

**Equality Impact Assessment
Level One Assessment Form**

Service Area.....Car User Allowance Guidelines.

1. What is the name of the proposed policy, procedure, project etc to be assessed.	
Car User Allowance Guidelines	
2. What are the aims or intended outcomes of the policy to be assessed.	
To recompense employees for use of their own vehicles whilst carrying out their duties.	
3. Is there any potential public or staff concern that this function, policy or proposal may have a discriminatory impact	
PUBLIC No	STAFF No
4. Is there any other evidence (results of consultations, monitoring data etc) to suggest that the proposals could have an adverse/differential impact on the grounds of	
a. Race	No
b. Religion	No
c. Gender	No
d. Disability	No

e. Sexual Orientation

No

f. Age

No

5. If there is no evidence are there any experts/ relevant groups who you can approach to explore their views on the issues

6. How will the views of these groups be obtained

N/A

7. Please detail the outcomes of these consultations

N/A

8. What are the risks (if any) associated with the policy in relation to the adverse/differential impact on the ETG's

The guidelines outline the rates of payment for casual and essential car allowances. The rates are determined through National Negotiations and are published by the NJC for Local Government and are based on three bands of engine capacity.

The scheme applies to all employees and are based on the requirement of the post. Whether the post is essential or casual is determined prior to the post being advertised therefore before an employee is in post.

9. Considering the evidence above what priority would you give this policy in relation to the Equality Target Groups. Please provide a rationale for your conclusions

	High	Medium	Low
Disability			X
Race			X
Gender			X
Sexual Orientation			X
Age			X
Religion or Belief			X

10. If in your judgment the proposed service/policy etc does have an adverse impact? Can that impact be justified?

As per section 8, the scheme is based on the requirements of the posts, not the postholder.

The amounts are also negotiated through NJC for Local Government Services therefore there can be no discretion in terms of which employee does or does not receive payment under these guidelines.

11. What steps will you take to address any unjustified impact

Non required as per above	
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12. Are there any additional resource implications for the steps that need to be taken, both in terms of time and finances

No	
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13. How will you monitor the effect of this function, policy etc on the equality target groups
Statistics can be monitored and reviewed if there are any detrimental effects expressed.
14. (HR Policies Only) Is the Policy consistent with employment Codes of Practice on Race, Gender and Disability? If not what else needs to be included
Yes
15. Does this Policy need to be fully impact assessed? Please give reasons
No

Name
Signed

Service
Dated

Service Manager Signature

Approved by Corporate Equalities Planning and Scrutiny Group

Signed

Date