



Derby City Council

# **Equality impact assessment form**

Neighbourhoods

Traffic and Transportation

**Passenger Transport Budget Saving Proposals  
for 2016/17**

January 2016

## Equality impact assessment

This is our equality impact assessment form to help you equality check what you are doing when you are about to produce a new policy, review an older one, write a strategy or plan or review your services and functions. In fact you need to do an equality impact assessment whenever a decision is needed that affects people. This completed form should be attached to any Cabinet or Personnel Committee report to help elected members make their decisions by taking the equality implications into account. Equality impact assessments **must be done before** decisions are made. Include the Cabinet or Personnel Committee's decision on the front sheet when you know it.

You'll find that doing these assessments will help you to:

- understand your customers' and communities needs
- develop service improvements
- improve service satisfaction
- demonstrate that you have been fair and open and considered equality when working on re-structuring.

Don't do the form by yourself, get a small team together and make sure you include key people in the team such as representatives from our Diversity Forums and employee networks and you could invite trade union representatives too – the more knowledge around the table the better. Ask our Lead on Equality and Diversity for help with useful contacts – we have a team of people who are used to doing these assessments.

You'll need to pull together all the information you can about how what you are assessing affects different groups of people and then examine this information to check whether some people will be negatively or positively affected. Then you'll need to look at ways of lessening any negative effects or making the service more accessible – this is where your assessment team is very useful and you can also use the wider community.

Agree an equality action plan with your assessment team, setting targets for dealing with any negative effects or gaps in information you may have found. Set up a way of monitoring these actions to make sure they are done and include them in your service business plans.

When you have completed the assessment, get it signed by your Head of Service or Service Director and send it to our Lead on Equality and Diversity to publish on our website.

## Classification: OFFICIAL

By the way, we need to do these assessments as part of our everyday business, so we get our equality responsibilities right and stay within the law – Equality Act 2010.

### Equality groups

These are the equality groups of people we need to think about when we are doing equality impact assessments and these people can be our customers or our employees...

- Age equality – the effects on young and older people
- Disability equality – the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties and people with physical impairments
- Gender equality – the effects on both men and women and boys and girls
- Marriage and civil partnership equality
- Pregnancy and maternity equality - women who are pregnant or who have recently had a baby, including breast feeding mothers
- Race equality – the effects on minority ethnic communities, including newer communities, gypsies and travellers and the Roma community
- Religion and belief or non- belief equality – the effects on religious and cultural communities, customers and employees
- Sexuality equality – the effects on lesbians, gay men and bisexual people
- Trans gender – the effects on trans people

In addition, we have decided to look at the effects on people on low incomes too as we feel this is very important.

### Contacts for help

Ann Webster – Lead on Equality and Diversity

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## **The form**

We use the term ‘policy’ as shorthand on this form for the full range of policies, practices, plans, reviews, activities and procedures.

Policies will usually fall into three main categories...

- Organisational policies and functions, such as recruitment, complaints procedures, re-structures
- Key decisions such as allocating funding to voluntary organisations, budget setting
- Policies that set criteria or guidelines for others to use, such as criteria about school admissions

### **1 What’s the name of the policy you are assessing?**

**Passenger Transport Budget Saving Proposals for 2016/17**

### **2 The assessment team**

Team leader’s name and job title

Tony Gascoigne, Group Manager - Traffic and Transportation

Other team members

<b>Name</b>	<b>Job title</b>	<b>Organisation</b>	<b>Area of expertise</b>
David Dowbenko	Group Manager – Traffic and Transportation	Derby City Council	Passenger Transport

**3 What are the main aims, objectives and purpose of the policy? How does it fit in with the wider aims of the Council? Include here any links to the Council Plan or your Directorate Service Plan.**

The proposed actions assessed here are included in budget savings proposals to support the Council's Medium Term Financial Plan for the period 2016/17.

