

**South Ayrshire Council**

**Report by Head of Legal, HR and Regulatory Services  
to Cabinet  
of 30 August 2022**

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**Subject: Mileage Expenses**

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**1. Purpose**

- 1.1 The purpose of this report is to provide an update and seek approval on the proposal to maintain our current Travel and Subsistence Policy in respect of mileage expenses for Agile, Hybrid and Home workers.

**2. Recommendation**

**2.1 It is recommended that the Cabinet:**

- 2.1.1 notes that HMRC were consulted on the matter to ensure compliance with their regulations;
- 2.1.2 note that Trade Unions were consulted on the matter;
- 2.1.3 approves the proposal to maintain the provisions outlined in the Travel and Subsistence Policy;
- 2.1.4 approves the changes to the Remote Working Policy to reflect the Travel and Subsistence Policy guidance ([Appendix 1](#));
- 2.1.5 approves the changes to the Travel and Subsistence Policy to include reference to the Future Operating Model (FOM) and the workstyles ([Appendix 2](#)); and
- 2.1.6 approves the changes to the Travel and Subsistence Policy to reflect the recommendations of Internal Audit to change from AA Autoroute to Google Maps for calculating mileage ([Appendix 2](#)).

**3. Background**

- 3.1 When the Future Operating Model was implemented, five workstyles were identified (Front-line, Office, Hybrid, Agile and Home worker). As those employees identified as Hybrid, Agile and Home worker work fully or partially from home, considerations were given as to whether journeys from these employees' home to office locations should become claimable and consequently, whether our Travel and Subsistence Policy should be amended accordingly. Due to the requirement to verify any proposed changes with the HMRC, we were unable to include this proposal within the FOM report considered by Council on 10 March 2022 and it was deferred to enable all the necessary information to be gathered and considered at a future date.

- 3.2 These proposals were discussed with Trade Unions at FOM workstream meetings, during formal consultation on FOM proposals and again at Trade Union Liaison meetings. It should be noted that the Trade Unions do not support this proposal as their view is that employees should be able to claim mileage from their home address (within the boundaries of South Ayrshire Council). They also expressed concerns around Hybrid workers who are required to travel to visit sites during their working days as, based on our proposal, the journeys from home to these sites would not be claimable.
- 3.3. More recently, due to the rise in fuel costs Trade Unions have raised concern regarding their members' abilities to run their cars to continue to deliver services. In response to employees experiencing difficulty, the Health and Social Care Partnership has utilised hired vehicles to support employees and reviewed staffing routes.
- 3.4 Internal Audit recently conducted a review of mileage claims to assess compliance with the Travel and Subsistence Policy. Internal Audit recommended the Travel and Subsistence Policy is updated to reflect the available tools to calculate mileage claims.

#### **4. Proposals**

- 4.1 To maintain the current travel and subsistence arrangements whereby expenditure incurred for essential journeys taken throughout the duration of a working day can be claimed, those incurred during the initial travel from home to a Council location and final travel from the Council location to home are excluded as these journeys are considered a commute.
- 4.2 Since all Agile, Hybrid and Home working employees are assigned a Council office location as an admin base, the costs of travel to and from that base will not be eligible for mileage claims. HMRC confirmed that if employees are required to travel to a permanent location (such as a Council office), this travel is considered a commute and therefore not claimable. This is on the basis that whilst employees in these categories (Agile, Hybrid and Home) can work fully or partially from home, offices are a permanent location and available to them for meetings and printing facilities. Therefore, any travel from home to the permanent location is classed as a commute.
- 4.3 HMRC also confirmed that the above applies for journeys from home to a Council location different from the dedicated admin base. For example, if an agile employee has County Buildings as their admin base but decides to attend another Council location for printing because it is closer to their home, the journey from home to the other Council location is also not claimable and would still be classed as a commute.
- 4.4 In addition, for Hybrid workers who are required to carry out site visits throughout their working day, line managers should ensure that visits are scheduled during in-office days so that any journeys carried out throughout the working day, with the exception of the travel to and from the office, are claimable and there is no detriment. Moreover, if site visits are required during home working days, as per our current Travel and Subsistence Policy, the excess mileage is claimable. For example, if the employee is required to travel 30 miles from their home to a site but the journey from home to the office is 10 miles, he/she can still claim the excess (20 miles).

