



Integrated Impact Assessment

The purpose of Aberdeen City Council is to protect the people and the place of Aberdeen from harm, enabling them to prosper and supporting them in the event of harm happening.

The purpose of an Integrated Impact Assessment is to evidence that Aberdeen City Council are making decisions in an informed way, and that the impact of decisions made is understood and accepted. The legislation that is considered within this assessment are:

- Section 2 [Equality Act 2010 protected characteristics](#)
- Section 3 [Socio-Economic](#)
- Section 4 [Human Rights](#)
- Section 5 [Children and Young People’s Rights](#)

The term ‘policy’ is used throughout this document and applies to policies, proposals, strategies, provision, criteria, functions, practice, budget savings and activities that includes delivery of our services.

Please delete and/or replace any text in **red** which is used for guidance only. Your completed IIA should be in black text and submitted to equality_and_diversity@aberdeencity.gov.uk

1. About the Policy

1.1 Title

Aberdeen City Council Staff Travel Policy Committee Report

1.2 What does this policy seek to achieve?

A summary of what the Council Travel Plan and Staff Travel Policy are seeking to achieve is below

Staff Travel Policy	Council Travel Plan
<ul style="list-style-type: none"> • The Staff Travel Policy deals with staff travelling around for work and gives detail on which forms of transport should be authorised for carrying out Council business. • The Staff Travel Policy will outline how authorisers of staff travel should book and pay for their travel during work. • The Staff Travel Policy looks at what is the most appropriate form of travel for staff to be using in different journey circumstances including whether the journey actually needs to be made at all. 	<ul style="list-style-type: none"> • The Council Travel Plan is mainly concerned with how staff travel to and from work and how they can be encouraged to do this more sustainably by promoting and facilitating access to the available travel options. • The Council Travel Plan will look at how to incentivise all staff to travel more sustainably to and from work. • The Council Travel Plan will look at how to encourage staff to pick the most sustainable option, including whether a journey needs to be made at all, and will also deal with the behaviour change/ awareness raising

	<p>aspects of travel and how the Council can promote sustainable alternatives for travel to staff, rather than just the policy itself.</p> <ul style="list-style-type: none"> • The Council Travel Plan will look at how the Council can minimise the impact of travel from staff, foremost for the benefit of the transport system and the environment but will also stress the money-saving and health benefits of active and sustainable travel. 	
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When completed, both the updated Council Travel Plan and Staff Travel Policy will have their own IIAs which will cover the content of each.

This IIA will therefore deal with the committee report and its recommendations. The purpose of the committee report is to seek approval to review and refresh the Council’s Staff Travel Policy alongside the Council Travel Plan. The recommendations of the report are

2.1 Instruct the Chief Officer – Strategic Place Planning to set up an internal working group to review and refresh the Council’s Staff Travel Policy,

2.2 Instruct the Chief Officer – Strategic Place Planning to update the Council’s Travel Plan to align with any proposed changes to the Staff Travel Policy resulting from 2.1,

2.3 Instruct the Chief Officer – Strategic Place Planning to thereafter undertake consultation with Council staff on any changes to the Staff Travel Policy and/or the Council Travel Plan, and

2.4 Following analysis of the consultation and finalisation of the documents, instruct the Chief Officer – Strategic Place Planning to report both the updated Staff Travel Policy and Council Travel Plan back to this Committee and/ or other relevant committees by Summer 2025 for approval.

The revision of these documents is necessary due to changes to the transport and surrounding context since the current versions of both these documents were developed. Major changes to the physical transport network include increased city cycle infrastructure, the growing popularity of ebikes, more pedestrian space across the city, enhanced rail capacity and additional stations across the North East, and the Aberdeen Western Peripheral Route fully opening in 2019. For vehicles, the growth of plug-in and hydrogen powered vehicles and refuelling infrastructure has also brought change, and the launch and subsequent growth of the car club has also changed the way in which people access cars.

In addition, the impacts of COVID-19 public health emergency have resulted in long-term changes to the way people work and travel. These have manifested in changes to working patterns, including more remote, flexible and hybrid working. There has also been greater awareness of the issues associated with physical inactivity and mental health and the health benefits of active travel.

