

# Equality Impact Assessment



## Equality Impact Assessment form - Time Place Travel

<b>Date of assessment</b>
3 November 2016
<b>Title of policy to be created (or changed)</b>
Time, Place and Travel - Principles and Guidance
<b>What is the policy intended for?</b>
<p>The Time, Place and Travel (TPT) Principles aims to create greater choice for individuals to consider the best times and places to work, which should improve productivity while simultaneously improving the balance of staff working/personal lives.</p> <p>This way of working is open to all members of staff at Audit Scotland.</p>
<b>In relation to the general equality duty and the protected characteristics, which issues or groups do you think would or could be affected and how? Be specific</b>
<p>It is anticipated that the TPT approach will benefit all staff, as it will increase flexibility and work life balance. Noted below are particular benefits or issues for people who share protected characteristics:</p> <p><b>Age:</b> the TPT Principles could particularly benefit older employees at Audit Scotland as working flexibly can suit older people who may have health conditions that could make travelling to work problematic. Additionally, the prevalence of health conditions increases with age, as found in the <a href="#">Scottish Health Survey</a>. Nationwide, more older people work from home as shown in this <a href="#">report from the Office of National Statistics</a>.</p> <p><b>Disability:</b> The TPT Principles will allow staff with a disability greater independence of choice and flexibility. Having a disability can make travel to work challenging. People with a disability may have issues using public transport, and there can be issues with parking. There are also disabilities which involve personal care issues, and working from home may mean that staff are more comfortable in their own personal care facilities. 3.5% of staff at Audit Scotland have declared a disability, although it is presumed that the actual rate is higher given ONS statistics which show that 8% of people in employment have a disability.</p> <p>The type of disability itself is also relevant in considering the TPT Principles. For example, people with mental health issues may feel isolated working alone, or people may use assistive technology and /or adapted workplace furniture in the Audit Scotland offices. In the event that there is a concern that home working could exacerbate health conditions, Audit Scotland will carry out risk assessments. Audit Scotland will also discuss assistive technology or other requirements with staff to enable them to work from their chosen location.</p> <p><b>Sex:</b> 49.5% of staff at Audit Scotland are male, and 50.5% of female. While overall the Principles should benefit staff equally as a result of their sex, female staff who are responsible for childcare may receive particular benefit. 23.7% of staff are employed currently on a flexible working contract – 22% are male and 78% of female. The higher proportion of</p>

female staff who currently work flexibly could be due to the fact that nationwide, more women than men are primarily responsible for childcare or other caring responsibilities.

**Race:** 4.9% of staff at Audit Scotland are black or minority ethnic, who should equally benefit from these Principles, as the Equality and Human Rights Commission's [Triennial Review](#) shows that ethnic minority groups tend to access and use the internet and technology at similar rates to white people.

**Religion or Belief:** Audit Scotland's staff data shows that staff have a wide range of religions or beliefs. The standard working week in Scotland is Monday to Friday, which enables Christians time off on Sundays but may not suit other religious groups as well. However, the flexible approach set out in the TPT Principles should enable better flexibility in worship, as staff could choose to work on a Sunday (presuming this is practicable in terms of the business demands). It may also assist in the facilitation of religious worship at fixed times during the day.

**Pregnancy or Maternity:** Pregnancy can cause bodily changes which can result in pain or dysfunction to the body, such as SPD. Pregnant women may also experience increased levels of tiredness. Flexibility in when and where to work could assist in these circumstances. Additionally, staff have returned to work from maternity leave may be breastfeeding, and the TPT Principles should assist them in accommodating this.

**Sexual Orientation:** No information is available which would indicate that these Principles could differentially affect a person on the basis of their sexual orientation.

#### **Did you need to obtain further information? If yes, how did you do that?**

Staff equality data was obtained from Audit Scotland's most recently published [Equality Report](#). Further information was obtained from the Equality and Human Rights Commission, the Office of National Statistics and the Scottish Government as linked to above.

#### **What do you conclude is the potential impact on these areas?**

The TPT Principles should potentially positively impact all staff at Audit Scotland and will have particular benefits for staff who share the protected characteristics of age, disability, gender, race, religion or belief and pregnancy or maternity.

In conclusion, it is submitted that the Principles will assist Audit Scotland in paying due regard to the General Equality Duty. More specifically:

- The Principles should assist Audit Scotland in the elimination of discrimination as a range of positive impacts on people who share protected characteristics have been identified. For example, they may increase the retention of staff with caring responsibilities, and allow greater independence of choice and flexibility for staff with a disability.
- The Principles should assist Audit Scotland in the advancement of equality as they should reduce barriers for particular groups.
- The Principles should assist Audit Scotland in the promotion of good relations as they should enhance equal participation in the working environment.

#### **What will you do now?**

It is anticipated that these Principles will be launched in Audit Scotland in January 2017. Feedback on this approach will be gathered in July 2017 and any equality issues which arise will be discussed and taken into account in any changes to the process.

**Date /02/2018**

**Signature** Undertaken by an independent consultant as commissioned by the HR department

C Tracey Bray