- 4.5 Members are asked to approve amendments to:
- 4.5.1 the Travel and Subsistence Policy to reflect Internal Audit's recommendations to change from AA Autoroute to Google Maps for calculating milage; and
  - 4.5.2 the Travel and Subsistence Policy to include reference to the Future Operating Model and the workstyles.
- 4.6 The proposed amendments are tracked and highlighted in **bold text** in the relevant extracts from the policies (as outlined in [Appendix 1](#) for the Remote Working Policy; and [Appendix 2](#) for the Travel and Subsistence Policy).

## 5. Legal and Procurement Implications

- 5.1 The Council has a legal duty to inform employees if any changes are applied to our Policies.
- 5.2 There are no Procurement implications arising from this report.

## 6. Financial Implications

- 6.1 There are no financial implications by maintaining our current position.

## 7. Human Resources Implications

- 7.1 The Travel and Subsistence Policy will be updated to ensure that reference to the Future Operating Model and Workstyles is included. Also, the Remote Working Policy will be updated to confirm our position.

## 8. Risk

### 8.1 *Risk Implications of Adopting the Recommendations*

- 8.1.1 There are no risks associated with adopting the recommendations.

### 8.2 *Risk Implications of Rejecting the Recommendations*

- 8.2.1 As noted at Paragraph 6.1 there are no financial implications by maintaining our current position; however, we have c1400 who are Agile, Hybrid or Home Workers; therefore, if these proposals were not approved and employees were able to claim expenses for their commutes, there would be considerable extra costs to the Council.

## 9. Equalities

- 9.1 This report provides an update on progress of a recent Council report 10 March 2022 which was assessed for potential equality impacts, and the relevant documentation is attached as [Appendix 3](#).

## 10. Sustainable Development Implications

- 10.1 **Considering Strategic Environmental Assessment (SEA)** - This report does not propose or seek approval for a plan, policy, programme or strategy or document

otherwise described which could be considered to constitute a plan, programme, policy or strategy.

## 11. Options Appraisal

11.1 An options appraisal has not been carried out in relation to the subject matter of this report.

## 12. Link to Council Plan

12.1 The matters referred to in this report contribute to Commitment 1 of the Council Plan: Fair and Effective Leadership/ Leadership that promotes fairness.

## 13. Results of Consultation

13.1 There has been no public consultation on the contents of this report.

13.2 Consultation has taken place with Councillor Ian Davis, Portfolio Holder for Finance, Human Resources and ICT, and the contents of this report reflect any feedback provided.

13.3 As a Council, we want to work collaboratively with Trade Union representatives, and we have consulted with them on the matter to ensure their input could be considered. Trade Unions preferred option is that mileage claims are paid from home and not a Council admin base.

## 14. Next Steps for Decision Tracking Purposes

14.1 If the recommendations above are approved by Members, the Head of Legal, HR and Regulatory Services will ensure that all necessary steps are taken to ensure full implementation of the decision within the following timescales, with the completion status reported to the Cabinet in the 'Council and Cabinet Decision Log' at each of its meetings until such time as the decision is fully implemented:

| Implementation   | Due date          | Managed by                    |
|--|-------------------|-------------------------------|
| Make the necessary arrangements to update the Remote Working Policy and to include reference to workstyles and Future Operating Model within the Travel and Subsistence Policy | 30 September 2022 | Service Lead – HR and Payroll |

**Background Papers**    **None**

**Person to Contact**    **Catriona Caves, Head of Legal, HR and Regulatory Services  
County Buildings, Wellington Square, Ayr, KA7 1DR  
Phone 01292 612556  
E-mail [catriona.caves@south-ayrshire.gov.uk](mailto:catriona.caves@south-ayrshire.gov.uk)**

**Date:**    **23 August 2022**

## Relevant Extract from Remote Working Policy

### Section 14: Mileage Claims (page 10)

Most employees will be assigned a Council ~~office location as an admin-base establishment~~ **that is regarded as the employee's normal working location**. The costs of travel to and from that ~~base location~~ will not be eligible for mileage claims. Other essential journeys should be made in accordance with the Council's Travel and Subsistence policy.

