



## EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Infrastructure Services
Section (s)	Transportation
Title of the activity etc.	Fleet and Vehicle Maintenance Services - Expenditure, Income, Fund and Interest Budget
Aims of the activity	The aim is to improve service provision by the Council through the provision and maintenance of vehicles and plant that meet the customers needs and provide Best Value, whilst supporting the delivery of the Single Outcome Agreement and the Councils Strategic Priorities. The specification, procurement and maintenance of vehicles and plant on behalf of Council front line services
Author(s) & Title(s)	<span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> Head of Transportation

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	The following data provides an indication of the type of vehicle and level of service that meets current transport needs: * Results of various Service Questionnaire on Vehicle Maintenance Services August 2013 * Benchmarking of industry wide operational costs through the Association of Public Sector Excellence
Internal consultation with staff and other services affected.	The Service Level Agreements and Vehicle Replacement Strategy have been through full internal and external consultations in line with the Councils policy. Also input from staff who regularly speak to customers and from teams delivering the services as well as through formal forums.
External consultation (partner organisations, community groups, and councils).	As above plus individual consultative exercises associated with the introduction of new service delivery proposals eg new waste collection service.
External data (census, available statistics).	Association of Public Sector Excellence Performance Indicators which cover the full range of activities within the fleet sector from the average cost of a repair to a van through to the proportion of vehicles that pass their MOT first time and the age and replacement cycle for vehicles and plant. This is done using formal benchmarking in family groups on an annual basis and the full dataset is available on the website.

<p>Other (general information as appropriate).</p>	<p>Annual financial monitoring report setting out key information on the costs for each of the 5 vehicle repair workshops.</p>
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Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	There are no gaps.

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:
	n/a	

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger			yes	
Age – Older			yes	
Disability			yes	
Race – (includes Gypsy Travellers)			yes	
Religion or Belief			yes	
Gender – male/female			yes	
Pregnancy and maternity			yes	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			yes	
Gender reassignment – (includes Transgender)			yes	
Marriage and Civil Partnership			yes	

**Stage 6: What are the positive and negative impacts?**

Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.		

**Stage 7: Have any of the affected groups been consulted?**

If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	NA
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**Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?**

These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	NA

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?
Through maintaining and enhancing the transport related needs of each service in Aberdeenshire, the Council provides increased access for the general public to key services and seeks to break down barriers to many of the key groups.

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	Through residents surveys and the corporate feedback process officers are able to assess the level of feedback relating to equality issues and these would influence the service delivery models and therefore any future vehicle and plant requirements.

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	The delivery of all services by the Council is done in line with appropriate legislation and where changes are made that require the support of Fleet and VMS these will then be reflected within future strategies and budgets as required.	
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	None	
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen
	None	

\* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

N/A

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Infrastructure Services	
	2) Title of Policy/Activity	Fleet and Vehicle Maintenance Services - Nov 2013	
	3) <b>Authors:</b> I/We have completed the equality impact assessment for this policy/activity.	Name: <input type="text"/>	Name:
		Position: Head of Transportation	Position:
	Date: 16 <sup>th</sup> December 2013	Date:	
	Signature:	Signature:	
	Name:	Name:	
	Position:	Position:	
Date:	Date:		
Signature:	Signature:		
4) Consultation with Service Manager	Name:	Date:	
5) Authorisation by Director or Head of Service	Name:	Name:	
	Position:	Position:	
	Date:	Date:	
6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.			Date:
7) EIA author sends a copy of the finalised form to: eia@abdshire			Date:
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:

Action Plan					
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications
Ongoing monitoring and consideration of feedback from customers either direct, via targeted consultations or through the corporate feedback system	ongoing	ongoing	<div style="background-color: #cccccc; width: 100px; height: 20px; margin-bottom: 5px;"></div> Fleet Manager	Ongoing understanding of the Fleet and VMS needs of services.	n/a