

Equality & Poverty Impact Assessment 00055 (Version 1)

SECTION ONE: ESSENTIAL INFORMATION

Service & Division:	Development Services Environmental Services	Lead Officer Name:	Patrick Taggart
		Team:	Fleet
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Proposal:	Smart Working Smart Travel	Reference No:	DV36

What is the Proposal?	Budget & Other Financial Decision	Policy (New or Change)	HR Policy & Practice	Change to Service Delivery / Service Design
	Yes	No	No	Yes

Who does the Proposal affect?	Service Users	Members of the Public	Employees	Job Applicants
	No	No	Yes	Yes

Other, please specify:

Identify the main aims and projected outcome of this proposal (please add date of each update):

07/01/2019	To reduce mileage claims by employees with the introduction of pool vehicles for use by employees.

SECTION TWO: FINANCIAL INFORMATION

For budget changes ONLY please include information below:			Benchmark, e.g. Scottish Average
Current spend on this service (£'0000s)	Total:	£960000	
Reduction to this service budget (£'0000s)	Per Annum:	£50000	Year 2 saving £50000
Increase to this service budget (£'000s)	Per Annum:		
If this is a change to a charge or concession please complete.	Current Annual Income Total:		
	Expected Annual Income Total:		
If this is a budget decision, when will the saving be achieved?	Start Date:	01/04/2018	
	End Date (if any):	31/03/2020	

SECTION THREE: EVIDENCE Please include any evidence or relevant information that has influenced the decisions contained in this EPIA. (This could include demographic profiles; audits; research; health needs assessments; national guidance or legislative requirements and how this relates to the protected characteristic groups.)

A - Quantitative Evidence This is evidence which is numerical and should include the number people who use the service and the number of people from the protected characteristic groups who might be affected by changes to the service.

The affected groups would include those employees who currently use their own vehicles for work related purposes and claim mileage allowance.

B - Qualitative Evidence This is data which describes the effect or impact of a change on a group of people, e.g. some information provided as part of performance reporting.

Social - case studies; personal / group feedback / other

Early indications show a reduction in claims being made by employees and an increase in the pool vehicles usage.

Best Judgement:

Has best judgement been used in place of data/research/evidence?	Yes
Who provided the best judgement and what was this based on?	Fleet manager made recommendations to Council of the Future Board, based upon information from other local authorities.
What gaps in data / information were identified?	N/A
Is further research necessary?	No
If NO, please state why.	All research was undertaken prior to the commencement of the project.

SECTION FOUR: ENGAGEMENT

Engagement with individuals or organisations affected by the policy or proposal must take place

Has the proposal / policy / project been subject to engagement or consultation with service users taking into account their protected characteristics and socio-economic status?	Yes	
If YES, please state who was engagement with.	Relevant trades unions and management teams.	
If NO engagement has been conducted, please state why.		
How was the engagement carried out?	What were the results from the engagement? Please list...	
Focus Group	Yes	Hackathon - no issues were identified by services regarding any potential changes or amendments to proposed vehicles to cater for mobility issues with staff. Since the introduction there are no know issues and it is being assumed that there are no requirements to facilitate specific needs of any employees.
Survey	No	
Display / Exhibitions	No	
User Panels	No	
Public Event	Yes	Internal staff engagement forums were used to provide details of the project to senior managers as well as presentations to DMT's. No known concerns around any specific employee group who would require adaptations to vehicles to enable them to undertake their roles.
Other: please specify		
Has the proposal / policy/ project been reviewed / changed as a result of the engagement?	Yes	
Have the results of the engagement been fed back to the consultees?	Yes	
Is further engagement recommended?	Yes	

SECTION FIVE: ASSESSING THE IMPACT

Equality Protected Characteristics: What will the impact of implementing this proposal be on people who share characteristics protected by the Equality Act 2010 or are likely to be affected by the proposal / policy / project? This section allows you to consider other impacts, e.g. poverty, health inequalities, community justice, public protection etc.

Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Please provide evidence of the impact on this protected characteristic.
Age				
Disability	✓			N/A - No service areas identified any areas of concerns regarding staff with specific disability needs. Training has been provided to staff who wished it regarding using a manual and automatic car. If there are any examples of staff who fall into that criteria this will be addressed but nothing is known so far. No requests have been made to adapt any vehicle and until this has been advised it will be assumed that this is not an issue. This will remain as a neutral point until advised otherwise.
Sex				
Ethnicity				
Religion / Belief / non-Belief				
Sexual Orientation				
Transgender				
Pregnancy / Maternity				
Marriage / Civil Partnership				
Poverty				
Other, health, community justice, public protection etc.				
Risk (Identify other risks associated with this change)				

Public Sector Equality Duty: Scottish Public Authorities must have 'due regard' to the need to eliminate unlawful discrimination, advance quality of opportunity and foster good relations. Scottish specific duties include:

	Evidence of Due Regard
Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct):	Consideration to the needs of staff with a disability, and the guidance issued to managers reflects this
Advance Equality of Opportunity:	
Foster Good Relations (promoting understanding and reducing prejudice):	

SECTION SIX: PARTNERS / OTHER STAKEHOLDERS

Which sectors are likely to have an interest in or be affected by the proposal / policy / project?		Describe the interest / affect.
Business	No	
Councils	No	
Education Sector	No	
Fire	No	
NHS	No	
Integration Joint Board	No	
Police	No	
Third Sector	No	
Other(s): please list and describe the nature of the relationship / impact.		

SECTION SEVEN: ACTION PLANNING

Mitigating Actions: If you have identified impacts on protected characteristic groups in Section 5 please summarise these in the table below detailing the actions you are taking to mitigate or support this impact. If you are not taking any action to support or mitigate the impact you should complete the No Mitigating Actions section below instead.

Identified Impact	To Who	Action(s)	Lead Officer	Evaluation and Review Date	Strategic Reference to Corporate Plan / Service Plan / Quality Outcomes

No Mitigating Actions

Please explain why you do not need to take any action to mitigate or support the impact of your proposals.

None of the sections identified will be disadvantaged as pool cars will be made available for use by employees who currently claim mileage.

Are actions being reported to Members?

Yes

If yes when and how ?

Via the CoF board, executive and full Council

SECTION EIGHT: ASSESSMENT OUTCOME

Only one of following statements best matches your assessment of this proposal / policy / project. Please select one and provide your reasons.

No major change required	Yes	This is only a change to the way of working where employees will no longer make mileage claims as pool cars will be available.
The proposal has to be adjusted to reduce impact on protected characteristic groups	No	
Continue with the proposal but it is not possible to remove all the risk to protected characteristic groups	No	
Stop the proposal as it is potentially in breach of equality legislation	No	

SECTION NINE: LEAD OFFICER SIGN OFF

Lead Officer:

Signature:	<i>Patrick Taggart</i>	Date:	07/01/2019
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SECTION TEN: EPIA TASK GROUP ONLY

OVERALL ASSESSMENT OF EPIA:	Has the EPIA demonstrated the use of data, appropriate engagement, identified mitigating actions as well as ownership and appropriate review of actions to confidently demonstrate compliance with the general and public sector equality duties?	Yes
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ASSESSMENT FINDINGS	The lead officer has used evidence from other Councils and consulted with the trades unions. Engagement has also been done via staff engagement forums as well as departmental management teams. It is not yet known if this will impact on groups with protected characteristics.	
If YES, use this box to highlight evidence in support of the assessment of the EPIA		
If NO, use this box to highlight actions needed to improve the EPIA		

Where adverse impact on diverse communities has been identified and it is intended to continue with the proposal / policy / project, has justification for continuing <u>without making changes been made?</u>	Yes / No	If YES, please describe:

LEVEL OF IMPACT: The EPIA Task Group has agreed the following level of impact on the protected characteristic groups highlighted within the EPIA

LEVEL		COMMENTS
HIGH	Yes / No	
MEDIUM	Yes / No	
LOW	Yes	

SECTION ELEVEN: CHIEF OFFICER SIGN OFF

Director / Head of Service:		
Signature:	<i>Rhona Geisler</i>	Date: 24/01/2019