Whilst reasonable expenditure incurred for essential journeys taken throughout the duration of a working day can be claimed, those incurred during the initial travel from home to ~~team admin-base the normal working location~~ and final travel from ~~team admin-basis that location~~ to home are excluded.

## Relevant Extracts from Travel and Subsistence Policy

### Section 3: Work Locations (page 4)

#### 3.1 Normal Working Location

- a) Each employee will have his/her designated work location included in their contract of employment, **including employees who have been identified as Hybrid, Agile and Home workers.**

### Section 4: Travel Expenses (page 5)

#### 4.1 Mileage

Employees claiming mileage should refer to the standard mileage charts at Appendix A. Mileages for journeys not included in the standard mileage charts should be calculated **using the AA route planner system here Google Maps. Where other systems are used for claiming mileage (e.g. CM2000) calculations of mileage for journeys not included in the standard mileage charts may be based on the inbuilt mileage calculator.**

Where employees are undertaking several local journeys, and where it would not be appropriate to use **the AA route planner system Google Maps** e.g. visiting a series of client's houses, employees should record accurate mileage using the vehicle's milometer.

#### Standard Mileage Chart 3 (page 13)

For any journeys not detailed within Standard Mileage Chart 1, 2 or 3, employees should refer to **the AA Route Classic Planner which is accessible here Google Maps, except for employees using different systems with an inbuilt mileage calculator, for example, CM2000.**

**South Ayrshire Council  
Equality Impact Assessment  
Scoping Template**



Equality Impact Assessment is a legal requirement under the Public Sector Duty to promote equality of the Equality Act 2010. Separate guidance has been developed on Equality Impact Assessment's which will guide you through the process and is available to view here: <https://www.south-ayrshire.gov.uk/equalities/impact-assessment.aspx>

Further guidance is available here: <https://www.equalityhumanrights.com/en/publication-download/assessing-impact-and-public-sector-equality-duty-guide-public-authorities/>

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. [FSD Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018 and revised in October 2021. See information here: <https://www.gov.scot/publications/fairer-scotland-duty-guidance-public-bodies/>

## 1. Policy details

|                                       |   |
|---------------------------------------|---|
| Policy Title                          | Remote Working Policy   |
| Lead Officer<br>(Name/Position/Email) | Wendy Wesson (Service Lead – HR & Payroll) <a href="mailto:wendy.wesson@city-holdings.co.uk">wendy.wesson@city-holdings.co.uk</a> |

**2. Which communities, groups of people, employees or thematic groups do you think will be, or potentially could be, impacted upon by the implementation of this policy? Please indicate whether these would be positive or negative impacts**

| Community or Groups of People  | Negative Impacts | Positive impacts  |
|--|------------------|---|
| Age – men and women, girls & boys  | No               | No  |
| Disability   | No               | Yes<br>(Workspaces designed to meet needs of people requiring additional support) |
| Gender Reassignment (Trans/Transgender Identity)   | No               | No  |
| Marriage or Civil Partnership  | No               | No  |
| Pregnancy and Maternity  | No               | No  |
| Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers | No               | No  |
| Religion or Belief (including lack of belief)  | No               | No  |
| Sex – gender identity (issues specific to women & men or girls & boys)                   | No               | No  |

|   |    |    |
|---|----|----|
| Sexual Orientation – person’s sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight | No | No |
| Thematic Groups: Health, Human Rights & Children’s Rights   | No | No |

