

# Diversity impact assessment

<b>TITLE</b> <i>Name/description of the issue being assessed</i>	<b>Review of Subsistence and Expenses Policy</b>
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<b>DATE</b> <i>Date the DIA is completed</i>	<b>27 April 2016</b>
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<b>LEAD OFFICER</b> <i>Name of person responsible for carrying out the DIA.</i>	<b>Tim Silver Employee Relations Manager</b>
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**1 Summary description of the proposed change**

- *What is the change to policy/service/new project that is being proposed?*
- *How does it compare with the current situation?*

**The policy has been revised to update it to align with current practice; it reinforces the requirement for colleagues to submit itemised receipts within a three month period in order for expenses to be claimed. The guidelines for expenditure for an evening meal have been increased from £10.00 to £15.00 to reflect the average claim.**

**2 Summary of evidence used to support this assessment**

- *Eg: Feedback from consultation, performance information, service user records etc.*
- *Eg: Comparison of service user profile with Medway Community Profile*

**Trade Unions and Employee Forums were consulted on the proposed changes between the period 18 March 2016 to 15 April 2016. Responses were received from Unison and Prospect. Unison challenged the original revised draft that removed the entitlement for colleagues make a claim for meals related to Tea as defined within the Policy (Section 11). It was agreed that this element could be retained and the Policy was amended accordingly to reinstate this entitlement.**

**Both Unison and Prospect commented on the proposed revisions to Section 12 (Car Parking). They raised concerns that the Policy states that fees incurred for parking could only be claimed when free parking was unavailable, and that this was causing issues requiring staff to park further away**

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from their destination and that there were health and safety issues, especially where staff have restricted mobility. It was agreed that there was no wording that could be applied to the policy to ensure that Managers were applying this requirement fairly and consistently and that the most appropriate governance of this was to deal with any issues on a case by case basis.

The report was shared with both Legal and Finance and there was no comment from either.

### 3 What is the likely impact of the proposed change?

*Is it likely to :*

- *Adversely impact on one or more of the protected characteristic groups?*
- *Advance equality of opportunity for one or more of the protected characteristic groups?*
- *Foster good relations between people who share a protected characteristic and those who don't?*

*(insert ✓ in one or more boxes)*

Protected characteristic groups	Adverse impact	Advance equality	Foster good relations
Age			X
Disability			X
Gender reassignment			X
Marriage/civil partnership			X
Pregnancy/maternity			X
Race			X
Religion/belief			X
Sex			X
Sexual orientation			X

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Other (e.g. low income groups)			X

**4 Summary of the likely impacts**

- Who will be affected?
- How will they be affected?

There is no impact on any of the protected characteristic groups.

**5 What actions can be taken to mitigate likely adverse impacts, improve equality of opportunity or foster good relations?**

- Are there alternative providers?
- What alternative ways can the Council provide the service?
- Can demand for services be managed differently?

Not applicable

**6 Action plan**

- Actions to mitigate adverse impact, improve equality of opportunity or foster good relations and/or obtain new evidence

Action	Lead	Deadline or review date
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Not applicable		

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## 7 Recommendation

*The recommendation by the lead officer should be stated below.*

*This may be:*

- *to proceed with the change implementing action plan if appropriate*
- *consider alternatives*
- *gather further evidence*

*If the recommendation is to proceed with the change and there are no actions that can be taken to mitigate likely adverse impact, it is important to state why.*

**Not applicable**

## 8 Authorisation

*The authorising officer is consenting that:*

- *the recommendation can be implemented*
- *sufficient evidence has been obtained and appropriate mitigation is planned*
- *the Action Plan will be incorporated into service plan and monitored*

**Head of HR and  
Organisational  
Change**

**Carrie McKenzie**

**Date**

**18 April 2016**

Contact your Performance and Intelligence hub for advice on completing this assessment

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Send completed assessment to the Corporate Performance & Intelligence Hub (CPI) for web publication