

## Purpose of assessment

The Public Sector Equality Duty which is set out in the Equality Act 2010 requires public authorities to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Protected characteristics are: age, disability, gender reassignment, pregnancy and maternity, race (this includes ethnic or national origins, colour or nationality), religion or belief (this includes lack of belief), gender and sexual orientation.

The purpose of carrying out an Equality Impact Assessment is to assess the impact of a change to services or policy on people with protected characteristics and to demonstrate that the Council has considered the aims of the Equality Duty.

The Equality Duty must be complied with before and at the time that a change to services or particular policy is under consideration or decision is taken. A public body cannot satisfy the Equality Duty by justifying a decision after it has been taken.

**Note:** Please write in Plain English as this document, once approved, will be published on the Council's website

**Title:** Travel Smart, Travel Safe – Provision and Promotion of Travel Solutions For Staff and Elected Members

**Date** 7 October 2011

**Lead Officer for this assessment** Pete Mathieson

**List of other officers/organisations involved in the assessment** Robin Riley, Andy Barnes, Karen Moss

**1a** **What is being considered and why? Explain rationale behind proposal and other options considered, if applicable.**

Implementation of new management arrangements for the provision of staff and elected Members travel solutions including public transport tickets, pool cars, hire vehicles, taxis and the purchase of rail and flight tickets.

This new system is being implemented to deliver a more holistic approach to the provision of travel and transport across the Authority and to deliver services under a sustainable and efficient operating model whilst maintaining, but clarifying the current transport policy and decision making process for determining how journeys are undertaken. It is anticipated that the costs of transport provision will reduce by 20% by 2014.

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| 2a | <p><b>What is the profile of your current staff by age group, disability, gender, race and ethnicity, religion or belief, sexual orientation?</b></p>  |
|    | <p>Service users are employees of Nottinghamshire County Council and Council members. The most recent report on the analysis of the County Council's workforce profile and diversity is available at <a href="http://cms.nottinghamshire.gov.uk/workforcestatsreport2010.pdf">http://cms.nottinghamshire.gov.uk/workforcestatsreport2010.pdf</a></p> <p>Data relating to gender, disability and age indicate that circa 18,000 people were employed by the County Council in September 2011 (including school based support staff but not teaching staff) with the following breakdowns:</p> <p><b><u>Gender</u></b></p> <p>Female – 81%</p> <p>Male – 19%</p> <p><b><u>Disability</u></b></p> <p>Disabled – 2%</p> <p>Non-disabled – 80%</p> <p>Not disclosed – 18%</p> <p><b><u>Age</u></b></p> <p>16-25 – 4%</p> <p>26-35 – 14%</p> <p>36-45 – 30%</p> <p>46-55 – 35%</p> <p>56-65 – 16%</p> <p>Over 65 – 1%</p> <p>Information on religion and sexual orientation is not available due to low rates of disclosure.</p> |
| 2b | <p><b>Give details of how the proposal will affect staff.</b></p> <p>Implementation of the proposals will result in reduced costs, reduced CO<sub>2</sub> emissions, the promotion of public transport, a single point of contact for staff and member travel requirements and a more efficient management system. Benefits to staff will include a more accessible and easy to understand service, where user requirements are better understood, with the most appropriate travel solution offered taking account of customer's specific needs.</p>  |
| 2c | <p><b>Even if the proposal applies to everyone equally, could it have a disproportionate, adverse or negative impact on staff with protected characteristics. If so how?</b></p>   |
|    | <p><b>Age:</b></p> <p>There will be no adverse or negative impact on staff on the grounds of Age.</p>  |
|    | <p><b>Disability:</b></p> <p>The proposals will not have an adverse or negative impact on services users on the</p>  |

grounds of disability. Wherever possible, arrangements to meet disabled staff needs will be accommodated e.g. by providing an automatic car, specialist equipment or wheelchair accessible taxis. The guidance to staff asks that they give the Transport Centre as much notice as possible as specialist items may take longer to obtain. It is recognised that some disabled staff that drive their own modified vehicles on Council business will be exempt from the requirement to consider using hired or NCC vehicles when making long journeys. The new guidance will be amended to make this clear.

The procurement of new NCC pool cars will look to ensure that automatic vehicles are made available alongside manual transmission vehicles. Furthermore, extra consideration will be made so that these are of an appropriate size and configuration to ensure availability of appropriate vehicles for all tasks that staff undertake.

**Gender:**

There is no adverse or negative impact on staff on the grounds of gender.

**Race:**

There is no adverse or negative impact on staff on the grounds of race.

**Religion or Belief:**

There is no adverse or negative impact on staff on the grounds of religion or belief.

**Sexual Orientation:**

There is no adverse or negative impact on staff on the grounds of sexual orientation.

**2d** **Are there any positive impacts on staff with the above protected characteristics?**

Future travel requirements will be managed by staff in Transport and Travel Services, Mobility and Travel Solutions Team, who have travel planning skills and who are experienced with mainstream and non-conventional transport provision.

All requests will be submitted using an on-line decision making tree and booking request e-form. This will assist in ensuring the most appropriate transport solution is provided in response to a journey request.

Where service users do not have intranet /e-mail access, alternative arrangements will be put in place to accommodate them. This will be communicated to those staff affected via their normal communication arrangements i.e. Managers briefing.

Staff with particular transport needs i.e. through a disability will be offered a transport solution that best reflect their requirements, and may include added value services including details of accredited accessible taxi providers and contact details for assistance provided by individual transport operators i.e. journey care on rail services. The introduction of the intranet booking facility will make the service easier to use.

**3a** **In terms of any disproportionate, negative or adverse impact that the proposal may have on a protected staff group, what steps (if any) could be taken to reduce that impact for each group identified.**

There are no disproportionate/negative/adverse impacts identified as part of this project.

**3b** **If ways of reducing the impact have been identified but are not possible, please explain why they are not possible.**

Not applicable.

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| <b>4</b>  | <b>Evidence Sources:</b><br><br><b>Give details of how you have engaged with staff on the proposals and steps to avoid any disproportionate impact on a protected group and how you have used any feedback to influence your decision.</b> |
| The draft version of this Equality Impact Assessment was sent to the Corporate Disabled Group on 12/10/2011. The group were invited to make any comments they felt were appropriate and these have been incorporated into the assessment. |  |
| <b>5</b>  | <b>Decision Log – (detail how Elected Members and/or Senior Managers have been involved in the decision process (give dates of key meetings and decisions made))</b>   |
| Full Council meeting: 3rd November 2011   |  |

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| <b>6a</b>   | <b>Approved by:</b>   |
| Mark Hudson, Group Manager, Transport & Travel Services |                       |
| <b>6b</b>   | <b>Approval date:</b> |
| 4 November 2011   |                       |