There have also been changes in the policy context since the Staff Travel Policy and Travel Plan were last refreshed, including the adoption of Net Zero Aberdeen, the Council’s Climate Change Plan and, nationally, commitments around a 20% reduction in car kilometres travelled and phasing out the need for new petrol and diesel cars and vans by 2030. The refresh is unlikely to greatly change the focus of the Council Travel Plan where the purpose has always been to encourage transport modal shift amongst staff from the

private car to more sustainable forms of transport, in accordance with a number of the Council’s transport and environmental plans and objectives. However, for the Staff Travel Policy, where the emphasis has traditionally been around ensuring best value for money and physical mobility, the refresh is likely to mean greater change.

Given the interrelationship between the documents, it makes sense to consider them both together. This also fits with the desire from the Council’s Climate and Environment Policy Manager that, as the Strategic Place Planning cluster have responsibility for both Transport Strategy and Net Zero, that this cluster will lead on the work.

The Committee is recommended to approve the Report and instruct officers to proceed to set up an internal working group to review and refresh the Staff Travel Policy and to further update the new draft Council Travel Plan in response to this and, following this, to undertake consultation upon both the draft Staff Travel Policy and draft Council Travel Plan and report these back to a future committee for approval and adoption once this process has concluded.

Assuming successful progression of the project through the above stages, the ultimate aim is to deliver two fully revised documents for staff travel in the service of Aberdeen City Council.

1.3 Is this a new or existing policy?

The Council already has an existing Council Travel Plan and Staff Travel Policy with corresponding documents, The current proposal seeks to progress to the respective next stage of updating these two existing documents.

1.4 Is this report going to a committee?

Yes

1.5 Committee name and date:

Net Zero, Environment and Transport, 27th March 2024.

1.6 Report no and / or Budget proposal number and / or Business Case reference number:

TBC

Impacts

This section demonstrates the considerations that have been made in relation to the policy - and that the impact of proposals made is understood and accepted.

2: Equality Act 2010 - Protected Characteristics

Aberdeen City Council wants to ensure everyone is treated fairly. This section identifies the [protected characteristics](#) that the policy potentially affects and records the impact and mitigating steps.

2.1 What impact could this policy have on any of the below groups?

	What is the impact?				
	Negative			Neutral	Positive
Protected Characteristic	High	Medium	Low		
Age			X		X
Disability			X		X
Gender Reassignment				X	
Marriage and Civil Partnership				X	
Pregnancy and Maternity			X		X
Race					X

Religion or Belief				X	
Sex					X
Sexual Orientation				X	

2.2 In what way will the policy impact people with these protected characteristics?

The committee report has the following recommendations

2.1 Instruct the Chief Officer – Strategic Place Planning to set up an internal working group to review and refresh the Council’s Staff Travel Policy,

2.2 Instruct the Chief Officer – Strategic Place Planning to update the Council’s Travel Plan to align with any proposed changes to the Staff Travel Policy resulting from 2.1,

2.3 Instruct the Chief Officer – Strategic Place Planning to thereafter undertake consultation with Council staff on any changes to the Staff Travel Policy and/or the Council Travel Plan, and

2.4 Following analysis of the consultation and finalisation of the documents, instruct the Chief Officer – Strategic Place Planning to report both the updated Staff Travel Policy and Council Travel Plan back to this Committee and/ or other relevant committees by Summer 2025 for approval.

The internal working group, who will be involved with reviewing the documents and developing the new ones, will include, as a minimum, officers from the Strategic Place Planning, People and Citizen Services, Accounts, Finance, Facilities, Staff Travel Section, Fleet and Procurement teams and appropriate dialogue will also take place with Trade Unions as required. This should ensure that people with protected characteristics are well considered, especially with representation from the Council’s equalities team. Furthermore, the proposed consultation with all staff on draft documents will help to ensure that staff with protected characteristics have the opportunity to feed back into the process through engagement with the Equality Ambassadors Network, Leadership Forum, Young Employee Network and other employee equalities working groups.

Given that both documents are likely to be giving more consideration to use of sustainable transport and enabling staff to become less reliant on the private car, this is likely to bring the following impacts to those with protected characteristics:

Age

Positive Impacts:

- The scope will include all Council staff travel, including schools, potentially – as a by-product – impacting upon pupils on their journey to and from school even though they are not officially a focus of the documents;
- Air pollution is known to disproportionately impact on the young and the elderly (including a strong link between traffic pollution and childhood asthma), therefore any modal shift away from private cars, many of which are likely to be fossil-fuelled, achieved from the revised documents may bring benefits to these groups via a reduction in local air pollution;

Negative Impacts:

- If proposals are taken forward to encourage staff to use other modes of transport ahead of the private car, this may cause inconvenience for older, less mobile people who rely more on a private car.

