



Equality Impact Assessment (EQIA) form

A. General Information

Name of proposal	Travel and Subsistence Policy
Responsible department	Human Resources

B. Aims of the proposal

What do you hope to achieve?	<p>As a publicly funded body, the SSSC (Scottish Social Services Council) has a duty to make sure that public funds are managed, allocated and used appropriately. We must manage and monitor any costs incurred when carrying out official business for the SSSC and comply with taxation rules and other statutory obligations.</p> <p>The guidance covers all employees across the organisation and aims to treat everyone fairly regardless of any protected characteristic. It seeks to ensure that there are no barriers to anyone accessing and making use of the policy. The policy will be continually monitored by HR and the Partnership Forum through the policy review channel.</p>
Why is the proposal needed?	This policy sets out guiding principles that apply to all claims made to the SSSC for re-imbursement of travel and subsistence incurred whilst on approved, official business for the organisation. It provides clarity around

	costs that can and cannot be incurred, claimed and/or reimbursed by the SSSC.
How will the proposal contribute to the SSSC's strategic objectives and/or priorities?	<p>This policy links to strategic outcome 3 - Our workforce planning activities support employers, commissioners and proposal makers to deliver a sustainable, integrated and innovative workforce.</p> <p>As the strategic plan states "we are committed to investing in our own workforce the same way we are invested in the external workforce". This policy links to that as it is there to support all employees are fairly reimbursed while carrying out their duties for the organisation. The policy seeks to ensure there are no barriers to anyone making use of the policy and there are no detriments to anyone in accessing this.</p>
How will the proposal address the SSSC's Equality duties?	The policy addresses all 3 of the equality duties in accordance with the Equality Act 2010, Public Sector Equality Duty (PSED) ie eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010, advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

C. Data and evidence gathering

What evidence has been used to come to the decisions contained in this EqIA?	It is not possible to predict when an employee might need to use this policy. Therefore, various groups in the SSSC have been consulted on the policy and asked to provide their comments/feedback. Any changes have then been made to the policy as required.
Has the proposal been the subject of relevant engagement and/or consultation?	The Consultation Log details the consultation with Unison and OMT and once consultation has taken place with EMT will be updated as required.

Has best judgement been used in place of data/research/evidence?	See evidence below.
Have any gaps been found in the data?	No.

D. Assessing impact and identifying opportunities to promote equality

<p>Age – remember different age groups have different concerns. When considering age remember that some individuals are more vulnerable or have issues that may need additional consideration.</p> <p>Neutral impact. The policy applies equally to all employees and is accessible regardless of age.</p>
<p>Disability – a person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on that person’s ability to carry out day-to-day activities. How does this proposal affect disabled people? Are there any impairment groups who are unfavourably affected by the policy?</p> <p>Neutral impact. The policy applies equally to all employees and is accessible regardless of disability.</p>
<p>Gender reassignment – does your proposal include people of different gender identities? Will your proposal impact transgender individuals in any way?</p> <p>The policy seeks to be inclusive by using gender neutral language throughout and therefore promotes work life balance more widely than had it used gender specific pronouns or language.</p>
<p>Marriage and civil partnership – it is unlawful discrimination for people who are married/civil partnership/same-sex couple to be treated less favourable in employment than those who are not married/civil partnership/mixed-sex couple.</p> <p>Neutral impact. The policy applies equally to all employees and is accessible regardless of marital or civil partnership status.</p>

Pregnancy and maternity – protection against maternity discrimination covers 26 weeks after giving birth – this includes treating a woman unfavourable because she is breastfeeding.

Neutral impact. The policy applies equally to all employees and is accessible regardless of pregnancy and maternity.

Race – have you covered all minority ethnic groups? Consider the impact your proposal has on someone from a minority ethnic group and remember this impact may differ depending on the gender, disability, faith, sexual orientation or ethnicity of the person as different cultures have different views on what is acceptable. Consider language and format.

Neutral impact. The guidance applies equally to all employees and is accessible regardless of race.

Religion or belief – does your proposal take into account different festivals, holidays, religious days and traditions? Will the different faith beliefs impact on women from that group and exclude or prevent them from using the service?

Neutral impact. The policy applies equally to all employees and is accessible regardless of religion or belief.

Sex - does the proposal take account of different roles and responsibilities? Does it assume, perhaps wrongly that men have no caring responsibilities? Is the proposal flexible enough to provide a service that everyone can access?

Neutral impact. The policy applies equally to all employees and is accessible regardless of sex.

Sexual orientation – what are the issues for this group in terms of your proposal? Does it meet the needs of this group?

Neutral impact. The policy applies equally to all employees and is accessible regardless of sexual orientation.

E. Challenges and opportunities for groups living in an island community

This section considers the impact or effect of the proposal on island communities and whether this could be significantly different from its effect on other communities.

Eliminating unlawful discrimination - the Career Break Policy is inclusive of all employees in the SSSC, there is no discrimination against any employee, regardless of protected characteristics or not. All dealings with any of the agencies or groups mentioned within the policy will ensure that everyone is treated fairly with the same opportunities.

In terms of any challenges and opportunities for groups living in an island community, there is neutral impact. The policy applies equally to all employees and is accessible regardless of geographic location. Provisions in the policy enable those in more remote locations to utilise travel and subsistence support as required to support their travel needs.

An ICIA (Islands Community Impact Assessment) is not required.

F. Child rights and wellbeing

This section considers the impact of the proposal on children and young people, or specific groups of children and young people, in Scotland.

This policy, while not directly aimed at children, addresses in part the rights contained in article 27 of the UNCRC. In particular article 27 which requires that every child has the right to a standard of living adequate for their mental, spiritual, moral and social development. Assisting our employees to be supported when needing to travel for work will mean that those with children are well placed to meet this right.

G. Health and wellbeing and health inequalities

This section considers the impact of the proposal on physical and mental health and wellbeing; this includes for example, participation, creativity and developing potential.

Positive - this policy has a neutral impact on the physical and mental health and wellbeing of all employees. The SSSC are committed to promoting a healthy work life balance to all its employees through its management policies, support services and health promotion campaigns.

H. Economic and social sustainability

Clear guidance on Travel and Subsistence claims will make sure that the organisation's finances are sustainable and there is a low risk of abuse of the policy.

I. Care experienced children, young people and adults

This section concerns our duties to put Scotland's care experienced children, young people and adults at the heart of what we do.

This policy other supports the efficient work of staff at the SSSC which in turn supports us to exercise our functions in relation to children and young people.

J. Decision making

Which of the following statements best describes the action that should be taken following the EqIA in relation to your proposal?

No major change	<input type="checkbox"/>
Adjust the policy	<input type="checkbox"/>
Continue with Policy	<input checked="" type="checkbox"/>
Stop and remove the policy	<input type="checkbox"/>

Outline the reasons why you've selected this option

We should continue with the policy because by revising the policy and making sure we have robust guidance in place for travel and subsistence claims this will have a positive impact on the SSSC by supporting our workforce to carry out their duties.

K. Monitoring and reviewing

How will the implementation of the policy/proposal be monitored? How and when will the impact of the proposal be reviewed? Outline the actions that will be taken, the timescale for these and who will be responsible for carrying out these actions.

Action	Timescale	Person Responsible
The policy will be reviewed every three years making amendments as appropriate in consultation with the Partnership Forum and the Health and Safety Committee.	Every 3 years	Human Resources

L. SIGN OFF

Name: Lucy Finn

Title: Head of Human Resources

Date approved: November 2022