

DSA Equality Impact Assessment - Initial Screening

Part one

The initial screening of a policy/service or function should be carried out to ascertain the impact of the function/policy or strategy on the protected characteristics groups;

Age, disability, gender, gender reassignment, race, religion or belief and sexual orientation, pregnancy and maternity.

This is based on existing knowledge, data and research and will lead to a decision about whether a full impact assessment will be necessary.

An impact assessment must be carried out before a decision is made to implement a policy/service or function.

Our service delivery equality objective for 2012-16 is “to maintain a high level of accessibility to all testing services for those groups with protected characteristics” use this as a basis for answering all questions.

Further guidance on the completion of this screening form can be found here: (hyperlink): A quick guide to Equality Impact Assessments.

There is a different template to be used in cases of staff issues this can be found here: (hyperlink)

Name of policy, service or function	RELOCATION OF PURFLEET LGV
Current or Proposed	Proposed
Branch/Person completing Initial screening	Peter Francis

Please provide a brief description of the Policy, Service or Function (and its aim) which is being assessed and who will benefit or be affected.

The relocation of Purfleet LGV by 31 March 2013 as a result of VOSA's Transformation Programme.

On 8 December 2011 the Agency informed trainer bodies of VOSA's decision to cease testing from their Purfleet GVTS; that it was reviewing all of its options to continue offering vocational testing in the area and that the development of customer sites will be seen as a top priority. That mail shot invited trainer bodies to register interest in becoming customer/casual sites.

VOSA have told DSA that although they are ceasing testing by Oct 2012, the Agency may continue to test from Purfleet until 31 Mar 2013.

VOSA's transformation programme and their decision to cease their operations at their Purfleet GVTS & to conduct all of its testing in the area from selected Authorised Testing Facilities forced the Agency to consider its options in continuing to provide its services to the Purfleet area taking into account:

- the continued operational suitability of the location
- the facilities it offers
- the customer base
- the proximity of suitable alternative centres bearing in mind that most vocational practical test customers should not have to travel more than 50 mile travel distance criterion applicable to a practical tests centre.
- DSA's wish to take a more flexible customer orientated approach to delivering the practical driving test from customer or casual sites as well as permanent centres.

MAPINFO for the period Jul – Sept 2012 demonstrates that whilst there is some demand coming from areas which have closer centres than Purfleet LGV, demand for Purfleet is predominately based within its immediate catchment area of the Greater London East/Essex area – **APPENDIX A**.

Taking the preceding into account the Agency has been seeking an alternative venue to continue to serve the Purfleet area.

A replacement for Purfleet has been identified at nearby Thurrock. The venue concerned is currently a customer site. A licence has been negotiated commencing 01 April 2013 for dedicated space for DSA staff & customers comprising;

- office space capable of accommodating 4 staff in keeping with throughput during 2011/12
- a waiting area for DSA customers.
- separate male & female staff WC facilities located within the building. The female facility makes provision for persons with special needs.
- separate male & female customer WC facilities located directly outside the building.

Access to Purfleet is on one level with push open doors wide enough for a wheelchair and the female customer WC caters for persons with special needs. At the replacement venue, a portable ramp will be provided by the landlord when required and whilst the customer WCs located outside the building do not make provision for persons with needs, the female staff WC within the main does. Consequently, it is considered that the facilities at Thurrock are comparable with those provided at Purfleet GVTS where the female customer WC catered for persons with special needs.

When completing the next section please consider the following questions:

- Is there any indication or evidence that different groups have different needs, experiences, issues or priorities, or that any part of the proposed policy/service or function could discriminate, directly or indirectly?
- Is there potential for, or evidence that, this policy/service or function may adversely affect equality of opportunity for all and may harm good relations between different groups?
- Is there an opportunity to better promote equality of opportunity or better community relations by altering the policy/service or function or working with other government departments or the wider community?
- Do people have the same levels of access?

This initial screening form when completed should be placed in the national folder, Equality Impact Assessments. Staff Network Groups, Trade Union Side (TUS) and the Engagement and Equality team and any other relevant stakeholders should be invited to comment and given two weeks to do so. Please detail the comments and actions taken in Annex A – consultation record.

For help completing this section refer to (insert Hyperlink) for a list of useful publications/organisations and internal data that can be used in conducting an assessment. This list is not exhaustive. Use DSA management information (DSAMI) where available to map across national external data.

GENERAL

Vocational practical test customers are predominately male.

The replacement facility at nearby Thurrock is within the travel distance criterion appropriate to vocational practical test activity. Transport Direct doesn't recognise the address or post code of the replacement site. Based on Auto Route the post code – post code journey from the present site in Purfleet to the replacement in West Thurrock is 3.4 miles taking 7 minutes on A class roads. However is in not possible to save that data as a word document. For the purpose of producing a supporting document based on Transport Direct to journey from the post code of the present site to West Thurrock is 5.7 miles taking 13 minutes also on major roads – **APPENDIX D**.

