

July 2015

Please read the guidance before completing this form

**KENT COUNTY COUNCIL
EQUALITY ANALYSIS / IMPACT ASSESSMENT (EqIA)**

Directorate: EODD on behalf of all directorates

Name of policy, procedure, project or service: Relocation Assistance Scheme

What is being assessed? Rationalisation of the Relocation Assistance Scheme

Responsible Owner / Senior Officer: Colin Miller, Reward Manager

Date of Initial Screening: 15 October 2015

Update each revised version below and in the saved document name.

Version	Author	Date	Comment
1	Colin Miller	15 October 2015	

Screening Grid

Characteristic	Could this policy, procedure, project or service, or any proposed changes to it, affect this group less favourably than others in Kent? YES/NO If yes how?	Assessment of potential impact HIGH/MEDIUM LOW/NONE UNKNOWN		Provide details: a) Is internal action required? If yes what? b) Is further assessment required? If yes, why?	Could this policy, procedure, project or service promote equal opportunities for this group? YES/NO - Explain how good practice can promote equal opportunities
		Positive	Negative	Internal action must be included in Action Plan	If yes you must provide detail
Age	No	Low			Yes – changes to the scheme take into account a variety of circumstances and is therefore more accessible. This is likely to benefit younger people who are more likely to be in rented accommodation or lodging.
Disability	No				No impact identified for this characteristic.
Gender	No				No impact identified for this characteristic.
Gender identity	No				No impact identified for this characteristic.
Race	No				No impact identified for this characteristic.
Religion or belief	No				No impact identified for this characteristic.
Sexual orientation	No				No impact identified for this characteristic.
Pregnancy and maternity	No				No impact identified for this characteristic.
Marriage and Civil	No	Low			Policy revision to reflect the wide variety of personal relationships and uses the terminology of partner rather

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Partnerships					than spouse.
Carer's responsibilities	No				No impact identified for this characteristic.

Part 1: INITIAL SCREENING

Proportionality - Based on the answers in the above screening grid what RISK weighting would you ascribe to this function – see Risk Matrix

Low	Medium	High
Low relevance or Insufficient information/evidence to make a judgement.	Medium relevance or Insufficient information/evidence to make a Judgement.	High relevance to equality, /likely to have adverse impact on protected groups

Taking the likelihood, potential impact and numbers of people eligible to access the scheme, the overall impact is assessed as Low.

Context – What we do now and what we are planning to do

The aim of the Relocation Assistance Scheme is to offer financial assistance where there is a justifiable business requirement to new or existing employees in order to resolve recruitment difficulties.

The eligibility criteria and conditions have been updated to clarify that the Scheme relates to a variety of circumstances, including home ownership, rented accommodation or lodging.

The section referring to additional travelling expenses has been clarified by stating that these expenses will only be paid where there has been no temporary relocation and that they are not in addition to other relocation expenses.

Reimbursement of storage expenses is now included within the Scheme. This can be a significant expense, which was not recognised within the original Scheme provisions. These will need to be claimed within the £8,000 total qualifying expenses.

Aims and Objectives

The proposed changes are intended to make the relocation assistance scheme clearer, more concise and fit for current business purposes. This makes it more accessible and enables greater flexibility in its application. Indeed the changes are likely to benefit younger people who may not already be home owners.

Beneficiaries

All eligible users will benefit from a greater clarity about the provisions and flexibilities included, specifically younger people, as outlined above.

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Information and Data used to carry out your assessment

The Business Service Centre is responsible for the application of the relocation assistance scheme. Clarification was requested around areas of its application and the need for updating to make it more useful given modern lifestyles and context.

Who have you involved and engaged with

HR Policy Group including Business Partners and Business Service Centre.

Potential Impact

Having a modern fit for purpose relocation assistance scheme is helpful for KCC as it enables the recruitment of people with particular skills and knowledge which are key to business success. This is highlighted by the fact that its application is based on justifiable business requirements as it is not to be seen as an entitlement.

The impact of the changed relocation assistance scheme is seen as positive and no adverse impact has been identified.

JUDGEMENT

Option 1 – Screening Sufficient **YES**

Following this initial screening our judgement is that no further action is required.

Justification: No negative implications have been identified therefore there is no apparent reason to undertake a full impact assessment.

Sign Off

I have noted the content of the equality impact assessment and agree the actions to mitigate the adverse impact(s) that have been identified.

Senior Officer

Signed: Colin Miller

Job Title: Reward Manger

Date: 19 October 2015

DMT Member

Signed: Amanda Beer

Name:

Job Title: Corporate Director EODD

Date: 26.10.15