

## Impact Needs/Requirement Assessment Completion Form

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| <b>Department:</b> Children & Families   | <b>Person Responsible:</b><br>Mustafa Salih   |
| <b>Service Area:</b> Brent Transport Services  | <b>Timescale for Equality Impact Assessment :</b>   |
| <b>Date:</b> August 2009   | <b>Completion date:</b> August 09   |
| <b>Name of service/policy/procedure/project etc:</b><br><br>Outsourcing the fleet and transport workshop at Brent Transport Services   | <b>Is the service/policy/procedure/project etc:</b><br><br>New <input checked="" type="checkbox"/><br>Old <input type="checkbox"/>  |
| <b>Predictive</b> Yes <input checked="" type="checkbox"/><br><br>Retrospective <input type="checkbox"/>  | <b>Adverse impact</b><br><br>Not found <input type="checkbox"/><br>Found <input checked="" type="checkbox"/><br><b>Early consultation with staff affected</b><br><br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                    |
| Is there likely to be a differential impact on any group?<br><br><b>Yes</b>  | Please state below:   |
| 1. Grounds of race: Ethnicity, nationality or national origin e.g. people of different ethnic backgrounds including Gypsies and Travellers and Refugees/ Asylum Seekers<br><br><b>No</b> | 2. Grounds of gender: Sex, marital status, transgendered people and people with caring responsibilities<br><br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/><br><br>All workshop staff are male (100% of workshop employees affected) |
| 3. Grounds of disability: Physical or sensory impairment, mental disability or learning disability<br><br>Yes <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>     | 4. Grounds of faith or belief: Religion/faith including people who do not have a religion<br><br>Yes <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>   |
| 5. Grounds of sexual orientation: Lesbian, Gay and bisexual<br><br>Yes <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>  | 6. Grounds of age: Older people, children and young People<br><br>Yes <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>  |
| Consultation conducted<br><b>In progress</b><br>Yes <input type="checkbox"/> No <input type="checkbox"/>   |   |
| Person responsible for arranging the review:<br><br>Mustafa Salih  | Person responsible for publishing results of Equality Impact Assessment:<br><br>NKA/Marcelle Moncrieffe-Johnson   |
| Person responsible for monitoring:<br>Mustafa Salih  | Date results due to be published and where:<br><br>Options appraisal document and report to Executive – Dec 09  |
| Signed:  | Date:   |

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### 1. What is the service/policy/procedure/project etc to be assessed?

Outsourcing the fleet and transport workshop at Brent Transport Services.

### 2. Briefly describe the aim of the service/policy etc? What needs or duties are it designed to meet? How does it differ from any existing services/ policies etc in this area

Outsourcing will result in a TUPE transfer of the workshop staff. Recommendation to outsource fleet and maintenance in order to improve the quality of service to BTS customers and deliver financial efficiencies.

### 3. Are the aims consistent with the council's Comprehensive Equality Policy?

Yes

### 4. Is there any evidence to suggest that this could affect some groups of people? Is there an adverse impact around race/gender/disability/faith/sexual orientation/health etc? What are the reasons for this adverse impact?

No, however all members of the Transport Workshop are male and one is over age 65 years

### 5. Please describe the evidence you have used to make your judgement. What existing data for example (qualitative or quantitative) have you used to form your judgement? Please supply us with the evidence you used to make your judgement separately (by race, gender, disability etc).

Workforce monitoring data:  
1 X Black African; 1 X Black Caribbean; 1 X Black British; 1 X White British

### 6. Are there any unmet needs/requirements that can be identified that affect specific groups? (Please refer to provisions of the Disability Discrimination Act and the regulations on sexual orientation and faith, Age regulations/legislation if applicable)

No

### 7. Have you consulted externally as part of your assessment? Who have you consulted with? What methods did you use? What have you done with the results i.e. how do you intend to use the information gathered as part of the consultation?

Obtained benchmark data from 3 external suppliers. Data used to benchmark existing BTS operations. The benchmarking referred to is around costs of the operation, i.e. leased vehicle costs with and without maintenance and hourly rates which incorporate elements of both fixed and non fixed costs.

This data has been used to benchmark the cost of the BTS operation in comparison to the market place, to establish if the existing service is providing value for money.

This data has only been used to inform the recommendation and will be subject to full tender in line with European legislation and Council policy, which we have clarified within the Options Appraisal and the Executive Report

### 8. Have you published the results of the consultation, if so where?

Options appraisal document and report to Executive

### 9. Is there a public concern (in the media etc) that this function or policy is being operated in a discriminatory manner?

No

### 10. If in your judgement, the proposed service/policy etc does have an adverse impact, can that impact be justified? You need to think about whether the proposed service/policy etc will have a positive or negative effect on the promotion of equality of opportunity, if it will help eliminate discrimination in any way, or encourage or hinder community relations.

Not applicable

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Not applicable

**12. What can be done to improve access to/take up of services?**

Not applicable

**13. What is the justification for taking these measures?**

Not applicable

**14. Please provide us with separate evidence of how you intend to monitor in the future. Please give the name of the person who will be responsible for this on the front page.**

Mustafa Salih

**15. What are your recommendations based on the conclusions and comments of this assessment?**

No action at this stage, ensure effective consultation and communication with all staff affected by the proposals.

Should you:

1. Take any immediate action?
2. Develop equality objectives and targets based on the conclusions?
3. Carry out further research?

**16. If equality objectives and targets need to be developed, please list them here.**

Not applicable

**17. What will your resource allocation for action comprise of?**

Not applicable

If you need more space for any of your answers please continue on a separate sheet

Signed by the manager undertaking the assessment:

Full name (in capitals please): Sue Slingsby Date: 5<sup>th</sup> August 2009

Service Area and position in the council: HR Manager (Corporate Services)

Details of others involved in the assessment - auditing team/peer review:

Maggie Kenney, NKA  
Marcelle Moncrieffe-Johnson, SHRM

Once you have completed this form, please take a copy and send it to: **The Corporate Diversity Team, Room 5 Brent Town Hall, Forty Lane, Wembley, Middlesex HA9 9HD**

*An online version of this form is available on the Corporate Diversity Team website.*