Apart from the minimal additional journey involved for some depending on their starting point in relation to the alternative venue, the relocation of vocational practical test services should not have any negative impact on any particular group.

All practical driving test candidates irrespective of discipline are required to take their test in a suitable vehicle. Generally they travel either in their instructors' vehicles or in their own vehicle with an accompanied driver. Public transport links are therefore not a factor. As a potential vocational driver, they should also be able to travel as part of their vocation so route learning and travel distance should not be a difficulty.

There is no reason or evidence to suggest that the facilities at the new venue or journey to the alternative location will prove to be any more/less problematic for persons of one particular protected characteristic group.

Consequently relocation to the alternative venue does not represent a deterioration in services for persons of one particular PCG.

On the basis of the evidence available and considering the questions above, what level of impact if any is the delivery of this policy/service or function going to have on the different equality groups set out below.

Protected Characteristic	Say if impact is low, medium, high, no impact, positive or negative impact						Reason and data/research used*	
	Positive			Negative				No Impact
	L	M	H	L	M	H		
Age							<p>✓</p> <p>Based on 2001 Census data for the Thurrock Unitary Authority area the % of the population between the ages of 16 – 74 is 71.96% - APPENDIX B.</p> <p>In 2011/12, 955 customers between the ages of 18 – 63 took their practical tests at Purfleet - APPENDIX C.</p> <p>There is no reason or evidence to suggest that the location of or journey to the replacement will prove to be any more/less problematic for persons of one particular age group eligible to drive.</p>	
Disability							<p>✓</p> <p>DSA does not universally capture details of candidate disability so the full impact on this PCG is not known. Candidates with disabilities who declare their condition when booking their test will be expected ensuring that they receive the correct service at locations where compliant access has not been reasonably practical to achieve. This practice will continue unchanged.</p> <p>At the replacement venue, a portable ramp to access the building will be provided by the landlord when required. Whilst the customer WCs located outside the building do not make provision for persons with needs, the female staff WC within the main does.</p> <p>Consequently, it is considered that the facilities at Thurrock are comparable with those provided at Purfleet GVTs where the female customer WC catered for persons with special needs.</p>	

							<p>when booking a theory test. No further details are captured by DSA at any other stage of the testing process.</p> <p>Only 284 (12.93%) of customers who took their test at Purfleet LGV during 2011/12 volunteered information to DSA. Of that number 227 (79.92%) classified themselves as White APPENDIX C. Whilst lower than the Census figure, this is voluntary disclosure and indicative that ethnic minority groups make up a small proportion of DSA's customers in this area.</p> <p>There is no reason or evidence to suggest that the location of or journey to the replacement test centre will prove to be any more/less problematic for persons of any particular race.</p>
<p>Religion or belief</p>						<p>✓</p>	<p>Although there is no statutory requirement to provide prayer or ablution facilities for staff or customers, where staffing profiles are representative of a religion or belief that results in a regular requirement to use such facilities, DSA seeks to make provision for its staff through the use of a designated room or area in the test centre, where reasonably practical.</p> <p>According to the 2001 census the percentage of Muslims within the Thurrock Unitary Authority area is 1.1% - APPENDIX B. By comparison the England & Wales average is 3% representing a ranking of 119 out 376 other Local Authority areas</p> <p>Such facilities were not provided by VOSA at their Purfleet GVTS centre or by DSA within its area of occupation. These facilities are not present at the replacement premises.</p> <p>None of the DSA staff based at Purfleet are from a minority ethnic group.</p> <p>It is not considered there is a</p>

							<p>requirement or justification for additional rooms to be acquired at the replacement premises for these facilities to be provided.</p> <p>Should such facilities be requested by staff in the future in DSA leased or owned premises, consideration will be given to requests on a local level where justified & practical and the necessary permissions being granted by its landlord where appropriate.</p> <p>There are other religions and beliefs but none of which are considered to require special accommodations on test or at the test centre.</p> <p>There is no reason or evidence to suggest that the location of or journey to the replacement test centre will prove to be problematic for any particular religion or belief group.</p>
Sexual orientation						✓	<p>There are no known statistics or data available from external sources. Similarly, DSA do not capture details of this PCG when booking or taking a test. As a result, no assessment of impact can be made in this case.</p> <p>However, there is no reason or evidence to suggest that the location of or journey to the replacement facility will prove to be any more/less problematic for persons within this PCG.</p>
Pregnancy and Maternity						✓	<p>Vocational practical test customers are predominately male.</p> <p>In 2011/12, 130 female (5.02%) customers took their practical tests there – APPENDIX C - consistent with the national figure of 6.49%. By comparison the gender of the Thurrock Unity Authority Area is 48.68% male and 51.32% female (2001 Census data) – APPENDIX B.</p> <p>There is no reason or evidence to suggest that the location of or journey to the replacement facility</p>

										will prove to be any more/less problematic for persons within this particular PCG.
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***Please attach evidence used if appropriate.**

