Equality Impact Assessment (EQIA) Template

Section 1: Details of the policy/practice/project

| **Information required** | **Enter information below** |
| --- | --- |
| Department/Team responsible | Net Zero / Mechanical Engineering |
| Name of Policy, Practice or Project being assessed | Fleet Management System including Telematics |
| Purpose and anticipated outcomes | The purpose of the project is to replace an existing system to improve functionality and move paper processes over to online platform. It will streamline processes to give resources to other areas of fleet management.  The projects scope will touch all drivers of fleet, hire or grey fleet, all of the MES team day to day and regional contacts dealing with fleet.  **Outcomes:**  Workshop staff will move over to online entry via a PDA type device.  Improved reporting and dashboards with be available.  Driver licence checks will be completed via the system.  Electronic vehicle walk around checks and defect reporting will be introduced.  Vehicle logs will be via telematics system. |
| Is this a new or existing Policy, Practice or Project? | New process and functionality but replacing an existing digital system |
| List of participants in Equality Impact Assessment process | Carol Poulter (Fleet Systems Manager)  Ella Hashemi (Equality, Diversity and Inclusion Manager) |
| Date Assessment started | 17/11/2022 |
| Completion date | 11/01/2023 |
| Who is likely to be affected?  *E.g. employees, visitors, contractors, women, men, young people, older people, people with disabilities etc.* | Employees who drive and manage fleet.  External suppliers (supplier portal) |

Section 2: Collecting information

What evidence is available about the needs of relevant groups? Please consider demographic data, including census information, research, consultation and survey reports, feedback and complaints, case law, others knowledge and experience. Please refer to the list of evidence on the EqIA page of the intranet.

| **Details** | **Source of evidence** |
| --- | --- |
| Websites and apps should:  Meet or work towards WCAG 2.1  Be compatible with the latest assistive technologies including screen magnifiers, screen readers, and speech recognition tools. | [Understanding WCAG 2.1 - Service Manual - GOV.UK (www.gov.uk)](https://www.gov.uk/service-manual/helping-people-to-use-your-service/understanding-wcag)  UK Government website |
| Information on the workforce profile of FLS:  Total Staff numbers- 1080  *Sex -35% are female, 65% are male*  *Age - 35% of employees are aged 39 and under, 65% are aged 40 and over*  *Disability - 5% have one or more disabilities, 89% have no disability, 6% have not disclosed*  Information on MES only workforce profile:  *Total Staff numbers – 47*  *Sex -21% are female, 79% are male*  *Age – 28% of employees are aged 39 and under, 72% are aged 40 and over*  *Disability – less than 4% have one or more disabilities, 91% have no disability, 7% have not disclosed* | Management information on current workforce extracted from the FLS Workforce Equality Data September 2022 |
| At time of writing digital services indicates there are sufficient smartphones allocated to all FLS staff | FLS Digital Services, Service Manager |
| During staff survey/meetings a concern around training and understanding a new system was given due to computer literacy. | MES team survey Aug 2022 |

| **From your research above, if you have you identified any gaps in evidence, enter the details of the gaps below** |
| --- |
|  |

| **As appropriate, please describe below, the consultation/engagement undertaken, including details of the groups involved and the methods used** |
| --- |
| A Project User Group will be established to engage with the wider users. This will have stakeholders from across the business where vehicles, machinery or equipment is part of their role. |

| **Detail below if there are any other groups to be consulted** |
| --- |
| Should the system have a supplier portal, we would engage with representatives before introducing. However, this would not be an essential criteria for the suppliers we use, only an enhancement to processes. |

Section 3: Impacts

Has the research and consultation identified any potential for impacts on those with the following protected characteristics:

| **Protected Characteristic** | **Potential Impact (yes or no)** | **Explain** |
| --- | --- | --- |
| **Age**  *E.g. older people, children including looked after children, young people including care leavers* | No | All the processes moving to digital will have training provided in different formats (online / paper guidance / face to face) and every effort will be made to help the transition over to digital. However, if this does not succeed, arrangements will be made to enter hand written information on their behalf. |
| **Disability**  *E.g. long term mental health conditions, neurodiversity, physical impairments* | No | The non-functional requirements will include that the accessibility standards of the solution must adhere to or be working towards WCAG 2.1. This will ensure that screens are accessible. Internally if there were any physical reasons an employee couldn’t the website or app, an agreement would be set up with to enable information to be entered on their behalf. |
| **Gender reassignment**  *Where a person is living as a different gender to that at birth* | No | Should a person change gender, their log in name would be changed and or created to reflect this. It is the aim to connect systems with iTrent to have reliant information but regardless, the log in would be updated. |
| **Pregnancy and maternity**  *Including breastfeeding* | No | The only issue would be the log on expiring before they return to work. Investigate with HR (when a new system is identified) and how returning users can be identified to reinstate log on before coming back to the work. |
| **Race, ethnicity, colour, nationality or national origins**  *Including gypsies or travellers, refugees or asylum seekers* | No | It is not considered that the project would have an impact on people due to their race (including ethnicity, colour or national origin). |
| **Religion or belief**  *Including non-belief* | No | It is not considered that the project would have an impact on people due to their religion/belief or non-belief. |
| **Sex/Gender** | No | It is not considered that the project would have an impact on people due to their sex/gender. |
| **Marriage and civil partnership** | No | Should a person change name due to marriage, civil partnership or divorce, their log in name would be changed and or created to reflect this. It is the aim to connect systems with iTrent to have reliant information but regardless, the log in would be updated. |
| **Sexual Orientation** | No | It is not considered that the project would have an impact on people due to their sexual orientation. |

