

Stage 1: Rapid Impact Checklist

Document title: Sustainable Travel Policy
Author & School/Service: Rhonda McKay, Procurement – Finance, Infrastructure and Corporate Services

Reason for the Equality Impact Assessment:

Proposed new document	X
Proposed change to existing document	
Review of existing document	
Other (please state):	

Could any protected characteristics be affected by this proposal?¹

Yes	No
x	

If yes, which protected characteristic groups could be affected?

Age		Disability	X
Gender reassignment		Pregnancy and maternity	X
Race/ethnicity	X	Religion or belief (including lack of belief)	
Sex		Sexual orientation	

Will the proposal have any impact on:

	Yes	No
Discrimination?		X
Equality of opportunity?		X
Relations between groups?		X

¹ 'Proposal' is used as shorthand for any policy, procedure, strategy or proposal that might be assessed.

Will the proposal have an impact on the physical environment? For example, will there be impacts on:

Living conditions?	
Working conditions?	
Pollution or climate change?	X
Accidental injuries or public safety?	

If the answer to any of the above is ‘yes’, please proceed to complete the Comprehensive Equality Impact Assessment, overleaf.

Stage 2: Comprehensive Equality Impact Assessment (CEIA)

Details of document

Document title	Sustainable Travel Policy
Document owner	Rhonda McKay
School/Service	Finance, Infrastructure and Corporate Services

Aim of the document

What are the aims and objectives of the document?

To promote Sustainable travel while carrying out university business. This policy promotes travellers to think about the necessity for travel, and how travel practices and behaviour can be improved to lessen impact on the climate and help the institutional aim to reduce CO2 emissions. The objective of the policy is to help people think about sustainability and environmental impact before booking their mode of transport: Do I need to attend in person? Can I attend virtual? If I attend in person, what modes of transport are available to suit my requirements? This policy provides various tools to aid decision making and promotes awareness of the impact of travel on the environment.

How important is the document in terms of equality in the University? Does it relate to an area with known inequalities or where equality objectives have been set by the University?

The policy covers all staff, students, and visitors to the University and as such will affect everyone and therefore equality impact should be considered.

The policy is not prohibitive and focuses on encouraging awareness of sustainable work and travel practices. It does not relate to a specific area with known inequalities or specific equality outcomes (Equality Mainstreaming Report (abertay.ac.uk)).

Who is affected by the document and how have they been involved in the development of it?

All Staff, Students, and Associates of the university, where the university is financing the travel arrangement. Full consultation has been undertaken.

Are any persons affected by the document likely to benefit from it and in what way?

The policy will positively impact on the awareness of sustainable practices and travel options available for business travel. This will contribute to improving how the

University manages carbon emissions and impact positively on the wider environment for all staff, students, and associates of the University.

Is there any evidence or concern that any of the protected characteristic groups have different experiences, issues or needs in relation to this document? (Please provide details in the box below)

Age		Race	
Disability	X	Religion or Belief	X
Gender Reassignment		Sex	
Pregnancy & Maternity	X	Sexual Orientation	
Marriage & Civil Partnership			

Further details: Evidence from our consultation suggests that individuals with limited mobility or health conditions (includes protected characteristics of disability and pregnancy) may not easily be able to access alternative or more sustainable transport options, such as public transport and bike schemes. The initial draft of the policy also included advice on reducing meat consumption to help with lowering the emissions of greenhouse gasses. Our consultation suggested that cuisine and diet can differ greatly based on ethnic and cultural background, as well as religious and other beliefs; and some disabled people may require specific diets for health reasons (e.g. diabetics on ketogenic diet).

Where someone would like to contribute to more sustainable practices, but cannot due to the reasons outlined above they may feel they present a barrier and could foster negative views towards protected groups as they are seen as a barrier to sustainability.

Considering the above impacts, the language in the policy was amended to ensure focus on business travel only, and inclusive transport options were included, such as reference to ‘all ability’ bike schemes. This also helps to ensure the aims of the policy are met by putting the focus on increasing awareness and consciousness of travel choices and alternate options.

How does the document fit into the broader strategic aims of the University?

The Policy promotes the 4 guiding priorities that are noted in Abertay’s Strategic Plan – Providing opportunity to change lives and giving our students and staff the skills, they need to thrive in a world of change.

Promote fairness and equality of opportunity in everything we do.

Ensure that our research and the programmes we teach continue to be relevant in a changing world. In doing so, be outward looking, taking account of international developments while continuing to deliver for our local community.

Change the way we do things to make sure we remain sustainable and that we use our funding to deliver maximum impact.

The policy also aligns with Abertay’s institutional [Sustainable Development Strategy | Abertay University](#) and specifically relates to the point below:

Through training and supporting our staff we ensure sustainability is integrated into everything they do. This includes responsibly managing our operations to minimise social and environmental impacts and maximise benefits.

Consideration of available data

(Consider what data is available. Data can include surveys, focus groups, analysis of complaints made, feedback received, consultations, etc.)

What do we know from existing data already held by the University?

We know that our current Green House Gas emissions from Travel equals 95% of our Scope 3 emissions

What do we know from existing data which is available externally?

As above our green house gas emissions are high and with the provision of a Sustainable Travel Policy and action plan, this can be reduced

Are there any apparent gaps in knowledge?

No.

Impact of document

Could this document lead to any positive, negative, intended or unintended impact on the University or any of its stakeholders?

Positive impacts on our scope 3 emissions and assist in achieving our Net Zero Target. See question: Is there any evidence or concern that any of the protected characteristic groups have different experiences, issues or needs in relation to this document?

Could there be a differential² impact on any protected characteristics? Could any differential impact be adverse?

Potentially, if there is less travel and more virtual meetings, our working time can increase having a positive impact on productivity.

See question: Is there any evidence or concern that any of the protected characteristic groups have different experiences, issues or needs in relation to this document?

Please consider

Is this policy directly discriminatory? If yes, is it intended to increase equality? If no, this is unlawful discrimination.

Is this policy indirectly discriminatory? If yes, is this justifiable or proportionate? If no, this is unlawful discrimination.

If this policy is not indirectly discriminatory, but could have an adverse impact on any of the protected characteristics, you must provide details of how the University will act to address this.

Is this policy unlawfully discriminatory? If you find that it is, you must decide how the University will act lawfully.

Consultation

What did this equality analysis conclude?

This policy is not directly or indirectly discriminatory, changes made to the policy have mitigated impact on negative views about protected groups and the policy is unlikely to have a negative impact.

Is any action required to be taken in response to the findings from the consultation?

No further action required.

² Differential impact = where the positive or negative impact on one particular protected characteristic is likely to be greater than on another.

What is the recommendation for this document following consultation?

Reject the document		Approve and publish the document	X
Amendment required		Other (please provide details below)	

Declaration

I confirm that this equality analysis represents a fair and reasonable view of the implications of the document for all protected characteristic groups, and that appropriate actions have been identified to address the findings.

Rhonda McKay	CEIA owner
	Line manager (if appropriate)

Committee approval

Which Committee has this document gone before for approval?
Senior Management Team on 18 December 2023. People, Health and Equality Committee on 16 January 2024. University Court for approval.
Date of Committee meeting: 24 April 2024

Following Committee consultation, what is the decision for this document?

Reject the document		Approve and publish the document	X
Amend the document		Other (please give details below)	

If the Committee requires that the document be amended, please list amendments below.