The proposals included in this assessment all relate to services provided as part of the Traffic and Transportation Service and specifically include:

- a) Removal of some financial support required to operate Derby Bus Station
- b) Removal of financial support required to clean, repair and maintain bus shelters and stops in Derby

**4 Who delivers the policy, including any outside organisations who deliver under procurement arrangements?**

The services covered by this assessment all form part of a wider service provided by the Traffic and Transportation Division within Streetpride. The services provide a mixture of statutory and non-statutory functions in respect of public and passenger transport and other services to the residents and visitors of Derby.

Management of Derby Bus Station is undertaken by Derby City Council, an external contractor, Hi-Spec deliver information, cleaning and security services.

The repair and maintenance of bus shelters is undertaken by Derby City Council using an external contractor Shelter Maintenance Company.

**5 Who are the main customers, users, partners, employees or groups affected by this proposal?**

Reduction in shelter and bus station revenue support will impact on all bus passengers visiting or starting journeys in Derby. The reduction will impact on contractors working for the Council who may need to make redundancies within their workforce.

**6 Who have you consulted and engaged with so far about this policy and what did they tell you? Who else do you plan to consult with? –**

**tell us here how you did this consultation and how you made it accessible for the equality groups**

We have consulted with bus operators and contractors specifically and the proposals have been part of the Council wide budget savings consultation. We have also discussed the proposals with the County Council.

- 7 Using the skills and knowledge in your assessment team, what do you already know about the equality impact of the policy on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each equality group whether this is a negative impact, a positive one or if you are not sure**

<b>Equality groups</b>	<b>What do you know?</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Not sure</b>
<b>Age</b>				
<b>Disability</b>	The removal of bus shelters following damage or vandalism would impact on this group who may be more prone to medical issues resulting from exposure to adverse weather.		✓	
<b>Gender</b>				
<b>Marriage and civil partnership</b>				
<b>Pregnancy and maternity</b>	The removal of bus shelters following damage or vandalism would impact on this group who may be more prone to medical issues resulting from exposure to adverse weather.		✓	
<b>Race</b>				
<b>Religion or belief or none</b>				
<b>Sexuality</b>				

<b>Trans gender</b>				
<b>People on low income</b>				

**Important** - For any of the equality groups you don't have any information about, then make it an equality action at the end of this assessment to find out. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later.

**8 From the information you have collected, how are you going to lesson any negative impact on any of the equality groups? How are you going to fill any gaps in information you have discovered?**

Discussions are taking place with bus operators to consider if they can support infrastructure. This could result in increased bus fares or reduced bus services.

**9 What outcome does this assessment suggest you take? – you might find more than one applies. Please also tell us why you have come to this decision?**

<b>Outcome 1</b>		<b>No major change needed</b> – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to promote equality have been taken
<b>Outcome 2</b>		<b>Adjust the policy</b> to remove barriers identified by the EIA or better promote equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
<b>Outcome 3</b>	✓	<b>Continue the policy</b> despite potential for negative impact or missed opportunities to promote equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are sufficient plans to reduce the negative impact and plans to monitor the actual impact
<b>Outcome 4</b>		<b>Stop and rethink</b> the policy when the EIA shows

		actual or potential unlawful discrimination
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Why did you come to this decision?

The proposal will have a negative impact on some groups.

If you have decided on **Outcome 3**, then please tell us here the justification for continuing with the policy. You also need to make sure that there are actions in the Equality action plan to lesson the effect of the negative impact. This is really important and may face a legal challenge in the future.

The service provided is not statutory and savings are required to protect other areas where negative impacts could be even greater.

**10 How do you plan to monitor the equality impact of the proposals, once they have been implemented?**

Consultation planned as part of the Council's wide consultation on the MTFP together with focused consultation with affected service users and staff will ensure that any considerations that arise can be taken into account



**Equality action plan – setting targets and monitoring**

What are we going to do to improve equality?	How are we going to do it?	When will we do it?	What difference will this make?	Lead officer	Monitoring arrangements
<b>Discuss options for supporting bus users with the bus operators</b>	<b>Discussions through the Strategic Bus Partnership</b>	<b>At quarterly meetings</b>	<b>This would develop further options.</b>	<b>Tony Gascoigne</b>	<b>Monitored through existing SBP.</b>

**Make sure you include these actions in your service business plans**