**3. What likely impact will this policy have on people experiencing different kinds of social disadvantage i.e. The Fairer Scotland Duty (This section to be completed for any Strategic Decisions). Consideration must be given particularly to children and families.**

| Socio-Economic Disadvantage  | Negative Impacts | Positive impacts   |
|--|------------------|--|
| Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing   | No               | Yes - Employees who cannot work to the workstyle agreed for their role because of low wealth will be able to request an alternative workstyle depending on their individual circumstances.   |
| Low and/or no wealth – enough money to meet Basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future                    | No               | Yes - Employees who cannot work to the workstyle agreed for their role because of low wealth will be able to request an alternative workstyle depending on their individual circumstances.   |
| Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure/hobbies | No               | No   |
| Area Deprivation – where you live (rural areas), where you work (accessibility of transport)   | No               | Yes - Where possible, employees who have an agile, hybrid or homeworking workstyle and who need access to a Council building will be able to access the most appropriate closest premises depending on the exigencies of their role. |
| Socio-economic Background – social class i.e. parent’s education, employment and income  | No               | No   |



**4. Do you have evidence or reason to believe that the policy will support the Council to:**

| General Duty and other Equality Themes<br>Consider the 'Three Key Needs' of the Equality Duty  | Level of Negative and/or Positive Impact<br>(High, Medium or Low) |
|--|---|
| <b>Eliminate unlawful discrimination, harassment and victimisation</b>   | No adverse impact - Low   |
| <b>Advance equality of opportunity</b> between people who share a protected characteristic and those who do not  | No adverse impact - Low   |
| <b>Foster good relations</b> between people who share a protected characteristic and those who do not. (Does it tackle prejudice and promote a better understanding of equality issues?) | No adverse impact - Low   |
| Increase participation of particular communities or groups in public life  | No adverse impact - Low   |
| Improve the health and wellbeing of particular communities or groups   | No adverse impact - Low   |
| Promote the human rights of particular communities or groups   | No adverse impact - Low   |
| Tackle deprivation faced by particular communities or groups   | No adverse impact - Low   |

**5. Summary Assessment**

|   |   |
|---|---|
| <p><b>Is a full Equality Impact Assessment required?</b><br/>(A full Equality Impact Assessment must be carried out if impacts identified as <b>Medium and/or High</b>)</p> | <p><b>YES</b> <input checked="" type="checkbox"/></p> <p><b>NO</b> <input type="checkbox"/></p> |
| <p><b>Rationale for decision:</b></p> <p>Not applicable</p>   |   |
| <p><b>Signed</b> : Wendy Wesson</p> <p><b>Date:</b> 28<sup>th</sup> January 2022</p>  |   |

**South Ayrshire Council  
Equality Impact Assessment including Fairer Scotland Duty**

**Section One: Policy Details\***

|  |   |
|--|---|
| Name of Policy   | <b>Future Operating Model – Workstreams 1 and 2 – Service Lead proposals for workstyles by role post Covid and Remote Working Policy.</b> |
| Lead Officer (Name/Position)                             | Wendy Wesson (Service Lead – HR & Payroll)<br>Gillian Farrell, Service Lead, OD and Customer Services                                     |
| Support Team (Names/Positions) including Critical Friend | Noemi Cecconi (HR Policies and Operations Coordinator)  |

\*The term Policy is used throughout the assessment to embrace the full range of policies, procedures, strategies, projects, applications for funding or financial decisions.

