



Mainstreaming the Equality Duty Report And Employee Information

April 2015

1. INTRODUCTION

Tactran is the statutory Regional Transport Partnership (RTP) covering the Angus, Dundee City, Perth & Kinross and Stirling Council areas. The Partnership's principal statutory role and duty is to develop and oversee the delivery of the Regional Transport Strategy (RTS).

The Tactran Regional Transport Strategy 2008 – 2023 was developed in accordance with the requirements of the Transport (Scotland) Act 2005 and subordinate Regulations, including associated Regional Transport Strategy Guidance. The Strategy gained Ministerial approval in June 2008.

The RTS seeks to enhance social and economic wellbeing and public health; promote public safety and the safety of transport users; promote social inclusion; facilitate access to hospitals, clinics and other places where health services are provided; and encourage equal opportunities, in particular the observance of statutory Equal Opportunities requirements.

RTPs are statutory Community Planning partners and the Partnership is a signatory to the Community Plans and Single Outcome Agreements (SOAs) covering its 4 constituent Council areas. Through its role in Community Planning the Partnership seeks to support and contribute to the achievement of a range of wider equalities outcomes identified within SOAs.

RTPs are also designated "Key Agencies" within the Development Planning process. Through its statutory role in contributing to and supporting Strategic and Local Development Plans, Tactran seeks to ensure that strategic Land Use and Transportation policies are closely aligned, with a view to ensuring that all forms of land use and related development are served by a range of modes which are inclusive and provide accessible and sustainable travel choices for all sectors of the community.

Effective and accessible transport supports an inclusive and prosperous society. In developing and delivering its RTS, working with statutory and other key stakeholders, the Partnership seeks to ensure that the connectivity and accessibility needs of all sectors of society and communities are recognised and addressed.

Relevant issues with particular relevance to the transport sector include :-

- people with a disability or long-term illness are less likely to hold a full driving licence compared to people who report no disability/long-term illness;
- adults from minority ethnic groups are markedly less likely to hold a driving licence than white ethnic groups;
- adults with a disability or long-term illness are more likely to use a local bus service than those with no disability or long-term illness;
- women make more use of local bus services than men;
- older people are more likely to use local bus services than other adults.

During 2014 and 2015 the Partnership is undertaking a refresh of its RTS. This has been informed by consultations with key stakeholders and includes updating to take account of relevant policy and other changes since approval of the RTS 2008 - 2023. Consultation on the RTS Main Issues during 2014 confirmed that the original RTS Vision and Objectives remain valid and the core policy intent and direction of the RTS is not, therefore, expected to alter.

A key part of the RTS Refresh process has been the undertaking of a full Equality Impact Assessment (EQiA) which has been informed by consultation with the Partnership's Equalities Forum.

Further explanation of the RTS Refresh process and timescales is given in section 4.2 below.

2. EQUALITIES DUTIES

The Equality and Human Rights Commission produced guidance on how public authorities can meet the requirements of the Equalities Act 2010 and the Equalities Act 2010 (Specific Duties) (Scotland) Regulations 2012.

The Equality Act 2010 defines three “general equality duties” which are to :-

- eliminate unlawful discrimination, harassment and victimisation and other prohibitive conduct;
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not; and
- foster good relations between people who share a protected characteristic and those who do not.

The Act also sets out that:-

- meeting different needs includes (among other things) taking steps to take account of disabled peoples disabilities;
- fostering good relations means tackling prejudice and promoting understanding between people of different groups; and
- meeting the general equality duty may involve treating some people more favourably than others.

3. SPECIFIC DUTIES

The Specific Duties are the steps required to deliver the General Duties as outlined above. Following the publication of required reports in April 2013, the general actions now required are to :-

- publish an updated Mainstreaming Report no later than 30th April 2015 which :-
 - shows how equality becomes part of the structures, behaviours and culture of the authority;
 - demonstrates how, in carrying out its functions, the authority is promoting equality;
 - contributes to continuous improvement and better performance by mainstreaming equality.
- publish a report on progress towards achieving the Equality Outcomes report published in April 2013, which included a defined set of equality outcomes aimed at enabling the Partnership to better perform the general equality duty.

4. MEETING OUR DUTIES

4.1 Identifying the Functions and Policies Relevant to Equality

Tactran is a “Model 1” RTP with the responsibility to develop, monitor and oversee the delivery of the Regional Transport Strategy (RTS) for its area. This remains Tactran’s primary role and duty.

Many of the statutory duties and responsibility for service delivery relating to key policy and delivery elements of the RTS reside with the Partnership’s constituent Councils, amongst other duties/responsibilities acting as statutory local roads and public transport authorities. Other duties and responsibilities rest with Transport Scotland, in relation to the national road and rail network, and with a range of public transport operators and providers.

