

Equality (Impact) Assessment Form



Organisation or Department	Environmental Services Department
Service Area / Section	Transport Department

Section	Date Started	Reviewing officers:	Name (alphabetic order)	Job Title	Date Completed
Part A		Lead officer(s)	Keith Simpson	Transport Manager	February 2008
		Others on the review team			
Part B		Lead officer(s)	Keith Simpson	Transport Manager	February 2008
		Others on the review team			
Part C		Lead officer(s)	Keith Simpson	Transport Manager	February 2008
		Others on the review team			
Part D		Lead officer(s)	Keith Simpson	Transport Manager	February 2008
		Others on the review team			
Part E		Lead officer(s)			
		Others on the review team			

Equality (Impact) Assessment Form



Part A: Assessing Relevance and Prioritising Areas

List functions and policies	For which of the following parts of the general duty, in the areas of gender, disability and race does it apply?			Are there other groups that need to be considered Age, class, faith, sexuality	Priority 1, 2 and 3 = high Any 2 = medium Any 1 = low
	Disability	Gender	Race		
				Please state which groups below:	
To procure the councils plant requirement	1	1	1	none	low
To procure the councils vehicle requirement	1	1	1	none	low
To provide service and maintenance for the councils vehicle and plant fleet	1	1	1	none	low
To carry out Taxi mot tests on behalf of the licensing department	1	1	1	none	low
To carry out private customer mot tests on request	1	1	1	none	low

Go to part B

Equality (Impact) Assessment Form



Part B: Assessment of services and policies

How is your service organised?

	Answer and evidence to show this	Action Points
1. Purpose of the service	To carry out the procurement of the councils fleet and then service and maintenance thereof	
2. List policies included in this assessment	All Corporate policies are adhered to.	
3. Please list your stakeholders and customers	Wigan Council and residents of the borough	
4. Considering the type of service you provide and who your customers are, please outline how your service intends to communicate with different groups of people e.g. pictorial representations, tapes etc. Please ensure that priority is given to making services accessible rather than making information about services accessible. You should consider issues such as literacy, language and disability. Please refer to the Council's guidance on Plain English, Corporate standards and the Council's Translation and interpretation policy.	All services other than private mot tests involves internal communication with council departments. This is done via phone, e mail and meetings.	

Equality (Impact) Assessment Form



Part B: Assessment of services and policies

Working in partnership working, procurement and commissioning

5. Please list any aspects of your functions or policies that are delivered externally or with external partners	All Corporate policies are shared with external partners.	
6. Has the procurement equality procedure been followed in each case?	Yes the procurement equality procedure has been followed.	
7. Please list any aspects of your functions or policies that are provided under contract for external organisations or partners	All Corporate policies are shared with external organisations or partners.	
8. Are you aware of the other organisation's/ partner's Procurement Equality Policy and how this differs from our own policy?	Yes the Transport Sector is aware.	
9. Has the procurement equality procedure been followed for items your service procures?	Yes the procurement equality procedure has been followed.	

Equality (Impact) Assessment Form



Part B: Assessment of services and policies

Evidence to show whether the service is provided and accessed fairly

	Answer and evidence to show this	Action Points
<p>10. Please list all the information gathered that might help you decide whether or not the service is being applied fairly to all social identity groups</p> <p>If you do not have sufficient data or are not confident making decisions using the existing data please see the Equality Monitoring Guidance</p>	<p>Communication happens on a daily basis with departments contacting transport with their requirements</p> <p>Communication via meetings with department managers happens at senior level</p> <p>Communication through licensing</p>	

Equality (Impact) Assessment Form



Part B: Assessment of services and policies

Is your service provided and accessed fairly?

Consider each equality group in turn and state which aspects of your work:

- Affect some groups differently, state how and why
- Promote equality and address unmet need
- Contribute to inequality
- Encouraging participation, and positive attitudes and relations between groups

		Answer and evidence to show this	Action Points
11. age	Affect some groups differently	The service is not affected and is accessed fairly.	
	Promote equality and address unmet need	The service is not affected and is accessed fairly..	
	Contribute to inequality	The service does not contribute to inequality.	
	Encourage participation, positive attitudes and relations between groups	Whilst the service does not directly offer facilities for participation it does still offer the services of the Authorities' call centres and dedicated customer service officers	
12. Class	Affect some groups differently	The service is not affected and is accessed fairly.	
	Promote equality and address unmet need	The service is not affected and is accessed fairly..	
	Contribute to inequality	The service does not contribute to inequality.	

Equality (Impact) Assessment Form



	Encourage participation, positive attitudes and relations between groups	Whilst the service does not directly offer facilities for participation it does still offer the services of the Authorities' call centres and dedicated customer service officers	
--	--------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Part B: Assessment of services and policies

Is your service provided and accessed fairly? Continued...

		Answer and evidence to show this	Action Points
13.	Disability	Affect some groups differently	The service is not affected and is accessed fairly.
		Promote equality and address unmet need	The service is not affected and is accessed fairly.
		Contribute to inequality	The service does not contribute to inequality.
		Encourage participation positive attitudes and relations between groups	Whilst the service does not directly offer facilities for participation it does still offer the services of the Authorities' call centres and dedicated customer service officers
14.	Ethnicity	Affect some groups differently	The service is not affected and is accessed fairly.
		Promote equality and address unmet need	The service is not affected and is accessed fairly..
		Contribute to inequality	The service does not contribute to inequality.