|  |  |
|--|--|
| What are the main <b>aims</b> of the policy?         | <ul style="list-style-type: none"> <li>• To establish a longer term, sustainable model of working, which will include working from home;</li> <li>• To establish fair, flexible and supportive working arrangements to ensure staff have a good work life balance and remain healthy, engaged and productive.</li> </ul>   |
| What are the intended <b>outcomes</b> of the policy? | <ul style="list-style-type: none"> <li>• Increase the rate of retention of staff.</li> <li>• Reduce absence.</li> <li>• Attract new talent.</li> <li>• Promote work-life balance – to ensure that staff have a good work-life balance and remain healthy, engaged and productive.</li> <li>• In doing so, we will also improve the Council’s service provision and reputation as an employer of choice.</li> <li>• Workstyles best meet the needs of the service and take into account any changes to workstyles or ways of working which have proved effective during the pandemic period.</li> <li>• Fair, flexible and supportive policies and working arrangements are in place</li> <li>• Employees who cannot work to the workstyle agreed for their role will be able to request an alternative workstyle depending on their individual circumstances.</li> </ul> |

**Section Two: What are the Likely Impacts of the Policy?**

|   |   |
|---|---|
| Will the policy impact upon the whole population of South Ayrshire and/or particular groups within the population? (please specify) | Employees whose roles have been identified as homeworker, hybrid or agile |
|---|---|

**Considering the following Protected Characteristics and themes, what likely impacts or issues does the policy have for the group or community?**

**List any likely positive and/or negative impacts.**

| Protected Characteristics  | Positive and/or Negative Impacts |               |            |         |       |       |       |            |
|--|----------------------------------|---------------|------------|---------|-------|-------|-------|------------|
| <b>Age:</b> Issues relating to different age groups e.g. older people or children and young people   |                                  | Under<br>21   | 21-30      | 31-40   | 41-50 | 51-60 | 61-70 | Over<br>71 |
|  | <b>Home</b>                      | 3%            | 18%        | 17%     | 23%   | 29%   | 10%   | 1%         |
|  | <b>Agile</b>                     | 0%            | 22%        | 32%     | 46%   | 0%    | 0%    | 0%         |
|  | <b>Hybrid</b>                    | 0%            | 31%        | 28%     | 40%   | 0%    | 0%    | 0%         |
| <b>Disability:</b> Issues relating to disabled people  |                                  | No Disability | Disability | unknown |       |       |       |            |
|  | <b>Home</b>                      | 69%           | 7%         | 24%     |       |       |       |            |
|  | <b>Agile</b>                     | 68%           | 4%         | 28%     |       |       |       |            |
|  | <b>Hybrid</b>                    | 69%           | 7%         | 24%     |       |       |       |            |
| <b>Gender Reassignment – Trans/Transgender:</b> Issues relating to people who have proposed, started or completed a process to change his or her sex | No anticipated impact            |               |            |         |       |       |       |            |
| <b>Marriage and Civil Partnership:</b> Issues relating to people who are married or are in a civil partnership                                       | No anticipated impact            |               |            |         |       |       |       |            |
| <b>Pregnancy and Maternity:</b> Issues relating to woman who are pregnant and/or on maternity leave  | No anticipated impact            |               |            |         |       |       |       |            |
| <b>Race:</b> Issues relating to people from different racial groups, (BME) ethnic minorities,  |                                  | BME           | White      | Unknown |       |       |       |            |
|  | <b>Home</b>                      | 1%            | 92%        | 7%      |       |       |       |            |
|  | <b>Agile</b>                     | 2%            | 92%        | 7%      |       |       |       |            |
|  | <b>Hybrid</b>                    | 1%            | 92%        | 7%      |       |       |       |            |

