

## 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 Falkirk driving test centre to Grangemouth.
Current or Proposed	Current
Branch/Person completing Initial screening	Nicola Stokoe

**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 Falkirk driving test centre to a site at Units 36–37, Evans Easyspace, Earls Road, Grangemouth, FK3 8UU to improve facilities for staff & customers.

The test centre at Falkirk is very poor. The examiner's office is cramped with no room for adequate storage. It also has inadequate washing facilities and numerous works are required to bring it in line with H&S statutory requirements. DSA has therefore reviewed its service provision in the Falkirk 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 practical test customers should not have to travel more than the travel distance criterion. The criterion applicable to Falkirk is 20 miles.
- DSA's wish to take a more flexible customer orientated approach to delivery of the practical driving test.

Taking the above factors into account the DSA has decided not to remain at Falkirk test centre and seek alternative premises that can provide the staff and customers with improved facilities.

Falkirk test centre is located within a two storey terraced masonry building with a shop front style finish with flats above it. There is no fire alarm or intruder alarm to the property. There are two toilets at Falkirk - customers have access to a single unisex DDA compliant toilet and staff have use of one unisex non-DDA compliant toilet. There is a small kitchen area with no washing facilities. Drinking water is provided through the use of a water cooler. The rear of the property is regularly littered with items from neighbouring businesses and properties. The test centre shares a car park with neighbouring shops but it does not have marked bays so the bay parking exercise cannot be completed from here. The condition of the tarmac in the car park is also poor with pot holes present.

The new property at Grangemouth will provide customers and staff with a much more pleasant environment. The office and waiting area are newly decorated. Staff will have access to a much larger office space and a kitchen with washing facilities and access to drinking water. There is also access to separate male and female toilets. Although there is no separate welfare room, there is the possibility of booking a meeting room. Customers will have access to a private waiting room, a unisex DDA compliant toilet and vending machine. There is also access to a large car park to the rear of the building for both customers and staff.

The new centre is located outside of Falkirk, within the small nearby town of Grangemouth. Although it is not within Falkirk itself, the new location is in close proximity to the original test centre (4.2 miles, based on the Journey Planner on Transport Direct website) therefore it could be argued that there will be very little change in how the customer base is affected. All customers that attend a driving test centre for a test should attend in a private or Approved Driving Instructor vehicle and not by public transport; therefore travel to the centre should be relatively straightforward for all candidates, irrespective of Protected Characteristic Group. The new centre is easily accessible via the network of main roads in the area. Although the routes tested at Grangemouth will be different to those at Falkirk, they will still be of the same type and so will be familiar to DSA's customers. It is impossible to qualify the impact on time taken to reach the new centre as some customers may live closer. Overall it is considered that customers and staff should not experience any significant and/or detrimental impact on their journey to the centre or its associated routes.

**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.**

**Please note that Grangemouth does not have its own council area, it is covered by Falkirk Council.  
The 2001 census is the most up to date external data available as data from the 2011 Scotland census will not be available until December 2012.**

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							✓	In the last year (2011/12) the ages of the customers attending Falkirk test centre ranged from 16 – 72. 71% of these customers were aged between 17 and 23 years old with approximately 0.4% aged over 60 years old. Despite the skew towards younger customers this is the market that DSA serves and is largely representative of the customer base nationally. The fact that there will be no change in the customer base means that there will be no impact on this PCG. It is also worth noting that all customers, irrespective of age, must have access to an appropriate

								vehicle for test purposes and therefore there is no reason or evidence to suggest that one particular age group would be less able to comply with a requirement to take a test from the new location.
<b>Disability</b>							✓	<p>DSA does not universally capture details of the candidate disability so the impact on the PCG is not known. It is possible for candidates to notify DSA of their disability prior to attending test. This enables those customers to still receive the service at locations where fully compliant access was not reasonably practical to achieve. This practice will continue unchanged.</p> <p>Falkirk test centre was DDA compliant for customers so there will be little change with regards to access to the building or toilets for customers. Access to the examiner office at Grangemouth is improved simply due to the amount of space available within the office.</p> <p>There is no reason or evidence to suggest that the location or journey to the new test centre location will prove to be any more/less problematic for persons with a disability.</p>
<b>Gender</b>	✓							<p>Data outlining DSA's customer base shows that there is no one particular gender adversely affected by this move as Falkirk is used by both sexes in similar numbers. Last year (2011/12), DSA customers at Falkirk DTC were made up of 47.67% male customers and 52.33% female customers. Similarly, the gender of the local community is fairly evenly distributed with approximately 48.03% male and 51.96% female (2001 Census).</p> <p>There is no reason or evidence to suggest that one particular gender would be less able to comply with a requirement to take a test from the new location.</p> <p>There is a low positive impact in the</p>

										move from Falkirk DTC to the new centre at Grangemouth as staff will have access to separate male and female toilets whereas they previously only had access to a single unisex toilet at Falkirk.
<b>Gender reassignment</b>									unknown	There are no known statistics or data available from external sources. Similarly, DSA do not capture details of this protected characteristic when booking or taking a test. As a result, no assessment of impact can be made in this case.
<b>Race</b>									✓	<p>Candidates are able to voluntarily disclose details of their ethnicity when booking a theory test. No further details are captured by DSA at any other stage of the testing process.</p> <p>Of those customers that took their test at Falkirk test centre and declared their ethnicity approximately 96% classified themselves as 'White'. Ethnic minority groups in the area make up a very small proportion of DSA's customer base at fewer than 4% (with the remainder preferring not to provide the information). This is, again, reflected in the wider population of Falkirk council. Statistics from the 2001 Census show that approximately 97.56% of the community classified themselves as 'White British' or 'White Scottish'.</p> <p>There is no reason or evidence to suggest that one particular ethnic group would be less able to comply with a requirement to take a test from the new location.</p>
<b>Religion or belief</b>									✓	<p>DSA do not capture details of this protected characteristic when booking or taking a test. As a result, no assessment of impact can be made in this case although we can draw some conclusions using the data available from 'Current Religion' section in the 2001 Scottish census (Annex C).</p> <p>According to the 2001 census (Annex C) the percentage of</p>

							<p>Muslims within the Falkirk local authority area is 0.55% - this is very low compared to other areas of the country. Although there is no statutory requirement to provide prayer facilities for staff or customers, where staff or customers are representative of a religion or belief that results in a regular requirement to pray, DSA seeks to accommodate this through the use of a designated room or area in the test centre, where possible.</p> <p>DSA's RACE group has commented on the lack of prayer facilities at some new sites, although it is acknowledged that the existing test centre does not have such facilities. In the case of Falkirk, there are no DSA staff from a minority ethnic group and due to the low percentage of Muslim customers, there is not considered to be a requirement or justification for such a facility. However, should such a facility for prayers be requested by staff or customers in the future, DSA will seek to accommodate such requests on a local level, where possible.</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 or journey to the new test centre location will prove to be problematic for any particular religion or belief group.</p>
<b>Sexual orientation</b>						<b>unknown</b>	<p>There are no known statistics or data available from external sources. Similarly, DSA do not capture details of this protected characteristic when booking or taking a test. As a result, no assessment of impact can be made in this case.</p>

<b>Pregnancy and Maternity</b>							<b>unknown</b>	There are no known statistics or data available from external sources. Similarly, DSA do not capture details of this protected characteristic when booking or taking a test. Any needs from staff who fall into this group are managed locally by the test centre manager with the help of the relevant policy and associated risk assessment procedures.

**\*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

<b>What are your arrangements for monitoring the policy and its impact on end users?</b>	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 / negative impact on the end users – these are carefully assessed on an ongoing basis.
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**If there is a negative impact, rated as medium or high, complete a Full EIA (part two of this template)**

<b>Sign off</b>		
	<b>Name/signed</b>	<b>Date</b>
<b>HOB/Operational Manager</b>		

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

**Thank you for your cooperation.**

<b>Engagement and Equality Team Action</b>	
<b>Date received</b>	
<b>Date published</b>	

Annex A

Consultation Record

<b>Who was consulted or involved in the meeting/discussion (for example: Staff Networks, TUS, Engagement and Equality Team )</b>	<b>Date of consultation</b>	<b>Issue/concern raised</b>	<b>Response provided/given</b>	<b>Resultant change or action arising</b>



## 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.

What mitigating actions or adaptations to the policy/function or service have been considered?

What alternative measures or policies were considered and what action has been taken?

<b>Final decision – What is the final decision in light of the evidence above?</b>
<b>How is policy/function or service to be implemented and by when.</b>

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