Disability:

Positive Impacts:

- Staff with certain physical disabilities and mental health conditions may benefit from opportunities to increase low-level physical activity via active travel outdoors with safer walking, wheeling and cycling;
- Air pollution is known to disproportionately impact on those with cardio-pulmonary complications, therefore any modal shift achieved from the proposals away from private cars, many of which are still likely to be fossil-fuelled (and consequent air pollution reduction) may bring health benefits to this group;

Negative Impacts:

- If proposals are taken forward to encourage staff to use other modes of transport ahead of the private car, this may cause inconvenience for people with certain disabilities, who may not qualify for a disabled parking space, but are reliant on a private car.

Pregnancy and Maternity:

Positive Impacts:

- Encouragement of safe active travel could support female staff to remain healthy and active during pregnancy;

Negative Impacts:

- If proposals are taken forward to encourage staff to use other modes of transport ahead of the private car, this may cause inconvenience for people with mobility issues, including pregnant people.

Race:

Positive Impacts:

- According to evidence from the Aberdeen Walking and Cycling Index (WACI), those from ethnic minority groups cycle more in Aberdeen compared to the white population so may benefit in particular from any changes stemming from the revised documents.

Sex:

Positive Impacts:

- Evidence has shown that women cycle less than men and have particular concerns on safety whilst travelling actively. Ways to address this will be considered in the writing of the documents.

No negative impacts on the following protected characteristics have been identified at this stage: gender reassignment, marriage and civil partnership, religion and belief and sexual orientation. Nor have any positive impacts been identified for these groups, beyond those that are anticipated to result for the general population.

2.3 What considerations have been made in reaching the above assessment?

What internal or external data has been considered? What does this data tell us?

Active travel data has been extracted from the Aberdeen Walking and Cycling Index, which gives insight into current behaviours and barriers to active travel amongst various groups, and which has informed the committee report and section 2.2 above: <https://www.sustrans.org.uk/the-walking-and-cycling-index/aberdeen-walking-and-cycling-index>.

What consultation and engagement and has been undertaken with officers and partner organisations?

The Staff Travel Policy refresh will be informed by a working group made up of officers from different parts of the Council to ensure that the main areas of the Council who need to be involved can shape it. This policy will then be subject to consultation with staff

The draft refreshed Council Travel plan has already been subject to two rounds of consultation with all staff. However, the refresh of the Staff Travel Policy may impact on the content of the Council Travel Plan so it too will be taken back out for consultation alongside the Staff Travel Policy.

As these are internal documents, it is not envisaged that consultation will take place with external organisations.

What consultation and engagement and has been undertaken with people who may be impacted by this policy (e.g. citizens, community groups, or other people/groups)?

Engagement with stakeholders and members of staff has been undertaken at all previous stages (Council Travel Plan, not Policy as work on the latter is just beginning) to inform writing of the revised document.

Specific stakeholders contacted to date for the Council Travel Plan, and who will remain key stakeholders during the next stages of development, are listed below:

- Transport Strategy and Programmes Team
- Environmental Policy Team
- Road Safety and Traffic Management Team
- Information Technology Team
- Human Resources/ People Team
- Public Transport Unit
- Internal Communications Team
- Procurement Team
- Facilities Team
- Equalities Team
- Data and Insights Team
- Equality Ambassadors Network

The next stage of development, with the addition of the Staff Travel Policy, will also see the inclusion of the following teams:

- Accounts
- Finance
- Staff Travel
- Fleet

Appropriate dialogue will also take place with Trade Unions as required.

Once the revised documents have been produced, informed by the above groups, they will then go out for full consultation amongst all staff. This is imperative as all employees are potentially impacted and therefore to ensure benefits are maximised for all and any potentially negative impacts kept to a minimum.

Subsequent engagement is likely to encompass similar activities to what has gone before (targeted stakeholder discussions followed by online consultation via Citizen Space with all staff) with potential for in-person.

2.4 What mitigations can be put in place?

What mitigations are there against any negative impacts (if applicable)?

At this stage of the process, the intention is to report to committee to ask for permission to undertake the process of refreshing the documents, rather than actually reporting finished documents to committee for approval. Therefore, as there is no ask at this stage to adopt new documents or put new processes in place, the impacts should be minimal.