Low = little affect (and broadly the same) on all protected characteristics
 Medium = moderate impact on one or more protected characteristics
 High = major/significant impact on one or more or all protected characteristics

What are your arrangements for monitoring the policy and its impact on end users?	No specific monitoring arrangements are to be implemented in this case although all testing facilities are reviewed on an ongoing basis by the Estates and Operational delivery teams. General feedback and customer complaints would also act as a measure of positive or negative impact on the end users. These are carefully assessed on an ongoing basis.

If there is a negative impact, rated as medium or high, complete a Full EIA (part two of this template)

Sign off		
	Name/signed	Date
HOB/Operational Manager	Steve Spitty, ROM London & South East England	03 12 12

Once complete please forward to the Engagement and Equality Team (insert email)

Thank you for your cooperation.

Engagement and Equality Team Action	
Date received	
Date published	

DSA – Full equality impact assessment

Part two

The full equality impact assessment should be carried out when the initial screening indicates there to be a potential medium or high negative impact to one or more of the protected characteristics groups in relation to the proposed function/policy or strategy.

This assessment should look to fill in any gaps in data and research that you have identified. Consideration should be given to what mitigation can be carried out to minimise the adverse impact on the protected characteristic groups.

This full impact assessment should be used in conjunction with the findings from the initial screening so that rework is avoided.

Further assessment

Who have you further consulted with and what further evidence do you have since the initial screening took place.

There is no requirement for formal consultation. The criterion for the national network of vocational practical test centre is that most candidates will have to travel no more than 50 miles irrespective of Protected Characteristic Group.

The Agency's Code of Practice provides for a relocation/closure to proceed without formal consultation where there is an alternative facility within the appropriate travel distance criteria. The replacement facility is within 50 miles.

The Minister, MP's for the area, national Training Body Associations and the Trade Union Side will be briefed on the alternative arrangements and local training bodies that use the centre will be advised in writing.

Examiners have been briefed & views sought as to their preferred redeployment locations.

The policy will be effected in conjunction with the required vacation date of 31 Mar 2013 and in advance of the forward booking date in order to avoid inconveniencing customers with tests booked.

In completing this assessment the following data & research was considered;

- The Agency's appropriate travel distance criterion in relation to the proximity of suitable alternative centres.
- The ability of permanent alternatives to accommodate additional resource to deal with the possible diversion of demand that cannot be met by any customer or casual sites to maintain waiting time service targets.
- MAPINFO detailing customer base in relation to the Purfleet facility & its likely dispersal to alternative facilities – **ANNEX A.**
- The results of the 2001 census on the demographic for the Thurrock Unitary Authority local authority area with which Purfleet & West Thurrock are located – **ANNEX B.**
- DSA Management Information on Purfleet's customer breakdown by ethnicity

<ul style="list-style-type: none"> • and age & gender – ANNEX C • Auto Route Journey Planner to the alternative facility - ANNEX D
<p>What mitigating actions or adaptations to the policy/function or service have been considered?</p> <p>N/A</p>
<p>What alternative measures or policies were considered and what action has been taken?</p> <p>None. Relocation of these services to this venue complies with the Agency's service criterion for most vocational practical test customers and meets the Agency's objectives of taking a more flexible customer orientated approach to delivering the practical driving test and maintaining a high level of accessibility to all testing services.</p>
<p>Final decision – What is the final decision in light of the evidence above?</p> <p>The Agency will proceed with the acquisition of the replacement facility in Thurrock in order to continue to provide a service to the Purfleet area.</p>
<p>How is policy/function or service to be implemented and by when.</p> <p>The policy will be effected in conjunction with the required vacation date of 31 Mar 2013 and the operational date at the new premises will pay regard to the licence commencement date of 01 Apr 2013.</p>

Sign off		
	Name/signed	Date
HOB/Operational Manager		

Once complete please forward to Engagement and Equality Team (insert email)

Thank you for your cooperation.

Engagement and Equality Action	
Date received	
Date published	

Action Plan and Timetable for Implementation

At this stage a timetabled action plan should be developed to address any concerns/issues related to equality in the existing or proposed policy/service or function.

Recommendation	Actions Proposed	Outcome	Milestone and date	Person Responsible