

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

<b>Proposal name</b>	<b>Reimbursement of Personal Expenses Policy</b>		
<b>Directorate</b>	Resources and Transformation		
<b>Service</b>	HR Strategy and Planning Team		
<b>Responsible Officer</b>	Rebecca Harrison		
<b>Proposal planning start</b>	January 2021	<b>Proposal start date (due or actual date)</b>	February 2022

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	<b>What is the business case for this proposal? Please provide the main purpose of the service, intended outcomes and reasons for change?</b>		
	<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 personal expenses including travel, meals, accommodation and other expenses incurred in the course of official council business.</p> <p>In response to feedback from the organisation and to bring the HR policies in line with PROUD and the Behaviour Framework, this policy has been re-formatted and redesigned to reflect the following principles;</p> <ul style="list-style-type: none"> <li>• Alignment with Walsall Proud and vision</li> <li>• Clear identification of accountabilities in line with behaviours</li> <li>• Clear, consistent and concise policy containing easy to use procedure</li> <li>• Streamlined detail in the policy document with more in-depth guidance provided in the supporting documents where applicable.</li> </ul> <p>The following amendments have been made to the policy:</p> <ul style="list-style-type: none"> <li>• Clarity on what expenditure can and cannot be claimed for as an expense in line with the policy;</li> <li>• Clarity on maximum allowances;</li> <li>• Changes to the process when claiming expenses (where applicable) with the implementation of the One Source system / expenses module;</li> <li>• Additional responsibilities of managers in relation to approving expenses through the One Source system;</li> </ul>		



- Clarity on what can be claimed for via One Source;
- Clarity on what is claimed outside of One Source and via payroll;
- Clarity on authorisation levels (where applicable);
- Clarity on what must be booked via the travel management system in the first instance;
- Professional fees section updated to reflect the already agreed relevant section of the Pay Policy;
- Car / motorcycle mileage section updated to reference electric / hybrid vehicles;
- Incorporated information from current Mileage Guidance document;
- Addition of HGV medicals;
- Addition of digital tachograph cards;
- Addition of bicycle mileage;
- Addition of miscellaneous expenses;
- Managers required to complete relevant document of record within One Source for car / motorcycle mileage claims;
- Clarity on procedure in claiming expenses for both volunteers and agency workers where not through One Source or payroll.

Removal of the following:

- Reference to eye testing as this is not a reimbursable expense (instead the eye care voucher scheme is used);
- The option to claim for interview travel expenses;
- Reference to relocation expenses as there is now a separate policy / process for this type of expense;
- The option to claim for use of own personal telephone usage to align with Bring Your Own Device initiative;
- Reference to Annual Travel Card Scheme as not a reimbursable expense;
- Reference to Travel Warrants.

### 3 Who is the proposal likely to affect?

People in Walsall	Yes / No	Detail
All	No	This policy applies to all council employees including casual workers (where applicable), agency workers (where applicable) and self-employed individuals/consultants who fall inside IR35 regulations and are paid through the council's payroll. 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)	Volunteers	

### 4 Please provide service data relating to this proposal on your customer's protected characteristics.

As of 31 March 2021 the total number of Walsall Council employees (excluding Schools) were 3079. The Council's workforce is made up of 67.6% females. 23.8% of the workforce are classified as minority ethnic. In total there were 137 employees (4.45% of the workforce) who declared they had a disability, as defined by the Equality Act 2010. 3.12% of the workforce are under 25 years of age, 30.14% of the workforce are 55 years or older, 42.25% of the workforce are aged between 40-54 years old and 50-54 years old are the largest age group making up 17.69% of the workforce.

**5 Please provide details of all engagement and consultation undertaken for this proposal. (Please use a separate box for each engagement/consultation).**

Consultation commenced on 5 February 2021 with Assistant Directors, Heads of Service, and stakeholders who have a specific interest/involvement with the review of the policy. The consultation ended on 26 February 2021.

Trade Unions were consulted at the same time with limited feedback.

