact on different sections of the community/ ensure the strategy/ policy / project is non-discriminatory?

Details:

10. What is the final policy decision for this assessment?

11. There is a legal requirement to publish the outcome of an Equality Impact and Needs Assessment. Please outline how / where this will happen:

Please complete the action plan below, sign the EINA, retain a copy and send a copy of the full EINA, including the Action Plan, to your Directorate Equality Representative.

Signed:

Date:

Equality Impact and Needs Assessment Action Plan

Please list below any recommendations for action that you plan to take as a result of this impact assessment.

Issue	Action required	Lead officer	Timescale	Resource implications	Comments

NOTES: