

Equality Impact Assessment (EqIA) for Policies, Procedures and Services

Proposal name	Relocation and Temporary Accommodation Expenses Policy		
Directorate	Resources and Transformation		
Service	HR Strategy and Planning		
Responsible Officer	Rebecca Harrison		
Proposal planning start	July 2020	Proposal start date (due or actual date)	December 2020

1	What is the purpose of the proposal?	Yes / No	New / revision
	Policy	Yes	Review
	Procedure	No	N/A
	Guidance	No	N/A
	Is this a service to customers/staff/public?	No	N/A
	If yes, is it contracted or commissioned?		
	Other - give details		
2	What is the business case for this proposal? Please provide the main purpose of the service, intended outcomes and reasons for change?		
	<p>The purpose of this policy is to ensure that managers and employees have a clear understanding of the criteria and process for the application and payment of relocation expenses.</p> <p>In response to feedback from the organisation and to bring the HR policies in line with the PROUD Programme and the Behaviour Framework, this procedure has been re-formatted and redesigned to reflect the following principles;</p> <ul style="list-style-type: none"> • Alignment with Walsall Proud Programme and vision • Clear identification of accountabilities in line with behaviours • Clear, consistent and concise policy containing easy to use procedure • Streamlined detail with more in the supporting guidance documents <p>The following amendments have been made to the policy:</p> <ul style="list-style-type: none"> • The removal of an option of a Basic or Enhanced relocation allowance (previously 15% to 25%) and this has been replaced with just one option (3.6) • An update on the taxation section in line with HMRC guidelines • Clarity on what can and cannot be claimed for and what approvals are required • Revision of repayment proportions (5.41) • Further clarification on approval levels • Revision of repayment amounts 		



3	Who is the proposal likely to affect?																		
	People in Walsall	Yes / No	Detail																
	All	No	This policy applies to all council employees. With the exception of; school based employees/workers where the governing body has delegated authority and for whom separate arrangements apply.																
	Specific group/s	No																	
	Council employees	Yes																	
	Other (identify)	N/A																	
4	Please provide service data relating to this proposal on your customer's protected characteristics.																		
	<p>As of 31 March 2020 the total number of Walsall Council employees (excluding Schools) were 3097. The Council's workforce is made up of 67.74% females. 22.41% of the workforce are classified as minority ethnic. In total there were 151 employees (4.88% of the workforce) who declared they had a disability, as defined by the Equality Act 2010.</p>																		
5	Please provide details of all engagement and consultation undertaken for this proposal. (Please use a separate box for each engagement/consultation).																		
	<p>Stakeholders who have a specific interest/involvement in the policy were consulted at the start of the review (HRMT).</p> <p>Consultation commenced on 3 August 2020 with Assistant Directors, Heads of Service, and staff who were involved in the review of the policy. The consultation ended on 18 August 2020.</p> <p>A draft was emailed to the unions on 3 August 2020 seeking their comments and feedback of which responses received was that they were happy with the changes made.</p> <p>The other main points of feedback following the consultation are as follows:</p> <ul style="list-style-type: none"> • The single level of reimbursement for relocation is much simpler • Change of wording in the policy to reflect that claims for 2nd class only travel will be reimbursed • Relocation policy makes reference to the Equality and Diversity Protocol <p>The policy was submitted to CMT on 01/10/2020 followed by Personnel Committee for approval on 14/12/20</p> <p>Consultation Activity</p> <table border="1"> <tr> <td>Type of engagement/consultation</td> <td>Initial stakeholder engagement</td> <td>Date</td> <td>18/06/2020</td> </tr> <tr> <td>Who attended/participated?</td> <td colspan="3">HRMT</td> </tr> <tr> <td>Protected characteristics of participants</td> <td colspan="3">A range of protected characteristics including, gender, race, age, disability.</td> </tr> <tr> <td>Feedback</td> <td colspan="3">As part of the consultation process, the policy was emailed to initial stakeholders to review and make comments on. A meeting then took place to discuss the feedback. Minor amendments requested.</td> </tr> </table>			Type of engagement/consultation	Initial stakeholder engagement	Date	18/06/2020	Who attended/participated?	HRMT			Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.			Feedback	As part of the consultation process, the policy was emailed to initial stakeholders to review and make comments on. A meeting then took place to discuss the feedback. Minor amendments requested.		
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6	Type of engagement/consultation				Senior Manager consultation	Date	03/08/2020 to 18/08/2020
	Who attended/participated?				Senior Managers across the council		
	Protected characteristics of participants				A range of protected characteristics including, gender, race, age, disability.		
	Feedback				As part of the consultation process, the policy was emailed to senior managers across the council welcoming feedback and comments and suggested improvements. Feedback was limited. There were no real concerns raised.		
	Type of engagement/consultation				Trade Union consultation	Date	03/08/2020 to 18/08/2020
	Who attended/participated?				Unison, GMB, UNITE, NEU, NASWT		
	Protected characteristics of participants				A range of protected characteristics including, gender, race, age, disability.		
	Feedback				As part of the consultation process, the policy was emailed to each of the trade unions, welcoming feedback, comments, suggestions and improvements. Feedback was limited, UNISON responded that they were happy with changes made to the document.		
	Concise overview of all evidence, engagement and consultation						
	Formal consultation with senior managers across the council and trade unions raised no concerns in relation to protected characteristics and the proposed changes to the policy.						
7	How may the proposal affect each protected characteristic or group? The effect may be positive, negative, neutral or not known. Give reasons and if action is needed.						
	Characteristic	Affect	Reason			Action needed Yes / No	
	Age	Neutral	The policy applies to all employees – no impact foreseen.			No	
	Disability	Negative	Potential impact on employees who require reasonable adjustments for communication who do not understand the policy e.g. employees with learning			Yes	

		Positive	disabilities. Potential impact on employees who require reasonable adjustments as a result of a disability-related condition. The policy allows for reasonable adjustments and references Access to Work.	No
	Gender reassignment	Neutral	The policy applies to all employees – no impact foreseen	No
	Marriage and civil partnership	Neutral	The policy applies to all employees – no impact foreseen	No
	Pregnancy and maternity	Neutral	The policy applies to all employees – no impact foreseen	No
	Race	Negative	Potential impact on employees where English is not their first language as they may not understand the policy.	Yes
	Religion or belief	Neutral	The policy applies to all employees – no impact foreseen	No
	Sex	Neutral	The policy applies to all employees – no impact foreseen	No
	Sexual orientation	Neutral	The policy applies to all employees – no impact foreseen	No
8	Does your proposal link with other proposals to have a cumulative effect on particular equality groups? If yes, give details.			(Delete one) No
	N/A			
9	Which justifiable action does the evidence, engagement and consultation feedback suggest you take?			
	A	No major change required		
	B	Adjustments needed to remove barriers or to better promote equality		
	C	Continue despite possible adverse impact		
	D	Stop and rethink your proposal		

Action and monitoring plan				
Action Date	Action	Responsibility	Outcome Date	Outcome
Day of launch	The policy to be explained/made available to employees	Employee's line manager should make themselves available to explain the policy to ensure understanding and offer support to allow individuals to achieve the requirements.	As and when required	
Day of launch	The policy to be explained/made available in other languages on request for employees whose first language is not English.	Appropriate liaison as required with the council's Interpretation, Translation, Transcription and Easy Read (ITTE) service provider.	As and when required	
Day of launch	Alternative formats (audio and Easy Read) for disabled employees to be made available on request.	Liaison as required with the appropriate council procured services via the Community, Equality and Cohesion team.	As and when required	

Update to EqIA	
Date	Detail
Use this section for updates following the commencement of your proposal.	

Contact us

Community, Equality and Cohesion
Resources and Transformation

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Inside Walsall: [http://int.walsall.gov.uk/Service information/Equality and diversity](http://int.walsall.gov.uk/Service_information/Equality_and_diversity)