The other main points of feedback following the consultation are as follows:

- To consider reference to reasonable adjustments where appropriate, for example the use of taxis;
- That reference is made to include the introduction of the Travel Management System;
- That it is the responsibility of managers to check mileage claims against the correct registered vehicle.

The policy will be submitted to CMT on 13/01/22 followed by Personnel Committee for approval on 24/01/22.

**Consultation Activity**

<b>Type of engagement/consultation</b>	Consultation with wider council	<b>Date</b>	05/02/21 to 26/02/2021
<b>Who attended/participated?</b>	Senior Managers across the council, Payroll/Finance, Procurement, Legal and HR		
<b>Protected characteristics of participants</b>	A range of protected characteristics including, gender, race, age, disability.		
<b>Feedback</b>	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 and to consider reference in relation to protected characteristics, that where appropriate, the policy can be used to support agreed reasonable adjustments, for example the use of taxis – agreed and included ( <i>Principle section 3.8</i> ).		

<b>Type of engagement/consultation</b>	Consultation with Trade Unions	<b>Date</b>	05/02/21 to 26/02/2021
<b>Who attended/participated?</b>	Trade Unions representatives ( Unison, GMB, UNITE)		
<b>Protected characteristics of participants</b>	A range of protected characteristics including, gender, race, age, disability.		
<b>Feedback</b> As part of the consultation process, the policy was emailed to each of the trade Unions across the council welcoming feedback and comments and suggested improvements. Feedback was limited with no real concerns raised.			

<b>Type of engagement/consultation</b>	Key stakeholders	<b>Date</b>	26/07/21 to 06/08/2021
<b>Who attended/participated?</b>	Payroll/Finance/HR/ICT/ABS		
<b>Protected characteristics of participants</b>	A range of protected characteristics including, gender, race, age, disability.		
<b>Feedback</b> As part of the ongoing consultation process, the policy was again emailed to key stakeholders, welcoming feedback, comments, suggestions and improvements to ensure the draft policy meets their needs. A few minor changes needed.			

<b>Type of engagement/consultation</b>	Key stakeholders	<b>Date</b>	25/11/21 to 06/12/2021
<b>Who attended/participated?</b>	Payroll/Finance/HR/ABS/Clean & Green		
<b>Protected characteristics of participants</b>	A range of protected characteristics including, gender, race, age, disability.		
<b>Feedback</b> As part of the ongoing consultation process and as a result of further changes made to move to process all expense claims via One Source (where appropriate and specifically those currently made via claim forms), the policy was emailed to key stakeholders to review and make comments on. This was followed by a meeting to consider and discuss the feedback received. Feedback was limited with no real concerns raised.			

## 6 Concise overview of all evidence, engagement and consultation

Formal consultation with senior managers across the council and trade unions raised the following concern in relation to protected characteristics and the proposed changes to the policy:

To consider that in relation to protected characteristics, and where appropriate, the policy can be used to support agreed reasonable adjustments, for example the use of taxis – this was agreed and included (Principles section 3.8).

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 disabilities.	Yes
	Positive	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	<b>Does your proposal link with other proposals to have a cumulative effect on particular equality groups? If yes, give details.</b>		No
	N/A		
9	<b>Which justifiable action does the evidence, engagement and consultation feedback suggest you take?</b>		
	A	No major change required	
	B	<b>Adjustments needed to remove barriers or to better promote equality</b>	
	C	Continue despite possible adverse impact	
D	Stop and rethink your proposal		

<b>Action and monitoring plan</b>				
<b>Action Date</b>	<b>Action</b>	<b>Responsibility</b>	<b>Outcome Date</b>	<b>Outcome</b>
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; audio formats from Walsall Society for the Blind and Easy Read from the Community, Equality and Cohesion team.	As and when required	

<b>Update to EqIA</b>	
<b>Date</b>	<b>Detail</b>

Use this section for updates following the commencement of your proposal.

## **Contact us**

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