

**Equality Impact Assessment
Level One
Initial Screening**

Service Area Human Resources

Title of policy, procedure, strategy, function or working practice:

Cycle To Work Scheme

| | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|---------|---|--------------|--------------------------|--------|--------------------------|-----|---|-------------------|--------------------------|----------|--------------------------|---------|---|--------------|--------------------------|--------|--------------------------|-----|---|
| <p>1. What are the aims, objectives and intended outcomes of the proposed policy, procedure, strategy, function or working practice to be assessed?</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>To provide a cycle hire scheme for staff wishing to cycle to work</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>2. Who is intended to benefit from the policy, procedure, strategy, function or working practice and in what way? Think about who will benefit and how. This will prompt thoughts on who will not benefit and whether this can be justified.</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>The scheme will be open to all employees and provides a new cycle at a subsidised rate for employees.</p> <p>This encourages healthy lifestyles for employees, reduced car journeys to work and a reduction in carbon emissions.</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>3. Is there any evidence of impact on people on the grounds of Race, Religion, Gender, Disability, Sexual orientation and age as a result of this policy, procedure, strategy, function or working practice. If there is positive or negative impact then please indicate the levels.</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>a. Race</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Impact : Positive</td> <td style="width: 33%;"><input type="checkbox"/></td> <td style="width: 33%;">Negative</td> <td style="width: 33%;"><input type="checkbox"/></td> <td style="width: 33%;">Neutral</td> <td style="width: 33%; text-align: right;">X</td> </tr> <tr> <td>Level : High</td> <td><input type="checkbox"/></td> <td>Medium</td> <td><input type="checkbox"/></td> <td>Low</td> <td style="text-align: right;">X</td> </tr> </table> <p>b. Religion</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Impact : Positive</td> <td style="width: 33%;"><input type="checkbox"/></td> <td style="width: 33%;">Negative</td> <td style="width: 33%;"><input type="checkbox"/></td> <td style="width: 33%;">Neutral</td> <td style="width: 33%; text-align: right;">X</td> </tr> <tr> <td>Level : High</td> <td><input type="checkbox"/></td> <td>Medium</td> <td><input type="checkbox"/></td> <td>Low</td> <td style="text-align: right;">X</td> </tr> </table> | Impact : Positive | <input type="checkbox"/> | Negative | <input type="checkbox"/> | Neutral | X | Level : High | <input type="checkbox"/> | Medium | <input type="checkbox"/> | Low | X | Impact : Positive | <input type="checkbox"/> | Negative | <input type="checkbox"/> | Neutral | X | Level : High | <input type="checkbox"/> | Medium | <input type="checkbox"/> | Low | X |
| Impact : Positive | <input type="checkbox"/> | Negative | <input type="checkbox"/> | Neutral | X | | | | | | | | | | | | | | | | | | | |
| Level : High | <input type="checkbox"/> | Medium | <input type="checkbox"/> | Low | X | | | | | | | | | | | | | | | | | | | |
| Impact : Positive | <input type="checkbox"/> | Negative | <input type="checkbox"/> | Neutral | X | | | | | | | | | | | | | | | | | | | |
| Level : High | <input type="checkbox"/> | Medium | <input type="checkbox"/> | Low | X | | | | | | | | | | | | | | | | | | | |

c. Gender

Impact : Positive Negative Neutral X
Level : High Medium Low X

d. Disability

Impact : Positive X Negative X Neutral
Level : High Medium Low X

Some disabilities will prevent staff from taking up the scheme. However, the scheme can provide bikes with suitable adjustments, dependant on the type of disability.

For those with certain health conditions this scheme could assist in improving their health and therefore assisting with their disability.

e. Sexual Orientation

Impact : Positive Negative Neutral X
Level : High Medium Low X

f. Age

Impact : Positive Negative X Neutral
Level : High Medium Low X

Due to legal restrictions on entering into a hire agreement, the scheme is not open to those employees under the age of 18. However, it is expected that the scheme will continue therefore these employees will be able to join at a later date if they wish to.

4. Has any positive/negative impacts been identified which cannot be justified?

YES Need to proceed to stage 2 or 3
(go to question 5)

NO No need to proceed to stage 2 or 3
(go to question 7)

5. Should the policy procedure proceed to stage 2 Partial impact assessment or stage 3 Full Impact Assessment?

STAGE 2

STAGE 3

| | |
|---|--------------------------|
| 6. What dates will the stage 2 or stage 3 impacts Assessment be completed by? | |
| Dependant on whether the scheme is approved at CMT | |
| 7. Has this Initial Screening been sent to the HR department to be uploaded on the internet? | |
| YES | X |
| NO | <input type="checkbox"/> |
| 8. (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 | |

Name Service Area

Signed Dated

Service Manager Signature

Approved by Departmental Equalities Representative.

Signed **Date**

If any actions have been identified, please state date of review:
(This is usually 12 months after the initial EIA has taken place)