

Equality Impact Assessment
Corporate Assessment Template



Policy/Strategy/Project/Procedure/Service/Function Title: Occupational Road Risk Policy
New/Existing/Updating/Amending: New

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: David Lowe	Job Title: OM
Service Team: Eco Dev	Service Area: CTS
Assessment Date: 12 6 18	

1. What are the objectives of the Policy/Strategy/Project/ Procedure/ Service/Function?

The aim of the policy is to:

- raise awareness of occupational road risks within the Council, and
- Clarify responsibilities and support the Council’s workforce, Directors/Assistant Directors, Operational Managers, Managers and Supervisors, and drivers in delivering high standards of safety to minimise risks associated with driving and vehicle operation.

2. Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]

The Council requires an Operators Licence to operate its + 700 fleet of vehicles including c.85 Large Goods Vehicles

A review of the Operators Licence compliance requirements has identified a number of areas for improvement

In response, it was agreed that an Occupational Road Risk Working Group would be established and an Occupational Road Risk Policy be prepared.

This policy has now been drafted and consulted upon and will be submitted to Cabinet for approval prior to implementation.

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3 Assess Impact on the Protected Characteristics

3.1 Age

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative/]** on younger/older people?

	Yes	No	N/A
Up to 18 years		x	
18 - 65 years		x	
Over 65 years	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The policy could have a differential impact on all ages, should their health deteriorate with age (e.g. reduction in visual ability).

Legislation requires certain standards to be achieved from persons who drive on the public highway.

What action(s) can you take to address the differential impact?

In the event of a member of staff of any age suffering a condition which affected, or could affect, their ability to drive, staff are legally responsible to advise their manager accordingly.

As such in respect of the person's ability to drive safely in accordance legislative requirements, upon notification the manager would need to undertake a risk assessment, with medical advice from Occupational Health or related medical professionals being made available if required.

If the risk assessment concluded that there was an unacceptable risk posed by the staff member being allowed to continue to drive, the staff member would be allocated alternative duties for an appropriate period; until the condition was rectified or concluded. Such alternative duties would exclude them from driving for work purposes, but would match other role parameters e.g. grade, etc. As such the duration of duties would extend all long as the condition.

However, if the condition was diagnosed as being permanent, the amended duties would also need to be of a permanent nature, and adjustments made in accordance with the appropriate Council policies (e.g. redeployment policy).

3.2 Disability

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Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment	x		
Physical Impairment	x		
Visual Impairment	x		
Learning Disability	x		
Long-Standing Illness or Health Condition		x	
Mental Health	x		
Substance Misuse	x		
Other	x		

The policy could have a differential impact upon persons who have:

- visual, hearing, or physical disabilities in respect of their ability to drive in accordance with legislative requirements;
- learning disability in respect of understanding what the policy means for them;
- mental health issues in respect of ability to drive or ability to understand the policy provisions, and
- substance misuse issues in respect of their ability to drive in accordance with legislative requirements.

What action(s) can you take to address the differential impact?

For persons who have visual, hearing, physical or mental issues affecting their ability to drive, they would need to advise their manager accordingly.

The manager would need to undertake a risk assessment, with medical advice if required, in respect of the person's ability to drive safely in accordance legislative requirements.

If the conclusion from the risk assessment was that there was an unacceptable risk posed if the person was allowed to continue to drive, the person would be allocated duties that did not require them to drive for work purposes.

If the condition was only of a temporary nature the amended duties would also be of a temporary nature. If the condition was diagnosed as being permanent, the amended duties would also need to be of a permanent nature. Appropriate Council policies would need to be followed as appropriate (e.g. redeployment policy).

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For staff who require additional support (may it be due to identifying as having a learning disability, cognitive limitation or a mental health issue affecting their ability to understand the policy provisions or simply staff support). Staff are offered one to one sessions/additional briefing sessions as appropriate to allow individuals opportunity to understand the requirements. Additional resources would be deployed as required.

In respect of a person who is suffering with substance misuse issues, the person's manager would need to undertake a risk assessment, with medical advice if required, in respect of the person's ability to drive safely in accordance legislative requirements.

If the conclusion from the risk assessment was that there was an unacceptable risk posed if the person was allowed to continue to drive, the person would be allocated duties that did not require them to drive for work purposes. If the condition was only of a temporary nature the amended duties would also be of a temporary nature. If the condition was diagnosed as being permanent, the amended duties would also need to be of a permanent nature. Appropriate Council policies would need to be followed as appropriate (e.g. Substance Misuse Policy, Redeployment Policy, etc).

3.3 Gender Reassignment

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on transgender people?

	Yes	No	N/A
Transgender People (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

It is possible that any ongoing gender reassignment could have physical or physiological impacts affecting the person's ability to drive.