While Tactran is not a direct provider of transport services, it seeks to influence and improve transport policy and provision through undertaking and funding of feasibility studies and project design; promoting sustainable travel behaviour through Travel Planning and Active Travel promotion; development of inclusive Travel Information tools and strategies; and the development of its Health & Transport Framework working with Community Planning Partnerships. Through working in partnership with and providing grant assistance to local authorities, other public bodies, transport operators, community groups and others, Tactran seeks to influence the development and delivery of inclusive transport policies and measures.

Through engaging individually and collectively with both the Scottish and UK Governments and national, regional and local transport providers, RTPs can strongly influence transport policy and related provision, including through the requirement for Councils, Health Boards and other public bodies to have regard to the Regional Transport Strategy when drawing up their own statutory documents and plans.

4.2 Tactran Regional Transport Strategy (RTS)

The RTS 2008 - 2023 and associated RTS Delivery Plan contain a range of objectives, policies and proposals that are designed to promote equality of accessibility for all sectors of the community, including those who suffer from disability, social exclusion as a result of multiple social deprivation, and those who are unable to use public transport for fear of personal security. The overall objectives of the Strategy are :-

- Economy – to ensure transport helps deliver regional prosperity;
- Accessibility, Equity and Social Inclusion – to improve accessibility for all, particularly those suffering from social exclusion;,
- Environment – ensure the transport system safeguards the environment;
- Health and Wellbeing – to promote health and wellbeing of communities;
- Safety & Security- to improve real and perceived safety and security;
- Integration – to improve integration between transport modes and other policy areas.

The Accessibility objective has particular relevance to the equalities duty. This has 5 relevant sub-Objectives, which are to :-

- improve access to employment;
- improve access to public services, including health and education;
- improve access to retail, recreation and leisure facilities;

- reduce severance and social and economic isolation; and
- improve the accessibility and inclusivity of the transport system.

From these high level objectives various policies and interventions have been developed, with the aim of addressing inequalities in access to jobs, health facilities, education, shops and leisure and recreation facilities. By seeking to pursue and address these issues and objectives in a non-discriminatory way, the Partnership seeks to achieve and improve equality of accessibility for all citizens and visitors.

In addition, equalities interests are specifically identified and addressed through ongoing implementation of Action Programmes identified in the Partnership's sub-Strategies for Buses, Travel Information and Walking & Cycling, plus through related consultation fora and other elements of RTS policy and delivery. These include a Health & Transport Group and a Sustainable Transport Forum which aim to improve transport and accessibility for all users.

Local policy and delivery responsibility for a number of key elements of the RTS remains with the Partnership's constituent Councils – e.g. public transport service and infrastructure provision. Where such services and facilities are delivered by the Partnership's constituent Councils and/or other public/private sector partners, the relevant agencies' equalities policies and processes for consultation with equalities groupings apply.

The RTS 2008 - 2023, related sub-Strategies for Buses, Walking & Cycling, Travel Information and Park & Ride, and the RTS Delivery Plan are available for inspection and can be downloaded free of charge from the Partnership's website www.tactran.gov.uk

Legislation requires that Regional Transport Strategies are reviewed and updated periodically. Reflecting the importance of ensuring close alignment of strategic transport and land use policies and planning, the current RTS Refresh is being conducted in parallel with a review of the TAYplan Strategic Development Plan, which covers 3 of Tactran's constituent Councils – Angus, Dundee City and Perth & Kinross – whilst also taking account of the emerging Local Development Plans for the Partnership's 4 constituent Councils and Community Planning Partnership areas, plus the Cairngorms National Park and the Loch Lomond & the Trossachs National Park.

As indicated in section 1 above, the Partnership is currently undertaking a refresh of its RTS. At the time of writing this progress report the Draft RTS Refresh and accompanying EQiA are the subject of a 6-week period of consultation, including groups representing equalities interests. The consultation period ends on 8 May 2015 and it is anticipated that the finalised RTS Refresh and accompanying EQiA will be submitted for approval by the Partnership at its meeting on 16 June 2015, prior to submission for Ministerial approval during the summer.

The Partnership's Mainstreaming the Equality Duty Report and Equality Outcomes Report will be reviewed and updated to take account of any issues or necessary actions identified through the ongoing RTS Refresh consultation.

4.3 Employment Duty and Information

Public Bodies have a duty to publish annual information on their employees broken down by protected characteristic and to report on recruitment, development and retention of employees broken down by protected characteristic. This information requires to be published for the 2 years since publication of the previous Mainstreaming Report.

