

# NATIONAL PROBATION SERVICE HAMPSHIRE AREA

## EQUALITY IMPACT ASSESSMENT

### Section Two: Full Impact Assessment

This "Equality Impact Assessment" documents the outcome of a full impact assessment on the specified function, policy or procedure, addressing the equalities strands of: Race, Gender, Disability, Sexuality, Faith and Age. It is to be completed, published as specified, and appended to policy and/or strategy documents.

#### 1. Function Name, Policy or Procedure:

Staff Travel Policy

#### 2. Aims and Approach of Function/Policy/Procedure

This policy represents a reviewed set of regulations and procedures regarding staff's use of cars and car parking, and other additional forms of transport such as pool and hire cars as alternatives to personal car use.

The policy outlines the approach to:

- pool and hire cars
- business and visitor car parking
- permits for office car parks or designated local car parks and qualifying criteria
- unauthorised parking
- regulations
- rail passes
- Bus passes
- cycle to work

Within the policy the specific needs of disabled staff are recognised. Parking will be made available in local offices, or paid for where office based parking or local free parking is not available.

**3. What data/information is available & does it suggest differential impact for any of the groups identified as part of the impact assessment process?**

*(A range of different data may be used for this section – e.g. internal monitoring data, national reports/research, locally commissioned reports/audits/research, results of previous consultations/workshops, statistical data such as census data, Home Office Statistics)*

HPA currently has data on staff's mileage which could be segmented so that we get a picture of mileage levels by race, gender and disability. This has limited value other than that it indicates that based on a mileage qualifying measure, female staff are less likely than male staff to qualify. This is because of the almost entirely female staff group in administrative roles. However, an additional element of the new approach is the introduction of a subsidised parking scheme open to all staff, which will mean that this group of female staff will have some assistance with meeting parking costs that they previously have not had.

The other main diversity issue which needs to be considered over and above mileage relates to disability and this has been addressed within the policy.

**Race:**

**Gender:**

**Disability:**

**Sexuality:**

**Religion or Belief:**

**Age:**

**If there are gaps in data provision how are these to be addressed in order to inform a full EIA?**

**4. What consultation has been undertaken and with whom?**

*(include information on what was needed from the consultation, how it was carried out and with whom)*

This policy has had a period of all-staff consultation and Union consultation. It has also gone to the Equalities Consultation Panel, being considered at draft stage and again following a further review. Whilst this policy has been consulted on by all staff, some of whom will have raised equalities issues, it has been the role of the panel to focus specifically on any potential discrimination within the policy.

**5. What are the main findings of the consultation undertaken (what positive or negative impacts were identified for any of the different groups)?**

1. Concern was raised as to the rationale behind excluding training and internal meetings from a mileage count in relation to permits. There are some jobs where mileage is heavy but is mostly related to the excluding criteria. This would exclude specific groups of staff who are doing their jobs as required.
2. The identification of "designated roles" not linked to mileage appears to imply certain jobs being given privileges not necessarily attributable to their car usage?
3. In relation to the section on Disability (4.5) - firstly the term "immediate and near vicinity of the office" is always going to be open to challenge. How "near" the car park to office is will be based on an individuals own mobility levels. That feel as though decisions on this will have to be on a case by case basis. Are we saying that if somebody is a Blue Badge Holder they still need an Occupational Health referral in order to access spaces - why do we consider it necessary to have both? This seems like wasting a resource. Suggestion is that it should be Disabled Badge Holder **or** a recommendation from occupational health as the possibility may exist that a member of staff hasn't qualified for the badge but occupational health feel they do need this adjustment.
3. It was felt that if a disabled member of staff has to use their car as a means to get to work because of their disability, and they have to pay for parking because there is no free disabled parking available, then a permit should be paid for for them. This is one I think we have discussed before but it has not been mentioned.
4. There is no reference in this policy to offenders. Whilst we do not routinely offer parking to offenders in the premises that has parking available, we do have a legal obligation to offer parking facilities to an offender who requires disabled parking when we have such spaces available at our offices.

**6. Does this policy have the potential to cause unlawful discrimination, exclusion of some groups of people from its benefits or lead to negative relations?**

The findings of the assessment relate more to detailed points about parking for disabled staff that need to be clarified in the document. Otherwise it was not found to be discriminatory.

**7. What measures have been identified in order for the policy/procedures to achieve its aims without risking any adverse impact?**

Further consideration of what is to be included in mileage counts; the use of “designated roles”; the identification of who disabled staff are in terms of the parking policy and disabled staff’s access to paid permits where necessary.

## **8. What action is now to be undertaken?**

The following amendments have been made to the policy to take account of the consultation feedback:

- the qualifying mileage for calculating eligibility for an office space or free parking permit has been extended to include offender contact and/or partnership/agency or management meetings.
- “designated roles” are removed, but ACO grades will have office parking made available to them that they will have to pay for if they are below the mileage threshold.
- Staff will be considered as entitled to parking from a disability perspective if they are a blue badge holder or if occupational health makes a recommendation to that effect, including in the short term for health reasons.
- Disabled staff who need to use their car for getting to and from work and for whom there is no office parking available will be entitled to a paid permit if there is no free disabled space available.

## **9. Monitoring arrangements and review process**

This policy will be reviewed on a three year cycle and monitoring that is put in place will consider race, gender and disability issues.

## **10. How results will be published**

The results of this Equality Impact Assessment will be published with the Staff Travel Policy and will also be published separately on the Diversity Database and the HPA Website.

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**Signature of Policy Lead .....**

**Position**

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**Date**

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