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| **1. DESCRIBE** |
| 1.1. Name of policy/strategy/decision |
| Overseas Travel process |
| 1.2. Owner |
| Alex Killick, Director of People |
| 1.3. Date |
| 6th December 2016 |
| 1.4. Aims of policy/strategy/decision |
| Further to the review of GCU’s processes for travel overseas last year, a Travel Project Group developed recommendations for improvement to health and safety, insurance and business continuity arrangements to mitigate existing risks. The Group included wide representation from the Schools and Departments including staff with significant experience of travelling as well as those with relevant responsibilities. The aim of the revised process is as follows:* Implement a single travel process based on 4 key stages (ie. pre-approval, pre-travel, during travel and post travel), supported by a travel webpage, guidance and checklists where appropriate. This is intended to provide a ‘one’ stop shop for all travel-related matters, and not a step by step process to be followed in all cases.
* Categorise travel risk into low, medium and high/extreme with a tiered management approval level (ie. low risk approved by line manager, medium risk approved by Head of Department, high/extreme risk approved by Executive Board). Where the risk is medium, high/extreme the traveller/lead traveller to complete and submit an overseas travel risk assessment document to a central mailbox.
* Travellers to submit an emergency details document to a central mailbox to be utilised for the standard business continuity process for travel related incidents.
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| 1.5. Who does the policy/strategy/decision affect? |
| The revised process affects staff and students that travel overseas as part of University Business. This would include, for example, staff travelling on their own or with other colleagues, staff leading a group of students or students on placement.  |
| 1.6. Could there be any potential implications for equality, or people with protected characteristics? |
| The process doesn’t explicitly cover specific groups or circumstances and focuses on protecting, so far as reasonably practicable, the health and safety of all staff and students travelling overseas on University business. However, the requirement to risk assess all overseas travel will provide specific groups or circumstances to be taken into consideration as part of the risk assessment and measures (eg. reasonable adjustments) put in place to reduce any associated risks. Staff and students have been travelling on University business prior to this process being implemented and there have been no known issues or complaints raised regarding travel and equality issues. The revised process will be monitored on a regular basis by checking the overseas risk assessments being received into the central travel mailbox for any potential issues. |

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| **2. ASSESS** |
| What are the implications, positive or negative (and evidence for this) of the policy/strategy/decision in relation to GCU’s duty to have due regard to the need to: |
| 2.1. Eliminate unlawful discrimination, harassment and victimisation? |
| The requirement to risk assess all overseas travel will provide the opportunity for specific groups or circumstances to be taken into consideration as part of the risk assessment and measures (eg. reasonable adjustments) put in place to reduce any associated risks. Travellers are advised to check the Foreign and Commonwealth Office (FCO), Control Risks and other relevant resources when carrying out an assessment and equality issues would be highlighted through this process. This may result in a positive effect where staff that fall under the Equality Act, will have equal opportunities to travel as part of their work/study. At a meeting on 3rd November 2016, a member of the University H&S Committee raised a concern that black and/or transgender travellers may be required to travel to a country/area that was unsafe for them if the trip was deemed essential to the business of the University. This may be, for example, due to a countries stance or legislation on black and/or transgender people and the negative impact this would have on the person travelling. This concern relates to wording within the ‘Guide on travel risk category/approval levels’ where the Head of Department or equivalent should discuss the trip with the traveller and where the trip is deemed essential to the business of the University, pre-approval for the trip will require submission as a paper to the Executive Board for consideration. This has been taken into consideration and changes made to the process. The requirement will be to formally submit a high/extreme risk travel request to EB. All formal papers to EB are submitted with a cover paper that asks for an Equality Impact Assessment to be submitted where required. This will enable not only black and/or transgender issues to be considered but any other relevant equality issues. |
| 2.2. Advance equality of opportunity between people who share a protected characteristic and people who do not share it? |
| The requirement to risk assess all overseas travel will provide specific groups or circumstances to be taken into consideration as part of the risk assessment and measures (eg. reasonable adjustments) put in place to reduce any associated risks. This may result in a positive effect where staff that fall under the Equality Act, will have equal opportunities to travel as part of their work/study.  |
| 2.3. Foster good relations between people who share a protected characteristic and those who do not share it? |
| In some circumstances such as those described in section 2.1, good relationships and/or awareness may not be possible. However, in some circumstances and for some groups of people good relationships and awareness may be fostered. |

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| **3. ACTION** |
| 3.1. If a negative impact has been identified, how will this be addressed? |
| As outlined in section 2.1, a negative impact on black and/or transgender travellers has been taken into consideration and changes made to the approval rocess. The requirement will be to formally submit a high/extreme risk travel request to the Executive Board. All formal papers to the Executive Board are submitted with a cover paper that asks for an Equality Impact Assessment to be submitted where required. This will enable any relevant equality issues to be considered. |
| 3.2. If changes have been made to the policy/strategy/decision as a result of this assessment, outline the changes |
| As outlined in section 2.1 and 3.1 |

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| **4. MONITOR AND REVIEW** |
| 4.1. How will the implementation of the policy/strategy/decision and its impact on equality be monitored and reviewed? |
| The revised process will be monitored on a regular basis by checking the overseas risk assessments being received into the central travel mailbox for any potential issues.There are also existing sources of advice and support available within the University that staff and students can access to raise any concerns relating to race or gender. For example, Equality and Diversity Advisor, People Services, Student Wellbeing Service.  |

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| **5. PUBLISH** |
| Please email this completed form, along with the policy/strategy and any other relevant information[[1]](#footnote-1) to equality@gcu.ac.uk for publishing on the Equality and Diversity website and annual reporting in line with Equality Act 2010 requirements. |

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| **6. SIGN OFF** |
| 6.1. EIA Owner Signature Date |
| Alex Killick | Alex Killick | December 2016 |
| 6.2. Equality and Diversity Advisor Signature Date |
| Adrian Lui | Adrian Lui | December 2016 |

1. Information or evidence may be removed if it is commercially sensitive or personal information [↑](#footnote-ref-1)