There is therefore potential to mitigate any potential impacts before they become issues. The internal working group, who will be involved with reviewing the documents and developing the new ones, will include, as a minimum, officers from the Strategic Place Planning, Internal Comms, People and Citizen Services, Equalities, Accounts, Finance, Facilities, Staff Travel Section, Fleet and Procurement teams and that appropriate dialogue will also take place with Trade Unions where necessary, then this should ensure that people with protected characteristics are well considered. Furthermore, the proposed consultation with all staff on draft documents will help to ensure that staff with protected characteristics have the opportunity to feed back into the process.

The Council already has salary sacrifice schemes in place which help to give staff access to bus travel, bike purchase and low emission vehicle leasing at a reduced rate. Given that both of the documents are likely to be encouraging staff to travel more sustainably, these salary sacrifice schemes will be able to help Council employees better access sustainable transport choices.

With mitigations in place, what is the new overall rating of the negative impact(s)?

High	
Medium	
Low	X
Negative Impact Removed	

3: Socio-Economic Impacts

This section is used to consider the impact of the policy on people who might be **unemployed, single parents**, people with lower **education** or **literacy**, **looked after children**, those with **protected characteristics** as examples.

Use this guide to understand more on socio-economic inequalities: [The Fairer Scotland Duty: Guidance for Public Bodies \(www.gov.scot\)](http://www.gov.scot)

3.1 What impact could this policy have on any of the below groups?

Group	Negative			Neutral	Positive
	High	Medium	Low		
Low income / income poverty – those who cannot afford regular bills, food, clothing payments.					X
Low and/or no wealth – those who can meet basic living costs but have no savings for unexpected spend or provision for the future					X
Material deprivation – those who cannot access basic goods and services, unable to repair/replace broken electrical goods, heat their homes or access to leisure or hobbies					X
Area deprivation – consider where people live and where they work (accessibility and cost of transport)					X
Socio-economic background – social class, parents' education, employment, income.					X

3.2 In what way will the policy impact people in these groups?

Walking and cycling are comparatively low-cost forms of transport, compared to bus and taxi travel, or the costs of having to own and maintain a private car. Given that the refreshed documents are likely to encourage greater use of these forms of transport, they have the potential to reduce the impacts of transport inequalities and transport poverty by making it easier for people to travel to, from and during work by walking, wheeling and cycling, and therefore to access key destinations, including education and employment opportunities in an affordable way. They are also likely to support virtual meetings and working from home, both of which don't require travel at all.

3.3 What considerations have been made in reaching the above assessment?

What internal or external data has been considered? What does this data tell us?

Sustrans' study into Transport Poverty in Scotland notes that, for 38% of high risk areas, commuting by cycle exceeds the national median (https://www.sustrans.org.uk/media/2880/transport_poverty_in_scotland_2016.pdf).

What consultation and engagement and has been undertaken with officers and partner organisations?

See section 2.3.

What consultation and engagement and has been undertaken with people who may be impacted by this policy? citizens, community groups, or other people/groups impacted by this policy?

See section 2.3.

3.4 What mitigations can be put in place?

What mitigations are there against any negative impacts (if applicable)?

N/A – no negative impacts identified at this stage.

With mitigations in place, what is the new overall rating of the negative impact(s)?

High
Medium
Low
Negative Impact Removed

4: Human Rights Impacts

The Human Rights Act 1998 sets out the fundamental rights and freedoms that everyone in the UK is entitled to. It incorporates the rights set out in the European Convention on Human Rights (ECHR) into domestic British law. The Human Rights Act came into force in the UK in October 2000

The Act sets out our human rights in a series of ‘Articles’. Each Article deals with a different right.

Use this guide to understand more about [Human Rights](#).

4.1 What impact could this policy have on Human Rights?

Human Rights Article	Negative	Neutral	Positive
Article 6: Right to a fair trial		X	
Article 7: No punishment without law		X	
Article 8: Right to respect for private and family life, home and correspondence		X	
Article 9: Freedom of thought, belief and religion		X	
Article 10: Freedom of expression		X	
Article 11: Freedom of assembly and association		X	
Article 12: Right to marry and start a family		X	
Article 14: Protection from discrimination in respect of these rights and freedoms		X	
Article 1 of Protocol 1: Right to peaceful enjoyment of your property		X	
Article 2 of Protocol 1: Right to education		X	
Article 3 of Protocol 1: Right to participate in free elections		X	

4.2 In what way will the policy impact Human Rights?

No impacts identified at this stage.

