

Impact Needs/Requirement Assessment Completion Form

Department: Children & Families	Person Responsible:
Service Area: Brent Transport Services	Timescale for Equality Impact Assessment :
Date: June 2010	Completion date: June 2010
Name of service/policy/procedure/project etc: Provision of a Managed Services Contract for Brent Transport Services	Is the service/policy/procedure/project etc: New <input checked="" type="checkbox"/>
Predictive Yes	Adverse impact Not found <input checked="" type="checkbox"/> Found Early consultation with staff affected N/A – Currently provided by agency staff
Is there likely to be a differential impact on any group? No	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 No	2. Grounds of gender: Sex, marital status, transgendered people and people with caring responsibilities No
3. Grounds of disability: Physical or sensory impairment, mental disability or learning disability No	4. Grounds of faith or belief: Religion/faith including people who do not have a religion No
5. Grounds of sexual orientation: Lesbian, Gay and bisexual No	6. Grounds of age: Older people, children and young People No
Legal opinion sought - Yes	
Person responsible for arranging the review:	Person responsible for publishing results of Equality Impact Assessment:
Person responsible for monitoring:	Date results due to be published and where: Report to Executive – Jul 09
Signed:	Date:

Please note that you must complete this form if you are undertaking a formal Impact Needs/Requirement Assessment. You may also wish to use this form for guidance to undertake an initial assessment, please indicate.

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

A Managed Services contract for the provision of drivers and escorts for 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

Brent Transport Services (BTS) currently operates most of its 92 routes with a workforce of 204 drivers and passenger attendants that is comprised mostly of temporary staff provided by 4 employment agencies. These staff generally work on a 'split shift' basis to meet the needs of BTS' core morning and afternoon activities. This long standing arrangement has proved to be highly cost effective and flexible in comparison with the employment of permanent Council staff to carry out these duties. However, no formal contracts are in place with the agencies concerned; and the impending implementation of the EU Agency Workers Directive (AWD) in October 2011 would result in a significant increase in BTS' wage costs if these arrangements continue because the AWD requires parity of pay, and some other benefits, between temporary and permanent employees.

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

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).

There is no impact on the provision of services to Council clients.

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?

Opinion sought from Legal as to the legislative requirements regarding the impact on current agency staff if a Managed Services Contract is procured.

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

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

11. If the impact cannot be justified, how do you intend to deal with it?

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?

No policy currently in place, hence a lack of consistency, relationship between needs and provision or focus on promoting independence

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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.

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

No action at this stage, ensure robust procurement process with community benefits built in to the specification.

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): [tbc] Date: [date]

Service Area and position in the council: BTS, Children & Families Directorate

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

Kelli Davis, Northgate Public Services
Steve Caunt, Northgate Public Services

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.