



Rural Stirling
Housing Association

Equality & Diversity Impact Assessment (EIA)

The aim of the EIA is to consider the equality implications of a policy, practice, or service to prevent discrimination against people who are categorised as being disadvantaged or vulnerable within society (as listed in point 4) and to consider if there are ways to proactively advance equality.

Before completing this form, please refer to the supporting guidance document.

Where further guidance is needed, please contact CEO

Name of the policy/practice/service to be assessed	Group Board and Staff Expenses Policy	Is this a new policy/practice/service or a revision to an existing?	Policy is being updated
1. Briefly describe the aims, objectives and purpose of the policy, practice, or service.	This policy sets out the conditions and process for Board members and Staff claiming out of pocket expenses or travel costs for business purposes.		

<p>2. Who is intended to benefit from the policy, practice, or service? <i>(e.g., applicants, tenants, staff, contractors)</i></p>	<p>Board members and employees</p>																					
<p>3. What outcomes are wanted from this policy, practice, or service? <i>(e.g., the benefits to customers)</i></p>	<p>Clear guidance on what can and can't be claimed for by Board members and employees and to make the process easy to follow.</p>																					
<p>4. Which protected characteristics could be affected by the policy, practice, or service?</p>	<p><i>(✓) tick all that apply</i></p> <table border="1" data-bbox="663 687 2114 1315"> <tr> <td data-bbox="663 687 1608 756">Age</td> <td data-bbox="1608 687 2114 756">✓</td> </tr> <tr> <td data-bbox="663 756 1608 825">Disability</td> <td data-bbox="1608 756 2114 825">✓</td> </tr> <tr> <td data-bbox="663 825 1608 893">Gender reassignment</td> <td data-bbox="1608 825 2114 893">✓</td> </tr> <tr> <td data-bbox="663 893 1608 962">Marriage/Civil Partnership</td> <td data-bbox="1608 893 2114 962">✓</td> </tr> <tr> <td data-bbox="663 962 1608 1031">Pregnancy/Maternity</td> <td data-bbox="1608 962 2114 1031">✓</td> </tr> <tr> <td data-bbox="663 1031 1608 1099">Race</td> <td data-bbox="1608 1031 2114 1099">✓</td> </tr> <tr> <td data-bbox="663 1099 1608 1168">Religion or belief</td> <td data-bbox="1608 1099 2114 1168">✓</td> </tr> <tr> <td data-bbox="663 1168 1608 1236">Sex</td> <td data-bbox="1608 1168 2114 1236">✓</td> </tr> <tr> <td data-bbox="663 1236 1608 1305">Sexual Orientation</td> <td data-bbox="1608 1236 2114 1305">✓</td> </tr> <tr> <td data-bbox="663 1305 1608 1383">Consider if you want to add any more e.g. ?</td> <td data-bbox="1608 1305 2114 1383"></td> </tr> </table>		Age	✓	Disability	✓	Gender reassignment	✓	Marriage/Civil Partnership	✓	Pregnancy/Maternity	✓	Race	✓	Religion or belief	✓	Sex	✓	Sexual Orientation	✓	Consider if you want to add any more e.g. ?	
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	<ul style="list-style-type: none"> • People with caring responsibilities • Staff and tenants from lower socio-economic backgrounds 	
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5. If the policy, practice, or service is not relevant to any of the **protected characteristics** listed in part 4, state why and end the process here.

This policy applies to all the protected characteristics. Payments are based on the criteria set out within the policy.

6. Evidence Gathering and Engagement

a. What evidence has been used for this assessment? For example, national statistics.

This policy helps to make clear the process for claiming expenses by Board and Staff members as well as for staff who process the claims.

b. Who have you engaged and consulted with as part of your assessment?

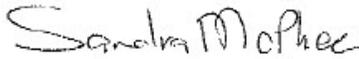
None

7. Describe the **impact(s)** the policy, practice or service could have on the groups identified in part 4. Consider both positive and negative impacts.

The policy aims to have positive impact on our people and to treat everyone fairly regardless of background.

This policy is not designed to impact negatively on anyone

<p>8. What actions are required to address the impacts arising from this assessment? <i>(This might include collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts).</i></p>	Issue	Action	Timescales
		None	

9. Decision Please record decision e.g., <ul style="list-style-type: none"> • No change/amend (see above) • Cease • Progress with risk (monitor and add to risk register?) 	Amendments made to policy and inclusion of claim forms for Board and staff members
Signed	
Job title	Governance and Compliance Officer
Date the EIA was completed	08/12/2022
Review date	December 2027
Date of any quality sample check	N/A

Please attach the completed document as an Appendix to your policy, practice, or service report