| including Gypsy/Travellers   |   |      |        |      |             |     |     |              |     |     |               |     |     |
|--|---|------|--------|------|-------------|-----|-----|--------------|-----|-----|---------------|-----|-----|
| <b>Religion or Belief:</b><br>Issues relating to a person's religion or belief (including non-belief)            | No anticipated impact   |      |        |      |             |     |     |              |     |     |               |     |     |
| <b>Sex:</b> Gender identity: Issues specific to women and men/or girls and boys                                  | <table border="1"> <thead> <tr> <th></th> <th>Female</th> <th>Male</th> </tr> </thead> <tbody> <tr> <td><b>Home</b></td> <td>88%</td> <td>12%</td> </tr> <tr> <td><b>Agile</b></td> <td>71%</td> <td>29%</td> </tr> <tr> <td><b>Hybrid</b></td> <td>90%</td> <td>10%</td> </tr> </tbody> </table> |      | Female | Male | <b>Home</b> | 88% | 12% | <b>Agile</b> | 71% | 29% | <b>Hybrid</b> | 90% | 10% |
|  | Female  | Male |        |      |             |     |     |              |     |     |               |     |     |
| <b>Home</b>  | 88%   | 12%  |        |      |             |     |     |              |     |     |               |     |     |
| <b>Agile</b>   | 71%   | 29%  |        |      |             |     |     |              |     |     |               |     |     |
| <b>Hybrid</b>  | 90%   | 10%  |        |      |             |     |     |              |     |     |               |     |     |
| <b>Sexual Orientation:</b><br>Issues relating to a person's sexual orientation i.e. LGBT+, heterosexual/straight | No anticipated impact   |      |        |      |             |     |     |              |     |     |               |     |     |

### Equality and Diversity Themes Relevant to South Ayrshire Council

|  |  |
|--|--|
| <b>Health</b><br>Issues and impacts affecting people's health  | Employees can fit into different workstyles depending on the nature of their role and therefore ensuring work-life balance (for example, reducing time pressure of commuting). |
| <b>Human Rights:</b> Issues and impacts affecting people's human rights such as being treated with dignity and respect, the right to education, the right to respect for private and family life, and the right to free elections. | No anticipated impact  |

### Socio-Economic Disadvantage

|   |   |
|---|---|
| <b>Low Income/Income Poverty:</b> Issues: cannot afford to maintain regular payments such as bills, food and clothing.  | <p>Costs associated with the rising energy bills will potentially negate the savings to employees from their commute to work (where applicable).</p> <p>*Employees who cannot work to the workstyle agreed for their role because of low wealth will be able to request an alternative workstyle depending on their individual circumstances.</p> |
| <b>Low and/or no wealth:</b> Issues: enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future | *See above.   |
| <b>Material Deprivation:</b> Issues: being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken                           | No anticipated impact   |

|  |  |
|--|--|
| electrical goods, warm home, leisure/hobbies   |  |
| <b>Area Deprivation:</b> Issues: where you live (rural areas), where you work (accessibility of transport) | Where possible, employees who have an agile, hybrid or homeworking workstyle and who need access to a Council building will be able to access the most appropriate closest premises depending on the exigencies of their role. |

### Section Three: Evidence Used in Developing the Policy

|  |  |
|--|--|
| <p><b>Involvement and Consultation</b><br/>In assessing the impact(s) set out above what evidence has been collected from involvement, engagement or consultation?<br/><b>Who</b> did you involve, <b>when</b> and <b>how</b>?</p>                       | <p>1344 employees took part in our corporate Covid survey in December 20-Jan 21 telling us about their experience of working from home. Information from this, including benefits and challenges detailed in employees' responses, were taken into account in developing workstyle proposals and policies to support them.</p> <p>Service Leads were asked to engage with staff at team and individual level to agree workstyle proposals by role which would best meet the needs of the service going forward, and taking into account any changes to workstyles or ways of working which have proved effective during the pandemic period.</p> <p>In addition, pages were created on the Core to enable employees to submit questions. <a href="https://thecore.south-ayrshire.gov.uk/article/27928/Future-Operating-Model">https://thecore.south-ayrshire.gov.uk/article/27928/Future-Operating-Model</a></p> <p>Regular communications were issued advising employees on how to ask a question or get involved.</p> <p>A video <a href="https://thecore.south-ayrshire.gov.uk/article/27929/1-Workforce-Analysis">https://thecore.south-ayrshire.gov.uk/article/27929/1-Workforce-Analysis</a> was created to help explain workstyles and all service Leads were asked to share with staff.</p> <p>Trades Unions representatives were involved in both Workstreams 1 and 2.</p> <p>Disability Forum to be arranged TBC</p> |
| <p><b>Data and Research</b><br/>In assessing the impact set out above what evidence has been collected from research or other data. Please specify <b>what</b> research was carried out or data collected, <b>when</b> and <b>how</b> this was done.</p> | <p>Research carried out in respect to Remote Working across both private and public sector.</p> <p>Sought guidance from ACAS and CIPD to support the development of the policy.</p> <p>Data on protected characteristics of employees where a change to their pre-Covid workstyle is proposed was gathered from Oracle (HR system).</p>  |
| <p><b>Partners data and research</b><br/>In assessing the impact(s) set out in Section 2 what evidence has been provided by partners?<br/><br/>Please specify partners</p>   | N/A  |
| <p><b>Gaps and Uncertainties</b><br/>Have you identified any gaps or uncertainties in your understanding of the issues or impacts that need to be explored further?</p>  | <p>There could be future gaps or uncertainties related to any new employees joining the organisation; however, as part of the recruitment process and existing policies and procedures, these would be considered at the appropriate time.</p>   |

