

Equality Impact Assessment / Equality Analysis

(Version 4)

Item name	Details
Title of service or policy	Travel Management
Name of directorate and service	Resources, Procurement Services
Name and role of officers completing the EqIA	Michelle Vittozzi
Date of assessment	30 th June 2025

Equality Impact Assessment (or 'Equality Analysis') is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on people and different groups within our community. The main aim is to identify any adverse impacts (i.e. discriminatory or negative consequences for a particular group or sector of the community, and to identify areas where equality can be better promoted). Equality impact Assessments (EqIAs) can be carried out in relation to services provided to customers and residents as well as employment policies/strategies that relate to staffing matters.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EqIA) or Equality Analysis. **Not all sections will be relevant – so mark N/A any that are not applicable.** It is intended that this is used as a working document throughout the process, and a final version will be published on the Council's website following relevant service lead approval.

1.1 Identify the aims of the policy or service and how it is implemented

Key questions	Answers / notes
<p>1.1 Briefly describe purpose of the service/policy e.g.</p> <ul style="list-style-type: none"> ● How the service/policy is delivered and by whom ● If responsibility for its implementation is shared with other departments or organisations ● Intended outcomes 	<p>The Travel Management Provider provides a platform for staff to book business travel and accommodation. The system has also been used to purchase emergency accommodation in local hotels by the Housing Team.</p> <p>The current provider is TravelPerk (T/A Click Travel)</p> <p>Future provision will be via TravelPerk (for staff travel).</p> <p>The service will be managed by Procurement, with input from others, as appropriate. The outcomes are intended to include:</p> <ul style="list-style-type: none"> ● An easy to use on-line platform, with off-line support as required ● Value for Money to the Council with reporting and KPI's to confirm ● Supplier-drive contract management
<p>1.2 Provide brief details of the scope of the policy or service being reviewed, for example:</p>	<p>The service has been in place for many years and there is no significant change the deliver method.</p>

<ul style="list-style-type: none"> ● Is it a new service/policy or review of an existing one? ● Is it a national requirement?). ● How much room for review is there? 	<p>The service provides for both national and international as required, although international travel is very rare for the Council.</p> <p>There is limited room for review as the service delivery outcomes are needed to ensure the Council achieves it's wider aims and strategies</p>
1.3 Do the aims of this policy link to or conflict with any other policies of the Council?	The aims of the Staff Travel link with other Council policies and specifically contribute to delivery of those policies.

2. Consideration of available data, research and information

Key questions	Data, research and information that you can refer to
2.1 What equality focussed training have staff received to enable them to understand the needs of our diverse community?	All staff in Procurement, and other stakeholder service areas, have completed Equalities training to ensure compliance with corporate standards. A structured training plan is in place for all new staff to ensure they do receive equalities training in a timely manner after commencing employment and this also received regular refresh using the corporate programme.
2.2 What is the equality profile of service users?	The service users are the staff of the Council, so the equality profile of the users is that of the Council itself. The additional beneficiaries of the service are residents of Bath and North East Somerset Council.
2.3 Are there any recent customer satisfaction surveys to refer to? What were the results? Are there any gaps? Or differences in experience/outcomes?	Not relevant as the service is used by staff Staff requirements for improvements to service have been considered as part of the Procurement process
2.4 What engagement or consultation has been undertaken	No specific consultation has been undertaken as part of this EIA as it is a review of existing services that are coming to the end of their contract period and therefore must be procured.

as part of this EIA and with whom? What were the results?	
2.5 If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equality considerations within this?	No consultation is planned as part of the replacement of this existing service. The assessment of suppliers has, as a matter of course, considered the impact on users of the service.

3. Assessment of impact: 'Equality analysis'

Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy:

- Meets any particular needs of equalities groups or could help promote equality in some way.
- Could have a negative or adverse impact for any of the equality groups

Key questions	Examples of what the service has done to promote equality	Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this
3.1 Issues relating to all groups and protected characteristics		No Impact
3.2 Sex – identify the impact/potential impact of the policy on women and men.		No Impact
3.3 Pregnancy and maternity		No Impact

3.4 Gender reassignment – identify the impact/potential impact of the policy on transgender people		No Impact
3.5 Disability – identify the impact/potential impact of the policy on disabled people (ensure consideration of physical, sensory and mental health needs/differences)		Provider will ensure appropriate accessibility standards are met as part of delivery of the on-line platform. Off-line and other booking alternatives are available as and when required for any disability
3.6 Age – identify the impact/potential impact of the policy on different age groups		No Impact
3.7 Race – identify the impact/potential impact on across different ethnic groups		No Impact
3.8 Sexual orientation – identify the impact/potential impact of the policy on lesbian, gay, bisexual, heterosexual, questioning people		No Impact
3.9 Marriage and civil partnership – does the policy/strategy treat married and civil partnered people equally?		No Impact
3.10 Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.		No Impact
3.11 Socio-economically disadvantaged* – identify the impact on		No Impact

<p>people who are disadvantaged due to factors like family background, educational attainment, neighbourhood, employment status can influence life chances (this is not a legal requirement, but is a local priority).</p>		
<p>3.12 Rural communities* identify the impact / potential impact on people living in rural communities</p>		No Impact
<p>3.13 Armed Forces Community ** serving members; reservists; veterans and their families, including the bereaved. Public services are required by law to pay due regard to the Armed Forces Community when developing policy, procedures and making decisions, particularly in the areas of public housing, education and healthcare (to remove disadvantage and consider special provision).</p>		No Impact
<p>3.14 Care Experienced *** This working definition is currently under review and therefore subject to change: In B&NES, you are 'care-experienced' if you spent any time in your childhood in Local Authority care, living away from your parent(s) for example, you were adopted, lived in residential, foster care,</p>		No Impact

kinship care, or a special guardianship arrangement.		
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*There is no requirement within the public sector duty of the Equality Act to consider groups who may be disadvantaged due to socio economic status, or because of living in a rural area. However, these are significant issues within B&NES and have therefore been included here.

** The Equality Act does not cover armed forces community. However, the Armed Forces Bill (which came in on 22 Nov 2022) introduces a requirement to pay ‘due regard’ to make sure the Armed Forces Community are not disadvantaged when accessing public services.

***The Equality Act does not cover care experienced people. B&NES adopted this group as a protected characteristic in March 2024 alongside over 80 other Local Authorities. Although we have data for care leavers and children/young people who are currently in the care of B&NES we do not have wider data on disadvantage experienced through being in care.

4. Bath and North East Somerset Council Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment/analysis. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
EIA to be reviewed annually or if significant changes happen within the service provision	To review the EIA to ensure any changes agreed with the operator and implemented are evaluated.	Completion at annual review of contract	Procurement Manager	July 2026

5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equality Team (equality@bathnes.gov.uk), who will publish it on the Council's website. Keep a copy for your own records.

Signed off by:

(Divisional Director or nominated senior officer)

Date: