

## BTPA Initial Equality Impact Assessment Template

Name of policy to be assessed	BTPA Expenses Policy	Date of assessment	September 2009
Names of assessment team members	Sam Elvy Lucy Barrick	Is this a new or existing policy?	Existing – revised and added to allowances policy
1. Briefly describe the aims, objectives and purpose of the policy	Establish clear guidelines for making and processing expenses claims including limits for payment of expenses.		
2. Are there any associated objectives of the policy? Please explain.	Improve understanding of Members and staff. Create greater transparency about Authority expenditure for our stakeholders.		
3. Who is intended to benefit from this policy and in what way?	BTPA Members, staff and stakeholders.		
4. What outcomes are wanted from this policy?	A clear process is established. Expenses limits are clear. Arrangements are available for scrutiny by stakeholders.		

5. What factors/forces could contribute/detract from the outcomes?	There is no consensus on limits so the policy is not adhered to. Arrangements are not clearly expressed		
6. Who are the main stakeholders in relation to the policy	BTPA Members and staff for using the policy. Wider stakeholders who may have an interest in scrutinising the Authority's arrangements for payment of expenses.	7. Who implements the policy and who is responsible for the policy?	Chief Executive & Chairman for implementation and monitoring. Research & Policy Manager for creation and review of the policy.
8. Are there concerns that the policy <u>could</u> have differential impact on racial groups?	Y/ <u>N</u>	Please explain	Policy is made available in a range of languages on request.
What existing evidence (either presumed or otherwise) do you have for this?	None.		
9. Are there concerns that the policy <u>could</u> have differential impact due to gender?	Y/ <u>N</u>	Please explain	No evidence of additional or different expenses arising for different genders.
What existing evidence (either presumed or otherwise) do you have for this?	None.		

<p>10. Are there concerns that the policy <u>could</u> have differential impact due to disability?</p>	<p>Y/<u>N</u></p>	<p>Please explain</p>	<p>A statement within the policy makes it clear that reasonable additional expenses associated with special requirements will be reimbursed.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>Presumed that for some individuals additional expenses may arise due to specific travel or accommodation needs – these will be considered as reasonable adjustments where appropriate.</p>		
<p>11. Are there concerns that the policy <u>could</u> have differential impact due to sexual orientation?</p>	<p>Y/<u>N</u></p>	<p>Please explain</p>	<p>No evidence of additional or different expenses arising on the basis of sexual orientation.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>None.</p>		
<p>12. Are there concerns that the policy <u>could</u> have differential impact due to age?</p>	<p>Y/<u>N</u></p>	<p>Please explain</p>	<p>No evidence of additional or different expenses arising on the basis of age.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>None.</p>		

<p>13. Are there concerns that the policy <u>could</u> have differential impact due to religious belief?</p>	<p>Y/<u>N</u></p>	<p>Please explain</p>	<p>No evidence of additional or different expenses arising on the basis of religious belief.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>None.</p>		
<p>14. Are there concerns that the policy <u>could</u> have differential impact due to people having dependents/caring responsibilities?</p>	<p><u>Y</u>/N</p>	<p>Please explain</p>	<p>Additional expenses may arise in relation to carers for people with dependent children or adults.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>Arose in the impact assessment carried out for the revised Member Expenses Policy – see BTPA IEIA 08 08</p>		
<p>15. Are there concerns that the policy <u>could</u> have differential impact due to people having an offending past?</p>	<p>Y/<u>N</u></p>	<p>Please explain</p>	<p>No evidence of additional or different expenses arising on the basis of an offending past.</p>

<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>None.</p>		
<p>16. Are there concerns that the policy <u>could</u> have differential impact due to people being transgendered or transexual?</p>	<p>Y/<u>N</u></p>	<p>Please explain</p>	<p>No evidence of additional or different expenses arising on this basis.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>None.</p>		
<p>17. Could the differential impact identified in 8-16 above amount to there being the potential for adverse impact for this policy?</p>	<p><u>Y</u>/N</p>	<p>Please explain</p>	<p>Members or staff with caring responsibilities may be at a disadvantage if expenses arising from the costs of looking after dependents whilst they are no Authority business are not covered by the policy.</p>
<p>18. Can this adverse impact be justified on the grounds of equality of opportunity for one group? Or any other reason?</p>	<p>Y/<u>N</u></p>		

<p>19. Should the policy proceed to a full impact assessment</p>	<p><u>Y/N</u></p>	<p>20. If yes, is there enough evidence to proceed to a full EIA? Y/N</p>
		<p>21. If no, are there any changes required to the policy to improve it around the equality agenda?</p> <p>No – this issue is addressed for Members in the Members Allowances Scheme – this document is referenced in the section of the policy on related policies.</p>