**Equality Impact Assessment Form**

**Department/Section:** Finance **Date of Assessment:** 12/09/22 **Review Due:** September 2024

**Author/Owner:** Iain Wishart **Signature:** Iain Wishart **Date:** 12/09/22

**Step 1**

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| --- | --- | --- |
| Aim of proposed activity/decision/new or revised policy or procedure: This changes the travel and subsistence guidelines into a policy.  | **New** | **[x]**  |
| **Revised** | **[ ]**  |
| **Existing** | **[ ]**  |

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| Who will be affected?All staff who travel on business for the College. | Who will be consulted?SMT/Trade Unions/CMT | Evidence available:Minutes |

**Step 2**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Potential** Positive/Negative/Neutral Impact Identified.**P, N, N/I** | Age | Disability | Gender Reassignment | Marriage/Civil Partnership\* | Pregnancy and Maternity | Race | Religion or Belief | Sex | Sexual Orientation |
| Eliminating Discrimination. | N/I | N/I | N/I | N/I | N/I | N/I | N/I | N/I | N/I |
| Advancing Equality of Opportunity. | N/I | N/I | N/I | N/I | N/I | N/I | N/I | N/I | N/I |
| Promoting Good Relations. | N/I | N/I | N/I | N/I | N/I | N/I | N/I | N/I | N/I |

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| **Summary of EIA Outcome – please tick** |
| No further action to be carried out. | [x]  |
| Amendments or changes to be made. | [ ]  |
| Proceed with awareness of adverse impact. | [ ]  |
| Abandon process – Stop and Rethink. | [ ]  |

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| **Step 3** Action to be taken.Any implications re travel expenses for those with reasonable adjustments e.g – should public transport not be an option, should they require to use their personal vehicle etc. will be managed in line with the Equality, Diversity and Inclusivity Policy.  |

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| **Date EQIA Approved:** | 13/09/2022 | **Approved by:** | Sarah Wood, OD & EDI Adviser  |

Please forward completed EIA forms by e-mail to
pc.equality.perth@uhi.ac.uk