

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Resources	Service area: HR
Lead person: Alex Watson	Contact number:078091 276514

1. Title: Ultra Low Emission Car Leasing
Is this a:
<input type="checkbox"/> Strategy / Policy <input checked="" type="checkbox"/> Service / Function <input type="checkbox"/> Other
If other, please specify

2. Please provide a brief description of what you are screening
The potential impact of offering a new car leasing scheme to LCC staff.

3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?	X	
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		X
Could the proposal affect our workforce or employment practices?	X	
Does the proposal involve or will it have an impact on <ul style="list-style-type: none">• Eliminating unlawful discrimination, victimisation and harassment• Advancing equality of opportunity• Fostering good relations		X

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment. Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?** (**think about** the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

We have considered the impact of this scheme in relation to the protected characteristics of our staff. The scheme allows staff to make payments for a lease car under a salary sacrifice scheme. Whilst all staff are eligible to join the scheme they must be able to

afford monthly payments which, depending upon the car chosen, are likely to be greater than £200. Staff may also be affected if their pay falls below the National Living Wage, which has implications for salary sacrifice rules.

This may occur if staff are on long term sick, or pay is reduced when on adoption, maternity, paternity, or shared parental leave. In such circumstances staff may be temporarily unable to afford their car and may be required to cease their leasing agreement and return their car.

Finally staff must hold a full driving licence which may have implications for some disabled and younger staff.

- **Key findings**

(think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

The above assessment potentially means there might be a disproportionate affect on

Women – Around 65% of staff are female and are more likely to work part time or in lower paid jobs. They are less likely therefore to earn enough to afford car leasing, or may be unable to afford a car lease if their pay is reduced e.g. if on maternity leave.

Younger workers – There are higher insurance costs associated with leasing charges

Disabled staff – Staff may not hold driving licences.

The extent to which the above will impact staff is however likely to be limited. Car leasing is a discretionary benefit offered to all staff. We expect however that only around 100 staff a year may use the scheme and very few staff will be affected by changes to circumstances we have identified.

- **Actions**

(think about how you will promote positive impact and remove/ reduce negative impact)

A number of scheme rules will be applied to offset any negative impacts regarding the scheme.

Disabled staff – If disabled staff do not have a driving licence they will be able to select a nominated driver (e.g. partner or family member) so they can use the car for personal use. Unlike other lease car drivers they will not however be required to make the car

available for work use.

Maternity and associated leave. If requested we make-up the costs of leasing, if staff cannot temporally afford to meet these and fall under the National Living Wage threshold.

Low pay and affordability – Staff will be advised of the costs and National Living Wage threshold as part of the application process to avoid committing to payments they may not be able to afford.

As part of the contract monitoring, we will review patterns of use and see if there are any other barriers that disproportionately impact staff who either use the scheme or are unable to lease vehicles.

We expect the uptake of leasing to grow incrementally over the next 12 months and suggest this impact assessment is reviewed in 12 months time when we have more experience of car leasing.

5. If you are **not already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment.****

Date to scope and plan your impact assessment:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Alex Watson	Head of HR	3.5.22

7. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

Please send a copy to the Equality Team for publishing	
Date screening completed	
Date sent to Equality Team	
Date published (To be completed by the Equality Team)	