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 | Vehicle Purchase for fleet vehicles |
| Purpose and anticipated outcomes | To have a framework FLS can purchase capital vehicles required |
| Is this a new or existing Policy, Practice or Project? | Existing Framework |
| List of participants in Equality Impact Assessment process | Duncan McLeod (Fleet Support Manager)Carol Poulter (Fleet Systems Manager)Ella Hashemi (Equality, Diversity and Inclusion Manager) |
| Date Assessment started | 02/06/2023 |
| Completion date | 08/08/2023 |
| Who is likely to be affected?*E.g. employees, visitors, contractors, women, men, young people, older people, people with disabilities etc.* | All staff |

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** |
| --- | --- |
| Total Staff numbers FLS - 1080 *Disability - 5% have one or more disabilities, 89% have no disability, 6% have not disclosed*  | Management information on current workforce extracted from the FLS Workforce Equality Data September 2022  |
| Total Staff number Scottish Forestry – 224*Disability – 7% have one or more disabilities, 87% have no disability, 7% have not disclosed* | Management information on current workforce extracted from the SF Workforce Equality Data March 2023 |

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

| **As appropriate, please describe below, the consultation/engagement undertaken, including details of the groups involved and the methods used** |
| --- |
| N/A |

| **Detail below if there are any other groups to be consulted** |
| --- |
| N/A |

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 | Age has no relevance to vehicle purchase specifications. |
| **Disability***E.g. long term mental health conditions, neurodiversity, physical impairments* | No | Vehicles can be adapted to meet disabilities on a case by case basis. Each case will require a different set of specifications and can be assessed when need arises. Vehicles have been purchased in the past with automatic to allow drivers with reduced mobility to continue work. Colleagues with back issues can be provided with upgraded driver seats.Should the adapted vehicle be off road for any reason an alternative may be available in the fleet or a hire vehicle be provided. |
| **Gender reassignment***Where a person is living as a different gender to that at birth* | No | Gender reassignment has no relevance to vehicle specifications |
| **Pregnancy and maternity***Including breastfeeding*  | No | Pregnancy and maternity has no relevance to vehicle specifications Accounts for the VME fleet portal can be reactivated should a member of the team return from maternity or paternity leave. |
| **Race, ethnicity, colour, nationality or national origins***Including gypsies or travellers, refugees or asylum seekers* | No | Race, ethnicity, colour, nationality or national origins have no relevance to vehicle specifications |
| **Religion or belief***Including non-belief* | No | Religion or belief have no relevance to vehicle specifications |
| **Sex/Gender** | No | Vehicles have been purchased to accommodate taller drivers. Demos can be arranged prior to vehicle order. Vehicle make/model has been swapped for shorter drivers i.e. Berlingo was giving issues with elbow pain. MES will aim to provide solutions where possible. |
| **Marriage and civil partnership** | No | The fleet portal can update names of new accounts can be opened. Fleet portal is only accessed by MES team responsible for vehicle acquisitions. |
| **Sexual Orientation** | No | Sexual Orientation has no relevance to vehicle specifications |

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  | N/A |
| Give rise to direct or indirect discrimination | No  | N/A |
| Give rise to unlawful harassment or victimisation | No  | N/A |

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** |
| --- |
| During the procurement administration process any colleague that may need an adapted vehicle to carry out the job role they have been employed for in FLS or SF will be consulted on vehicle adaptations required. This will be on a case by case basis. |

| **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** |
| --- |
| By providing adapted vehicles when required we are advancing equality of opportunity between people who share a relevant protected characteristic and those who do not.  |

| **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** |
| --- |
| As per current good working relationships with our customers, we do not anticipate this standard dropping.  |

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 | Adjustment to fleet where possible to accommodate colleagues with disability and/or Sex/Gender requirements (details above) |
| Continue the Policy, Practice or Project |  |
| Stop and remove the Policy, Practice or Project |  |

| **Detail below recommendations, including action required, to address any negative impacts identified** |
| --- |
| N/A |

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.* |
| --- |
| These adaptation are considered on a case by case basis due to the specifics of each driver. MES provide the vehicle as per request from the regions and national teams. The regions and national teams them run their own fleet, MES reply on feedback and issues raised from them.  |

| **When and how is the Policy, Practice or Project due to be reviewed?** |
| --- |
| When the framework ends, 2026. Vehicle manufacturers and dealers are met every 6 months by MES team to discuss new innovations, makes and models being introduced. There is open communication with manufactures and dealers to discuss any EqIA requests to advise where a positive solution can be reached. |

Section 7: Sign off

| **Required information** | **Enter information below** |
| --- | --- |
| Date sent to Equality and Diversity Manager | 02.06.23 |
| Comments from Equality and Diversity Manager | Integrated throughout the assessment |
| Date signed off by Equality and Diversity Manager | 08.08.2023 |

| **Details of Senior Manager who has signed off this Equality Impact Assessment** | **Enter information below** |
| --- | --- |
| Name | Signature, Head of Mechanical Engineering |
| Title | Head of Mechanical Engineering |
| Date approved | 15 August 2023 |

Please send this completed and approved Equality Impact Assessment to:

Ella Hashemi, Equality, Diversity and Inclusion Manager, Forestry and Land Scotland