

This template summarises the key decisions/actions taken in the EHRIA, and has been separated from the full EHRIA document for publication on the SPS external website in compliance with statutory requirements.

Background	
Title of the Policy	Major Disruption to Travel
EHRIA Lead Person	Employee Relations and Rewards Manager
Date EHRIA completed	29/04/16
Review date and frequency	30/03/19, every 3 years
Is this a new or revised policy/practice?	New <input type="checkbox"/> Revised <input checked="" type="checkbox"/>

Scoping	
What are the aims of this policy/practice?	Clarification of policy and practice, ease of access for individuals with reading impairment. Clarification of which policy is appropriate to be used (Special Leave or Major Disruption to Travel).
WHO did you consult with?	<ul style="list-style-type: none"> <li>• SPS Equality &amp; Diversity Team</li> <li>• Scottish Government Evidence Finder</li> <li>• Scottish Government Policy</li> <li>• Department of Work &amp; Pensions Policy and Impact Assessment</li> <li>• Trade Union Side</li> </ul>
WHAT did you learn?	Of the 5% of SPS staff who reported a disability: 6% reported a visual impairment, 20% reduced mobility – this policy may have impacts on these groups. Individuals with caring responsibilities might be impacted by this policy.
HOW will this shape your policy/practice?	The individuals with visual impairments will be considered in the formatting and layout of the policy, the individuals with reduced mobility will be considered in the policy and guidance.
What quantitative and/or qualitative evidence as well as case law relating to equality and human rights have you considered when deciding to develop new or revise current policy/practice?	<ul style="list-style-type: none"> <li>• Scottish Government Evidence Finder</li> <li>• Department of Work &amp; Pensions policy and guidance</li> <li>• Scottish Government policy and guidance.</li> <li>• SPS Equality &amp; Diversity Team</li> <li>• SPS Equality Monitoring information.</li> </ul>

<b>Impact</b> Will the impact and outcomes of the new/revised policy/practice:	
<b>Contribute to eliminating discrimination, harassment and victimisation?</b> E.g. <ul style="list-style-type: none"> <li>• Raise awareness of our SPS vision and values for equality and diversity</li> <li>• Challenge appropriately any behaviours or procedures which do not value diversity and advance equality of opportunity</li> </ul>	<b>POSITIVE:</b> It will contribute to eliminating discrimination, harassment, victimisation <input checked="" type="checkbox"/>
	<b>NO EFFECT:</b> It will have no effect on discrimination, harassment and victimisation <input type="checkbox"/>
	<b>NEGATIVE:</b> It will make discrimination, harassment and victimisation worse <input type="checkbox"/>
<b>Advance equality of opportunity between those who share a protected characteristic and those who do not?</b> E.g. <ul style="list-style-type: none"> <li>• Remove or minimise disadvantage</li> <li>• Meet the needs of equality groups that are different from the needs of others participation in public life</li> </ul>	<b>POSITIVE:</b> It will advance equality of opportunity <input checked="" type="checkbox"/>
	<b>NO EFFECT:</b> It will have no effect on equality of opportunity <input type="checkbox"/>
	<b>NEGATIVE:</b> It will reduce equality of opportunity <input type="checkbox"/>
<b>Foster good relations between those who share a protected characteristic and those who do not?</b> E.g. <ul style="list-style-type: none"> <li>• Tackle prejudice</li> <li>• Promote understanding</li> </ul>	<b>POSITIVE:</b> It will foster good relations <input checked="" type="checkbox"/>
	<b>NO EFFECT:</b> It will have no effect on good relations <input type="checkbox"/>
	<b>NEGATIVE:</b> It will cause good relations to deteriorate <input type="checkbox"/>
<b>Ensure Human Rights Compliance?</b>	It will uphold human rights articles. <input checked="" type="checkbox"/>
	It will breach human rights articles. <input type="checkbox"/>

**Please summarise the results of the Equality & Human Rights Impact Assessment, including the likely impact of the proposed policy/practice advancing equality and human rights.**

<b>Positive Impacts</b>  Protected characteristics affected: Age, disability, maternity & pregnancy.  The new policy will be presented in a format which will make it more accessible to individuals with visual or other impairments.  Travel disruption can affect disabled employees more adversely than other groups. Disruption affecting their usual method of travelling to work is potentially more restricting to disabled employees, as other options for travelling, for instance using public transport instead of a
--

### Positive Impacts

private motor vehicle, may not be an option. Guidance will state that managers should specifically consider the needs of staff with disabilities when applying this policy.

Similarly, managers will need to take account of any personal circumstances, which may include pregnancy or age.

Linking this policy to the E-HR process will allow for anonymous monitoring of the application of this policy to staff who have protected characteristics – allowing SPS to effectively review the process and take further action if required.

### Negative Impacts

Protected characteristics affected:

Impact	Mitigation
None identified.	

### Recommended course of action

<b>Outcome 1:</b> Proceed – no potential for unlawful discrimination or adverse impact or breach of human rights articles has been identified.	<input checked="" type="checkbox"/>
<b>Outcome 2:</b> Proceed with adjustments to remove barriers identified for discrimination, advancement of equality of opportunity and fostering good relations or breach of human rights articles.	<input type="checkbox"/>
<b>Outcome 3:</b> Continue despite having identified some potential for adverse impact or missed opportunity to advance equality and human rights (justification to be clearly set out).	<input type="checkbox"/>
<b>Outcome 4:</b> Stop and rethink as actual or potential unlawful discrimination or breach of human rights articles has been identified.	<input type="checkbox"/>

### Summary of Outcome decision and Recommendations

Proceed with policy review, ensuring that policy and (particularly) guidance takes into consideration issues around protected characteristics.

### Next steps

Impact of policy will reviewed by taking action on the following:

- Legislative changes – To ensure compliance with all relevant legislation.
- Significant grievances/ unforeseen Equality & Human Rights Impact Assessments – To ensure that any unforeseen issues are addressed.
- SPS standard policy review timescales – As part of SPS standard review of policies.

If you require this document in an alternative format, please contact [SPSEqualityandDiversityTeam@sps.pnn.gov.uk](mailto:SPSEqualityandDiversityTeam@sps.pnn.gov.uk)