

Business travel fleet policy

Equality impact assessment

October 2011

Equality impact assessment for the business travel fleet policy

Introduction

The Department for Work and Pensions has carried out an equality impact assessment on the proposal to introduce a new Business Travel Fleet Policy, assessing the proposal in line with the current public sector equality duties.

This process will help to ensure that:

- the Department's strategies, policies and services are free from discrimination;
- the Department complies with current equality legislation;
- due regard is given to equality in decision making and subsequent processes; and
- opportunities for promoting equality are identified.

Scope of this assessment

The existing public sector equality duties require the department to show due regard when developing new policies or processes to the impact of the proposals on race, disability and gender (including gender reassignment).

This assessment looks at the available evidence to determine the extent to which the effect of the proposed change differs between persons sharing a protected characteristic and persons who do not.

The Equality Act 2010 simplifies and strengthens the existing framework of anti-discrimination legislation. The equality impact assessment will demonstrate how the Department has demonstrated it has paid due regard when developing new services or processes to protection against discrimination on the grounds of race, disability, gender, age, gender reassignment, sexual orientation, pregnancy and maternity, and religion and belief (the protected characteristics).

Brief outline of the policy or service

There are several proposed changes to the Business Travel Fleet policy. From 3 October 2011 the Department's fleet supplier, Inchcape Fleet Solutions will provide a telephone and e-mail helpdesk for staff and become the first point of contact for all queries. They will also take over transactional and non-core work, such as managing the business case process for new applications and the fines recovery process. This will create savings for the Department and allow the Business Travel Team to operate with a reduced headcount.

Inchcape Fleet Solutions will provide an additional driving licence checking and risk assessment service for approximately 3000 drivers per year. DWP will select a sample of drivers to refer to Inchcape Fleet Solutions, who will then use the Driver and Vehicle Licensing Agency (DVLA) database to check that their licences are valid. This will help to mitigate the Department's risk of prosecution under the Corporate Manslaughter Act.

The Fleet Policy has also been changed to reflect the new procurement process mandated by the Government Procurement Service. DWP must now buy new vehicles through a cross-government e-auction programme, which means that the Department must submit their vehicle requirements to Government Procurement Service each quarter.

Consultation and involvement

During August and September 2011 the Business Travel Team obtained sign-off from the Business Travel Forum (which is made up of representatives from each of the business units in the Department) and the Departmental Trade Union side.

Impact of the Business Travel Fleet Policy

There is no reason to believe that any particular individuals or groups of people will be negatively or unduly affected by the proposed Business Travel Fleet Policy, as it applies to all staff and does not discriminate against anyone in terms of race, age, gender, gender reassignment, pregnancy and maternity, religion or belief, disability or sexual orientation.

In carrying out this assessment, the Department has had due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- ensure steps are taken to meet the needs of a person who is disabled as they are different from the needs of those who are not disabled.

The groups that the policy affects most, but there are processes in place to eliminate the impact, are those individuals who are either disabled or have a medical condition that necessitates that they must have a modified Private User Scheme vehicle. As long as there is a clear business need, the Private User Scheme provides staff members with a vehicle to use on Department business. The staff member pays a contribution to the Department so that they can also use the vehicle out of work time. If a straight forward modification is needed then a vehicle will be purchased using the e-auction process and then modified. If it is necessary to manufacture a modified vehicle, then this will be arranged outside of the e-auction process.

Monitoring and evaluation

The Business Travel Team acts as a customer service team to staff. A feedback log is received from the various suppliers as part of the monthly management information. The feedback log includes details and resolutions of all complaints received in the month being reviewed.

Any complaint related to race, disability, age, religion or gender is taken up immediately with the respective supplier by the Business Travel Team. A separate quarterly report is maintained for equality impact monitoring of the Business Travel Policy. This tool is reviewed quarterly. All the complaints received to date have been typically in relation to the service received and not in relation to the policy or to equality issues. Since April 2008, the Business Travel Team has received no complaints in relation to equality concerns of the business travel policy.

Next steps

This is the final assessment. The EIA will be reviewed on a quarterly basis (with the minimum requirements being a year after publication).

Contact details

Stuart Chiverton

Business Travel Contract Manager

Quarry House

Leeds

LS2 7UA

Tel: 0113 2327279

E-mail: stuart.chiverton@dwp.gsi.gov.uk

[Communications intranet pages.](#)