Is there any evidence that the policy may result in any less favourable treatment, discrimination, harassment or victimization as detailed below:

| **Potential outcome of the policy** | **Delete as appropriate** | **If yes, give details of the potential outcome and any project modifications to mitigate the risk** |
| --- | --- | --- |
| Result in less favourable treatment for particular groups | No |  |
| Give rise to direct or indirect discrimination | No |  |
| Give rise to unlawful harassment or victimisation | No |  |

Section 4: Meeting our General Equality Duty

| **Enter below which aspects of the Policy, Practice or Project seek to eliminate unlawful discrimination, harassment and victimisation** |
| --- |
| It is not the purpose of the project to eliminate unlawful discrimination, harassment or victimisation. In terms of eliminating discrimination, staff who change their name for any reason will have their log user details changed to reflect this in the new fleet management system. The system will adhere to or be working towards WCAG 2.1. Appropriate adjustments (e.g. paper versions) will be established where necessary. Should a person change their name for any reason, their log user details would be changed and or created to reflect this. It is not the intension to hold gender data for users of the system. |

| **Enter below which aspects of the Policy, Practice or Project seek to advance equality of opportunity between people who share a relevant protected characteristic and those who do not** |
| --- |
| The system will be more accessible than the one currently used, more user centric and easy to use with touch screens, dropdown lists, bar code scanning. The new system will be required to meet or work towards WCAG 2.1 guidance and appropriate adjustments will be used where necessary i.e. using a paper version. |

| **Enter below which aspects of the Policy, Practice or Project seek to foster good relations between people who share a protected characteristic and those who do not** |
| --- |
| The project will publish, within the guidelines how the system helps protected characteristics (where valid) to increase knowledge in those who do not. The main adjustment to the system is to have an option to add data manually. As this is the current set-up, we don't anticipate this creating poor relations between people who share a protected characteristic and people who don't. We will review this as part of the 6 month review. |

Section 5: Outcome of the assessment

| **Outcome of the assessment on the Policy, Practice or Project** | **Enter detail below** |
| --- | --- |
| No major change |  |
| Adjust the Policy, Practice or Project | X |
| Continue to Policy, Practice or Project |  |
| Stop and remove the Policy, Practice or Project |  |

| **Detail below recommendations, including action required, to address any negative impacts identified** |
| --- |
| Minimum accessibility for web based systems will be included in the tender. During the tender stage, any actions required to address negative impacts will be considered. |

Section 6: Monitoring

| **Describe below how you will monitor the impact of this Policy, Practice or Project**  *E.g. performance indicators used, other monitoring arrangements, who will monitor progress, criteria used to measure achievement of outcomes etc.* |
| --- |
| User numbers and input via a paper format will be recorded and with further encouragement, training and guidance there will be an expectation of a reduction in paper entries.  Staff survey at 6 months after go-live will be carried out to cover many aspects but including accessibility questions.  An issue/complaints/suggestion area will be added to logger for the new system. These will be monitored. |

| **When and how is the Policy, Practice or Project due to be reviewed?** |
| --- |
| The system will be assessed against accessibility when awarding contract. EQIA will be assessed again after the survey at 6 month after go-live. |

Section 7: Sign off

| **Required information** | **Enter information below** |
| --- | --- |
| Date sent to Equality and Diversity Manager | 22/12/22 and 04/01/23 |
| Comments from Equality and Diversity Manager | Not applicable - have commented throughout the process. Ella Hashemi |
| Date signed off by Equality and Diversity Manager | 10/01/23 |

| **Details of Senior Manager who has signed off this Equality Impact Assessment** | **Enter information below** |
| --- | --- |
| Name | Andy Fletcher |
| Title | Head of Fleet and Buildings |
| Date approved | 11/01/2023 |

Please send this completed and approved Equality Impact Assessment to:

[Ella Hashemi](mailto:ella.hashemi@forestryandland.gov.scot), Equality, Diversity and Inclusion Manager, Forestry and Land Scotland