What action(s) can you take to address the differential impact?

Any person undergoing gender reassignment may experience physical or physiological effects, such effects possibly impacting their ability to drive.

Such staff would need to advise their manager accordingly. The manager would need to undertake a risk assessment, with medical advice if required, in respect of the

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person’s ability to drive safely in accordance legislative requirements.

If the conclusion from the risk assessment was that there was an unacceptable risk posed if the person was allowed to continue to drive, the person would be allocated duties that did not require them to drive for work purposes.

If the condition was only of a temporary nature the amended duties would also be of a temporary nature. If the condition was diagnosed as being permanent, the amended duties would also need to be of a permanent nature. Appropriate Council policies would need to be followed as appropriate (e.g. redeployment policy).

3.4. Marriage and Civil Partnership

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage		x	
Civil Partnership		x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Whilst no Differential impact has currently been identified, this will continue to be monitored and addressed accordingly

What action(s) can you take to address the differential impact?

n/a

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3.5 Pregnancy and Maternity

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy	x		
Maternity	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

It is possible that issues relating to pregnancy or maternity could have physical or physiological impact affecting the person's ability to drive.

What action(s) can you take to address the differential impact?

The manager would need to undertake a risk assessment, with medical advice if required, in respect of the person's ability to drive safely in accordance legislative requirements.

If the conclusion from the risk assessment was that there was an unacceptable risk posed if the person was allowed to continue to drive, the person would be allocated duties that did not require them to drive for work purposes for the appropriate period of time.

3.6 Race

Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
White		x	
Mixed / Multiple Ethnic Groups		x	
Asian / Asian British		x	
Black / African / Caribbean / Black British		x	
Other Ethnic Groups		x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Whilst no Differential impact has currently been identified, this will continue to be monitored and addressed accordingly

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What action(s) can you take to address the differential impact?
N/A

3.7 Religion, Belief or Non-Belief

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist	x		
Christian	x		
Hindu	x		
Humanist	x		
Jewish	x		
Muslim	x		
Sikh	x		
Other	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Fasting is associated with a number of religions.
Fasting could have an impact upon a person's physical and physiological state and hence affect their ability to drive

What action(s) can you take to address the differential impact?

A person undertaking fasting for religious, or any other purposes, should advise their manager accordingly.

The manager would need to undertake a risk assessment, with medical advice if required, in respect of the person's ability to drive safely in accordance legislative requirements.

If the conclusion from the risk assessment was that there was an unacceptable risk posed if the person was allowed to continue to drive, the person would be allocated duties that did not require them to drive for work purposes.

Such arrangements would continue until the fasting has been completed and the associated driving risks removed.

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3.8 Sex

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on men and/or women?

	Yes	No	N/A
Men		x	
Women		x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Whilst no differential impact has currently been identified, this will continue to be monitored and addressed accordingly

What action(s) can you take to address the differential impact?

N/A

3.9 Sexual Orientation

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
Bisexual		x	
Gay Men		x	
Gay Women/Lesbians		x	
Heterosexual/Straight		x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Whilst no differential impact has currently been identified, this will continue to be monitored and addressed accordingly

What action(s) can you take to address the differential impact?

N/A

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3.10 Welsh Language

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

CTS practices adhere to the regulations and order of the Welsh Language Commissioner, under new Welsh Language standards set out in the Welsh Language [Wales] Measure 2011.

All engagement as may be required will be conducted bilingually.

What action(s) can you take to address the differential impact?

Once approved, the policy will be translated into Welsh.

4. Consultation and Engagement

What arrangements have been made to consult/engage with the various Equalities Groups?

This document has undergone consultation with:-
Equalities Officers,
Staff,
Unions,
Relevant internal stakeholders,
Council Members
Legislative bodies as required

5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	Please see protected characteristic for relevant information
Disability	Please see protected characteristic for relevant information
Gender Reassignment	Please see protected characteristic for relevant information
Marriage & Civil Partnership	N/A
Pregnancy & Maternity	Please see protected characteristic for relevant information
Race	Please see protected characteristic for relevant information

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Religion/Belief	Please see protected characteristic for relevant information
Sex	N/A
Sexual Orientation	N/A
Welsh Language	Policy to be translated into Welsh once approved
Generic Over-Arching [applicable to all the above groups]	The need for a manager to undertake a risk assessment in respect to any matter that might affect a person's ability to drive safely in accordance with legislative requirements. Appropriate mitigation measures then to be put in place in accordance with relevant Council policies.

6. Further Action

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

7. Authorisation

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By :	Date:12/06/2018
Designation:	OM
Approved By:	David Lowe
Designation:	-
Service Area:	CTS - Eco Dev

7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email citizenfocus@cardiff.gov.uk