

# Equality Impact and Needs Assessment Form



NB: Use the electronic MS Word template. Add additional rows and increase box size as required. Make sure your final document is suitable for publishing.

## A) Description

Name of service, function, policy (or other) being assessed

Transport Coordination Service (Fleet and Compliance)

Directorate or organisation responsible (and service, if it is a policy)

Environment, Economy and Culture Directorate

Date of assessment (DD/MM/YY)

27:05:09

Date next assessment due (3 years)

27:15:12

Names and/or job titles of people carrying out the assessment

David Harvey Business Development Team Leader Transport Coordination Service

Accountable person (e.g. Head of Service)

Bruce Thompson

Date EINA Form approved by accountable person (e.g. Head of Service)

1. What are the aims or main purpose of the service, function or policy?  
What does it provide and how does it provide it?

1. To specify, purchase, maintain and dispose of relevant vehicles and items of plant in accordance with County Council policy.
2. To ensure contractors comply with DCC's requirements with regard to vehicles and drivers.
3. Where appropriate to train contractors drivers in specific techniques e.g. wheelchair handling.

2. Location or any other relevant information

Across Devon and where appropriate with links into other authorities areas.

3. List any key policies or procedures to be reviewed as part of this assessment.

- Directorate and Business Unit Business Plans
- Procurement criteria

- Guidelines & advice from DfT, VOSA and other authorities

4. Who is intended to benefit from the service, function or policy?

All people in Devon

5. Who are the stakeholders? What is their interest?

Commercial Groups: Operators  
 Regulatory: Local Authorities and other groups e.g. Primary Care Trust  
 Community: General public; Interest Groups, Age Concern; Living Options etc

6. Are there any concerns at this stage which indicate the possibility of inequalities/negative impacts? For example: complaints, comments, research, outcomes of a scrutiny review. Please describe:

Area of improvement i.e. Improved services such as low floor bus network  
 Scope of improvements a consistent level of services

**B) Relevance – Note: if not relevant, do not complete this form**

Select **all** that apply:

		Scale of relevance	
7. Service or function that people use.	X	Low	Section C applies
8. Discretion is exercised, or potential for people to experience different outcomes or level of satisfaction.	X	Medium	
9. Employment policy – where discretion is not exercised.		Medium	Sections C & E apply
10. Employment policy – where discretion is exercised (e.g. recruitment or disciplinary process).	X	High	
11. Concerns at a local, regional or national level of discrimination/inequalities.	X	High	
12. Major change such as the closure, removal or transfer of an entire service/provision.		High	
13. Community and regeneration strategies, local area agreements and organisational or directorate/partnership strategies/plans.		High	

Other:

State why it is relevant:

How relevant (high, medium or low?):

Mark 'X' to confirm which strands are relevant to the review:

Age	X	Disability	X
Gender (men and women)	X	Race/ethnicity	
Trans-gender		Religion/belief	
Sexual orientation		Other (state below)	X

Any other (such as Human Rights, people on low incomes and specific sub-strands requiring particular focus such as Travellers and Gypsies, Deaf people):

People who are unable to communicate in English will need reasonable adjustment. As discretion can be exercised dependant upon the type of information received and from where the information is provided then a random audit process could be considered.

**C) Information**

14. What information (monitoring or consultation data) have you got and what is it telling you? *Required where relevance is Medium or High.*

**D) Assessment**

15. Describe any NEGATIVE impacts (actual or potential):

Strand/community	Impact ( <i>how they may be affected</i> ). Include assessment of risk ( <i>likelihood and severity</i> ).
All groups	Information held by other bodies ie police grey information can be used for a discretionary outcome.

16. Describe any POSITIVE impacts:

Strand/community	Impact ( <i>how they may be affected</i> )
All Strands	Procurement Policy can be used to strengthen positive impacts.
Disability	Training and compliance supplied by the County Council will integrate into commercial services.
All Strands	Impact of compliance will again integrate into commercial operation.

17. Provide any information about NEUTRAL impacts that have been identified (there is neither a positive or negative impact):

Strand/community	Why there is 'no differential impact'

**E) Consultation**

18. Did you carry out any consultations? *Required where relevance is High.*

YES

19. Who was consulted? Include your findings in 15, 16 and 17 above.

- Operators on a regular basis at operators forum
- Taxi Drivers at Taxi Operator's Forum

20. Describe other research, studies or information used to assist with the assessment and include your findings above:

**F) Conclusions**

	<b>Action/objective/target OR Justification</b>	<b>Resources required</b>	<b>Timescale</b>	<b>I/R/S/O</b>
a)	Disability Awareness Training for TCS staff and operator staff where appropriate.	Resources will be required.	December 2009	S
b)	Assess feasibility of developing a dialogue with Community Strategy include Police and CPSOs.	Non required	March 2010	S

(I) Taking immediate effect.

(R) Recommended to Council/Directors through a Committee or other Report\*.

(S) Added to the Service Plan.

(O) Added to the Fair for All Programme (as an organisational improvement)\*\*

**- DELETE THESE NOTES FROM YOUR FINAL DOCUMENT -**

**Conclusion notes:**

\*Summarise your findings in the report. Make the full assessment available for further information.

\*\*The Corporate Equality Officer will extract any cross-cutting organisational improvements.

Use the table to:

- Explain what and how negative impacts have been reduced or removed and positive impacts improved or included. Mark these as having taken immediate effect (I) if this is the case.
- State final decisions or recommendations which may include making immediate changes, justifying a decision, stopping or proceeding with a new policy or adding objectives/targets to the service plan (long term changes). Provide timescales or dates and 'resources required' where appropriate.
- State what ongoing monitoring systems will be set up.

Don't forget to add actions to your service plan, where relevant.

Send your form to the person responsible for equality in your directorate for publishing on the website at: <a href="http://www.devon.gov.uk/equality_impact_needs_assess">www.devon.gov.uk/equality_impact_needs_assess</a> .
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