

**Equality Impact Assessment Form**

**[screentip-sectionA](#)**

**1. Document Control**

**1. Control Details**

Title:	Extension of the limit for the Cycle to Work scheme
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Department:	Strategy and Resources
Service Area:	HR & Customer
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Strategic Budget EIA: Y/N	N
Exempt from publication Y/N	N

**2. Document Amendment Record**

Version	Author	Date	Approved
1	LGP	3 <sup>rd</sup> March 2020	

**3. Contributors/Reviewers**

Name	Position	Date
Saema Mohammed	Interim EDI Lead	03/03/2020

#### 4. Glossary of Terms

Term	Description
None	

### [screentip-sectionB](#)

#### 2. Assessment

##### 1. Brief description of proposal / policy / service being assessed

To delegate authority to the Director of Human Resources and Customer, to agree to extend the current Cycle to Work scheme, from the current limit of £1k (per bike) to £2k. The scheme will be provided by Halfords as a third party provider for Sodexo Motivation Solutions U.K. Ltd (the Council's current employee benefit partners) and Nottingham City Council.

### [screentip-sectionC](#)

#### 2. Information used to analyse the effects on equality:

The cycle to work schemes (with Halfords and independent cycle stores) have been operational at NCC since the early 2000's. The schemes operate via salary sacrifice and are run in partnership with NCC's Employee Benefit partners Sodexo. The scheme limit has always been £1K, which includes cycle equipment and NCC would like to increase this limit to £2k as this will allow employees to acquire e-bikes as there are only a small number available that fall under the current limit. This will also allow for a greater choice of bikes including Bromptons which employees can use as part of their commute if they use the train to get to work. By extending the scheme to allow for up to £2k to be loaned to employees to fund a bike, this will generate a greater take-up of the Cycle Scheme as well as more National Insurance savings. NCC will need to provide more upfront funds if employees want a bike over £1k, but any amount loaned to employees is recovered through reduction from their salary over a period of 18 months. This also links to NCC's green credentials and is likely to increase the uptake of greener and more sustainable methods for travelling to work.

Over the last 12 months, there have been 102 applicants for the cycle scheme-57 Male (55.88%) and 45 Female (44.12%)

41 applicants had a voucher over £700 (40.2%) and 4 people had £1000 (3.92%).

**3. Impacts and Actions:**

<u>screeintip-sectionD</u>	Could particularly benefit X	May adversely impact X
People from different ethnic groups.	<input type="checkbox"/>	<input type="checkbox"/>
Men	<input type="checkbox"/>	<input type="checkbox"/>
Women	<input type="checkbox"/>	<input type="checkbox"/>
Trans	<input type="checkbox"/>	<input type="checkbox"/>
Disabled people or carers.	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>
People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Older</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Younger	<input type="checkbox"/>	<input type="checkbox"/>
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).  <i>Please underline the group(s) /issue more adversely affected or which benefits.</i>	<input type="checkbox"/>	<input type="checkbox"/>

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**How different groups could be affected**  
(Summary of impacts)

Provide details for impacts / benefits on people in different protected groups.

Note: the level of detail should be proportionate to the potential impact of the proposal / policy / service. Continue on separate sheet if needed (click and type to delete this note)

Problem statement with corresponding action e.g

- Extending the scheme to above £1k will allow colleagues to acquire electric bikes which may appeal to an older audience, who may struggle with commuting to work by a regular bike
- Although the scheme is inclusive for all, the increase in limit might see more people acquire electric bikes. This then might encourage older or people who were previously put off from cycling as they feel they are too unfit, to join the scheme.
- In addition, as a result of Covid-19 and the return to work, we are likely to see a greater up take in the scheme from across the whole workforce as employees want to avoid public transport (for now).

[screeentip-sectionF](#)

**Details of actions to reduce negative or increase positive impact**  
(or why action isn't possible)

**Actions will need to be uploaded on Pentana.**

- The scheme is inclusive for all.
- Sodexo will also provide management information, which will include equality data, which will help highlight if the scheme is being used across the whole workforce and it is anticipated that this will help increase participation and engagement
- The data will include number of cycles acquired through the extended scheme, cost to employee, National Insurance & tax savings, as part of quarterly Sodexo updates and this is also included on Pentana
- This data will be reported to HRLT as part of an annual position statement
- The Trade Unions and Employee Support groups will be consulted about the extended cycle scheme as well as Departmental HR teams.
- If there are areas of low representation, these will be targeted to ensure better take-up

	<ul style="list-style-type: none"> <li>We know from research that cyclists are more likely to be healthier &amp; fitter than non-cyclists so we may see an improvement in the health of the workforce &amp; possibly a reduction in absence.</li> </ul>
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**4. Outcome(s) of equality impact assessment:**

<input checked="" type="checkbox"/>	No major change needed	<input type="checkbox"/>	Adjust the policy/proposal
<input type="checkbox"/>	Adverse impact but continue	<input type="checkbox"/>	Stop and remove the policy/proposal

**5. Arrangements for future monitoring of equality impact of this proposal / policy / service:**

<ul style="list-style-type: none"> <li>A review of the scheme on an annual basis</li> <li>Regular MI reports provided by Sodexo</li> <li>Staff survey through the Colleague Opinion Survey-data from this will help assess the impact on the workforce</li> <li>Need to have positive promotional images used as part of the scheme comm's and marketing</li> </ul>
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**6. Approved by (manager signature) and Date sent to equality team for publishing:**

<p><b>Approving Manager: Daljit Nijran</b> The assessment must be approved by the manager responsible for the service/proposal. Include a contact tel &amp; email to allow citizen/stakeholder feedback on proposals.</p>	<p><b>Date sent for scrutiny: 3<sup>rd</sup> March 2020</b> Send document or Link to: <a href="mailto:equalityanddiversityteam@nottinghamcity.gov.uk">equalityanddiversityteam@nottinghamcity.gov.uk</a></p>
<p><b>SRO Approval:</b></p>	<p><b>Date of final approval:</b></p>

**Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:**

1. Read the guidance and good practice EIA's  
<http://intranet.nottinghamcity.gov.uk/media/1924/simple-guide-to-eia.doc>
  2. Clearly summarised your proposal/ policy/ service to be assessed.
  3. Hyperlinked to the appropriate documents.
  4. Written in clear user-friendly language, free from all jargon (spelling out acronyms).
  5. Included appropriate data.
  6. Consulted the relevant groups or citizens or stated clearly, when this is going to happen.
- Clearly cross-referenced your impacts with SMART actions.