Equality (Impact) Assessment Form



	Encourage participation, positive attitudes and relations between groups	Whilst the service does not directly offer facilities for participation it does still offer the services of the Authorities' call centres and dedicated customer service officers	
--	--------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Part B: Assessment of services and policies

Is your service provided and accessed fairly? Continued...

15. Gender	Affect some groups differently	The service is not affected and is accessed fairly.	
	Promote equality and address unmet need	The service is not affected and is accessed fairly..	
	Contribute to inequality	The service does not contribute to inequality.	
	Encourage participation, positive attitudes and relations between groups	Whilst the service does not directly offer facilities for participation it does still offer the services of the Authorities' call centres and dedicated customer service officers	
16. Religion	Affect some groups differently	The service is not affected and is accessed fairly.	
	Promote equality and address unmet need	The service is not affected and is accessed fairly..	
	Contribute to inequality	The service does not contribute to inequality.	

Equality (Impact) Assessment Form



	Encourage participation, positive attitudes and relations between groups	Whilst the service does not directly offer facilities for participation it does still offer the services of the Authorities' call centres and dedicated customer service officers	
17. Sexuality	Affect some groups differently	The service is not affected and is accessed fairly.	
	Promote equality and address unmet need	The service is not affected and is accessed fairly..	
	Contribute to inequality	The service does not contribute to inequality.	
	Encourage participation positive attitudes and relations between groups	Whilst the service does not directly offer facilities for participation it does still offer the services of the Authorities' call centres and dedicated customer service officers	
18. Other Groups e.g. carers, homeless	Affect some groups differently	The service is not affected and is accessed fairly.	
	Promote equality and address unmet need	The service is not affected and is accessed fairly..	
	Contribute to inequality	The service does not contribute to inequality.	
	Encourage participation positive attitudes and relations between groups	Whilst the service does not directly offer facilities for participation it does still offer the services of the Authorities' call centres and dedicated customer service officers	

Go to part C

Equality (Impact) Assessment Form



Part C: Consultation

Please see the Plain English Guidance and Consultation Toolkit for advice. Please try to organise your consultation in partnership with other departments/sections and remember to feedback afterwards.

	Answer and evidence to show this	Action Points
1. Who will you consult with?	Please refer to Client Departments	
2. What consultation method/s will you use?	Please refer to Client Departments	
3. Are any groups of people likely to be missed out of the consultation? What can we do to prevent this happening?	Please refer to Client Departments	
4. Are there effective mechanisms to record and analyse the consultation responses?	Please refer to Client Departments	
5. Date (and place if applicable) of consultation	Please refer to Client Departments	
6. Can you prove who you consulted with?	Please refer to Client Departments	
7. Summary of consultation findings	Please refer to Client Departments	
8. Where can full details of the consultation findings be found?		

Go to part D

Equality (Impact) Assessment Form



Part D: Action Plan

Organisation/ Department	Environmental Services Department
Service Area	<i>Transport Sector</i>
Responsible Officer	Keith Simpson

Transfer the action points identified whilst completing the previous sections, from the consultation and any rolled over from the previous Equality (Impact) Assessment into the first column. Using the test for relevance in part A indicate a level of importance for each action point in the second column. Complete the rest of the columns outlining who will complete the task and when and how this will be measured.

Action Points	Importance	Person responsible	Start and end date	Resources (approved?)	Measure	Target
Ensure regular representation with the Client with reference in particular to Equality & Diversity						

Equality (Impact) Assessment Form



Completed by		Date	
Has the action plan been ratified? E.g. Cabinet, DMT		Date	
Have the actions been mainstreamed into the service plan?		Date	
Who will the results of the Equality (Impact) Assessment be shared with?		Date	
How will the Equality (Impact) Assessment be published?		Date	
How and when will the action plan be monitored?			
Date of the next assessment			

Please email your completed Equality (Impact) Assessment to the Equality Policy Officer.

Part E: How do changes or new policies affect different groups?

	Answer and evidence to show this	Action Points
1. Function/policy	Please refer to Client Departments	
2. Have you reviewed Parts A & B	Please refer to Client Departments	

Equality (Impact) Assessment Form



3. Outline any proposed changes to the policy or service	Please refer to Client Departments	
4. How will service users be affected by these changes	Please refer to Client Departments	
5. Who is better off because of these changes	Please refer to Client Departments	

Part E: How do changes or new policies affect different groups? Continued...

	Answer and evidence to show this	Action Points
--	-----------------------------------------	----------------------

Equality (Impact) Assessment Form



6.	Who is worse off because of these changes?	Please refer to Client Departments	
7.	Who else do the changes affect?	Please refer to Client Departments	
8.	Will these changes affect the social identity groups differently? If yes please explain how and why this is appropriate.	Please refer to Client Departments	
9.	Can any adverse impact be justified in relation to the wider aims of policy? If so explain why.	Please refer to Client Departments	
10.	What is the potential effect on community cohesion?	Please refer to Client Departments	

Go to part C, then update part D.