|  |  |
|--|--|
|  | PC data will change as employees change roles and, in some instances, the same job title (e.g. admin assistant) has been allocated different workstyles depending on the needs of services. Data submitted by Service Leads was anonymised and by role rather than by individual employee. This means there may be some anomalies in the overarching data. |
|--|--|

**Section Four: Detailed Action Plan to address identified gaps in:**

**a) evidence and**

**b) to mitigate negative impacts**

| No. | Action  | Responsible Officer(s)   | Timescale           |
|-----|---|--|---------------------|
| 1   | Continuously monitor recruitment practices to ensure that any new requirements are considered appropriately, and we have included this in the workplan for policy monitoring and review.  | Service Lead – HR<br>Payroll<br><br>HR Policies and Operations Coordinator | Annually            |
| 2   | If approved, Oracle to be updated with revised employee workstyles i.e. hybrid, homemaker or agile roles. This will allow data by PC to be accurately analysed as data will reflect any staffing changes or changes in circumstances. | Service Lead – HR<br>Payroll<br><br>HR Policies and Operations Coordinator | Once approved by LP |

**Note: Please add more rows as required.**

**Section Five - Performance monitoring and reporting**

Considering the policy as a whole, including its equality and diversity implications:

|  |  |
|--|--|
| When is the policy intended to come into effect? | Once approved by Leadership Panel                    |
| When will the policy be reviewed?                | Annually or update as and when changes are required. |
| Which Panel will have oversight of the policy?   | Leadership Panel                                     |

**Section 6**

**South Ayrshire Council**

**Appendix .....**

**Summary Equality Impact Assessment Implications & Mitigating Actions**

**Name of Policy:** Remote Working Policy

This policy will assist or inhibit the Council's ability to eliminate discrimination; advance equality of opportunity; and foster good relations as follows:

|   |
|---|
| <p><b>Eliminate discrimination</b></p> <p>No impact</p>   |
| <p><b>Advance equality of opportunity</b></p> <p>The policy will meet the needs of different groups of staff by ensuring that staff have a good work-life balance and remain healthy, engaged and productive.</p>   |
| <p><b>Foster good relations</b></p> <p>No impact</p>  |
| <p><b>Consider Socio-Economic Disadvantage (Fairer Scotland Duty)</b></p> <p>We have recognised that if employees cannot work to the workstyle agreed for their role (because this will put them in financial hardship), they will be able to request an alternative workstyle.</p> |

| <b>Summary of Key Action to Mitigate Negative Impacts</b>   |                  |
|---|------------------|
| <b>Actions</b>  | <b>Timescale</b> |
| <p>Continuously monitor recruitment practices to ensure that any new requirements are considered appropriately, and we have included this in the workplan for policy monitoring and review.</p> |                  |
|   |                  |

|  |
|--|
| <p><b>Signed:</b> Wendy Wesson (Service Lead)</p> <p><b>Date:</b> 28<sup>th</sup> January 2021</p> |
|--|