



Derby City Council

# **Equality impact assessment form**

**Directorate      Neighbourhoods**

**Service area      Streetpride**

**Name of policy, strategy, review or function  
being assessed      Vehicle Location System  
Policy**

**Date of assessment      July 2013**

**Signed off by**

**Cabinet or Personnel Committee's decision**

**Date published on website**

## 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.

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  
[ann.webster@derby.gov.uk](mailto:ann.webster@derby.gov.uk)  
Tel 01332 643722  
Minicom 01332 242133  
Mobile 07812 300079

Maggie Fennell – 01332 643731 Minicom 01332 242133

**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?**

**Vehicle Location System Policy**

**2 The assessment team**

Team leader’s name and job title – Richard Kniveton – Fleet and Depot Manager

Other team members

| Name | Job title | Organisation | Area of expertise |
|------|-----------|--------------|-------------------|
|      |           |              |                   |

|                        |                                    |                |                                 |
|------------------------|------------------------------------|----------------|---------------------------------|
| Mark Bishell           | Workshop Manager                   | Neighbourhoods | Technical – Vehicle Maintenance |
| Daniel Griffin         | Assistant Fleet Mgr                | Neighbourhoods | Vehicle – Operational           |
| Malcolm Price          | Policy / Strategy Manager - Refuse | Neighbourhoods | Policy                          |
| *Ann Webster           | Lead on Equality and Diversity     | Resources      | Equality and Diversity          |
|                        |                                    |                |                                 |
|                        |                                    |                |                                 |
|                        |                                    |                |                                 |
| * Asked to comment and | add recommendations                |                |                                 |

**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 aim of this Policy is to document the rules, procedures and guidance on the use of the Vehicle Location System to all authorised employees. It also ensures that we take responsible steps to make sure that employees are made aware of the Policy and any linked procedures that are designed to prevent, so far as is reasonably practical, any misuse or misunderstanding in connection with the use of the Vehicle Location System.

The policy links to **Derby City Council’s** plan – Delivering “good health and well- being”. it also links in to “ being safe and feeling safe “. The tracker policy will assist operationally in promoting “ good quality services that meet local needs “ .

The policy also links in to Neighbourhood’s Directorate vision of being “ a responsive, efficient and effective regulatory service clearly focused on customer service.

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

The policy is delivered through the management regime that underpins the control and observance of the protection of data. The policy is delivered “ in house “ .

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

The main group impacted upon by these proposals are the drivers of vehicles fitted with tracking equipment and the staff who have access to the system with the capability of interrogating this data.

**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 internal groups only. These are namely:-

All unions via COSWP.

All Heads of Service having vehicles fitted with tracking technology. These were given copies of the draft document and asked to comment.

Ann Webster – Lead on Equality and Diversity. Given copy of document and asked to comment. She has provided feedback.

Alison Moss – Information and Governance Manager. Given copy of draft document and asked to revise. As information and Governance Manager she was the main source of information on Data Protection. This policy is closely linked to the Data Protection Policy.

Human Resources some input.

**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>             | Not Applicable   |                        |                        | Yes             |
| <b>Disability</b>      | If staff are disabled – tracking technology will assist in locating such persons in an emergency – and will highlight the locations of assistance hospitals, toilets etc if required.  | Yes                    |                        |                 |
| <b>Gender</b>          | Lone workers – and in particular, female lone workers will feel more secure in the knowledge that there is an additional monitoring aid, able to locate them should their absence be noted. The system can also monitor ongoing – if required. | Yes                    |                        |                 |

|                                       |  |     |  |     |
|---------------------------------------|--|-----|--|-----|
|                                       |  |     |  |     |
| <b>Marriage and civil partnership</b> | Not Applicable   |     |  | Yes |
| <b>Pregnancy and maternity</b>        | Pregnant drivers will feel more secure in the knowledge that there is an additional monitoring aid, able to locate them should their absence be noted. Additionally the tracking system may be used as a monitoring tool – ensuring that the driver has reached her destination – or is travelling safely on the road. | Yes |  | Yes |
| <b>Race</b>                           | Not Applicable   |     |  | Yes |
| <b>Religion or belief or none</b>     | Not Applicable   |     |  | Yes |
| <b>Sexuality</b>                      | Not Applicable   |     |  | Yes |
| <b>Trans gender</b>                   | Not Applicable   |     |  | Yes |
| <b>People on low income</b>           | Not Applicable   |     |  | Yes |

**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?**

We found no negative impacts

**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> | Yes | <b>No major change needed – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to promote equality have been taken</b>  |
| <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  |

Our Assessment team has agreed Outcome number(s)

The team felt that there were many positives with the introduction of the vehicle location system that would assist staff who were disabled, female (particularly if a lone worker) or pregnant. It was felt that the system's ability to monitor the safety and security of staff, by knowing their location and their proximity to emergency services, toilets were positive brought about by this technology.

Why did you come to this decision?

The team felt that there were no equality disadvantages to the technology proposed.

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 lessen the effect of the negative impact. This is really important and may face a legal challenge in the future.

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

- Review Equality Impact Assessment at document review period.
- Review Equality Impact Assessment in light of emerging information – or incidents that impact on this assessment.





### Equality action plan – setting targets and monitoring

| <b>What are we going to do to improve equality?</b> | <b>How are we going to do it?</b>  | <b>When will we do it?</b> | <b>What difference will this make?</b>  | <b>Lead officer</b> | <b>Monitoring arrangements</b>   |
|---|--|----------------------------|---|---------------------|--|
| Monitor Policy and observe outcomes.                | Review incidents / accidents that have equality consequences               | As and when they arise     | This will provide information on which to base changes to this policy.  | Richard Kniveton    | Review all incidents reported to Fleet Management. Also liaise with H+S over similar issues reported to them |
| Review Policy                                       | Reform group to discuss trends in any emerging at prescribed Review Period | At set Review Periods      | An overview of emerging trends based on a fixed period of data will give us a clearer picture on what is happening. This will enable us to revise the policy. | Richard Kniveton    | Collate all of the above data and review   |
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**Make sure you include these actions in your service business plans**