4.3 What mitigations can be put in place?

What mitigations are there against any negative impacts (if applicable)?

N/A

If mitigations are in place, does this remove the negative impact?

No – negative impact remains
Yes – negative impact reduced
Yes - negative impact removed

5: Children and Young People’s Rights Impacts

The United Nations Convention has 54 articles that cover all aspects of a child’s life and set out the civil, political, economic, social and cultural rights that all children everywhere are entitled to. It also explains how adults and governments must work together to make sure all children can enjoy all their rights.

Children’s rights apply to every child/young person under the age of 18 and to adults still eligible to receive a “children’s service” (e.g. care leavers aged 18 – 25 years old).

The Conventions are also known as the “General Principles” and they help to interpret all the other articles and play a fundamental role in realising all the rights in the Convention for all children. They are:

1. Non-discrimination (Article 2)
2. Best interest of the child (Article 3)
3. Right to life survival and development (Article 6)
4. Right to be heard (Article 12)

You can [read the full UN Convention \(pdf\)](#), or [just a summary \(pdf\)](#), to find out more about the rights that are included.

5.1 What impact could this policy have on the rights of Children and Young People?

UNCRC and Optional Protocols	Negative	Neutral	Positive
Article 1: definition of the child		X	
Article 2: non-discrimination		X	
Article 3: best interests of the child		X	
Article 4: implementation of the convention		X	
Article 5: parental guidance and a child's evolving capacities		X	
Article 6: life, survival and development		X	
Article 7: birth registration, name, nationality, care		X	
Article 8: protection and preservation of identity		X	
Article 9: separation from parents		X	
Article 10: family reunification		X	
Article 11: abduction and non-return of children		X	
Article 12: respect for the views of the child		X	
Article 13: freedom of expression		X	
Article 14: freedom of thought, belief and religion		X	
Article 15: freedom of association		X	
Article 16: right to privacy		X	
Article 17: access to information from the media		X	
Article 18: parental responsibilities and state assistance		X	
Article 19: protection from violence, abuse and neglect		X	
Article 20: children unable to live with their family		X	
Article 21: adoption		X	
Article 22: refugee children		X	
Article 23: children with a disability		X	
Article 24: health and health services		X	
Article 25: review of treatment in care		X	
Article 26: social security		X	
Article 27: adequate standard of living		X	
Article 28: right to education		X	

Article 29: goals of education		X	
Article 30: children from minority or indigenous groups		X	
Article 31: leisure, play and culture		X	
Article 32: child labour		X	
Article 33: drug abuse		X	
Article 34: sexual exploitation		X	
Article 35: abduction, sale and trafficking		X	
Article 36: other forms of exploitation		X	
Article 37: inhumane treatment and detention		X	
Article 38: war and armed conflicts		X	
Article 39: recovery from trauma and reintegration		X	
Article 40: juvenile justice		X	
Article 41: respect for higher national standards		X	
Article 42: knowledge of rights		X	
Optional Protocol on a Communications Procedure		X	

5.2 In what way will the policy impact the rights of Children and Young People?

No impacts anticipated at this stage.

5.3 What mitigations can be put in place?

What mitigations are there against any negative impacts (if applicable)?	
N/A	
If mitigations are in place, does this remove the negative impact?	No – negative impact remains
	Yes – negative impact reduced
	Yes - negative impact removed

6: Sign Off

Any further positive or negative impacts on individuals or groups that have been considered?
No further impacts anticipated.
Overall summary of changes made as a result of impact assessment.
No changes have been made at this stage, although the IIA has flagged some issues that will be considered further as the project moves through subsequent stages of development.
Outline of how impact of policy will be monitored.
Documents will continue to evolve as the project moves further down the development pipeline and the IIA will be revisited at key intervals to understand and monitor the evolving impacts.
If there are any remaining negative impacts after mitigation, what is the justification for why this policy should proceed.
The committee report is not asking for approval of documents or new processes. Rather it is asking for permission to refresh the Staff Travel Policy and to undertake this at the same time as updating the Council Travel Plan. As a result the likely impacts of the updated Staff Travel Policy and Council Travel Plan will not be known as they are still to be developed. However, their development will be informed by a cross-Council working group. Although some potentially negative impacts have been identified, these will be subject to further consideration as the project develops going forward and the IIA will be updated at key intervals to reflect any changes.

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Date	18/03/24