As a “Model 1” RTP Tactran is a small, strategic organisation. Reflecting its strategic role the Partnership’s staff establishment comprises 6 full-time staff as follows :-

- Partnership Director
- Strategy Manager
- Projects Manager
- Travel Plan Officer
- Office Manager/PA to Director
- Administrative Assistant

During 2014 the Partnership entered into a partnership relationship with Sustrans. Through this Tactran funds the appointment by Sustrans of an embedded Active Travel Officer, whose role is to work with Tactran, partner Councils, Sustrans and other relevant stakeholders to support delivery of active infrastructure and associated policies and measures to encourage behavioural change in favour of more sustainable modes of travel. The promotion and development of active travel supports a wide range of RTS objectives and Community Planning/SOA outcomes relating to social inclusion, improving individual and community health and wellbeing, carbon reduction and wider social, environmental and economic outcomes.

Tactran is supported in carrying out its day to day functions by the provision of Secretariat, Legal, Financial and Information Technology support by Perth & Kinross Council.

Specialist Human Resources advice to the Partnership is provided by Perth & Kinross Council. The Council has developed its own comprehensive equalities policies and procedures, including Equal Opportunities Monitoring, Positive Action in Recruitment and Equal Pay Policy, which the Partnership adopts, ensuring that employment practice is compliant with equalities requirements.

The Partnership’s HR policies and procedures are reviewed and updated periodically. A comprehensive review of HR policies by the Partnership Board took place in September 2011, when the following updated policies were approved :-

- Equal Opportunities
- Adoption Leave
- Maternity Leave
- Paternity Leave
- Paternal Leave
- Annual Leave
- Special Leave
- Flexi Time
- Achieving & Maintaining Standards
- Fairness at Work
- Maximising Attendance
- Early Retiral and Voluntary Severance Scheme

- Employee Code of Conduct
- Substance Misuse
- Smoking at Work

The updated Equal Opportunities policy takes account of the Equalities Act 2010 and embraces all of the specified equalities characteristics. All of the Partnership's HR policies can be inspected on the Partnership's website.

In approving updated policies and procedures during 2011 the Partnership agreed to review and update its HR policies and procedures in line with equivalent Perth & Kinross Council policies and procedures, adapted as appropriate to reflect the Partnership's own operational needs and circumstances. This includes adoption of the Council's recruitment and selection policies and procedures.

The Partnership's staff headquarters at Bordeaux House, 31 Kinnoull Street, Perth is fully disabled accessible with lift access and a disabled toilet.

4.4 Assessing and Consulting on the Impact of our Policies;

Assessment

The Regional Transport Strategy 2008 - 2023 was developed and assessed in line with STAG (Scottish Transport Appraisal Guidance) principles. The STAG process examined the strategy in terms of Economy, Accessibility, Environment, and Safety and Health indicating the overall impact of the strategy in these areas.

The RTS recognises that particular groups and sectors of society rely heavily on public transport services and related facilities and identifies a number of key issues in relation to the regional transport network, including :-

- the need for improvement to disabled access on and when boarding public transport and at key interchanges, including bus and rail stations;
- the need for demand responsive transport provision in rural areas where conventional bus services tend to be less available or frequent, or for those who are unable to make use of conventionally operated bus services;
- the need for high quality and accessible public transport information which is available in a variety of formats and mediums, including travellers with special needs.

The RTS confirms that interventions and measures pursued in fulfilment of the strategy will be subject to an Equality Impact Assessment where appropriate. As proposals and projects progress towards implementation the Partnership will work with delivery partners to ensure that equalities impacts are considered and that Equality Impact Assessments are undertaken in all appropriate cases.

4.5 Consultation

A comprehensive and wide-ranging consultation was carried out as part of the development of the RTS, as described in the RTS Report of Consultation, which is available on the Partnership's website. Stakeholder consultation was carried out at three key stages of the RTS 2008 - 2023 development :-

1. **Key Trends and Main Issues Identification** – to ensure that all the relevant issues were identified.
2. **Objective Setting and Prioritisation** – to ensure that there was agreement on prioritisation of issues.
3. **Draft Strategy** – widespread consultation on the Draft Strategy with a comprehensive analysis of comments and how they informed and influenced the Finalised Strategy.

Throughout the process numerous organisations representing the interests outlined below were sought.

Health	Safety	Mobility	Commerce	Employment
Health Boards	Police	Sensory Groups	Councils	Councils
Environmental Groups	Fire & Rescue	Mobility Groups	Scottish Enterprise	Passenger Transport Operators
National Parks	Bus Users UK	Older People	Freight Transport Association	Freight Operators
Forestry Commission	Traffic Commissioner	Young People	Road Haulage Association	Major Employers
Scottish Natural Heritage		Paths for All	HIAL	Careers Scotland
Friends of the Earth		Sustrans	CPT	
		Cycling Scotland	Ports / Harbours	
		ACORP	Chambers of Commerce	
		CTA	STUC	
		SAPT		
		Living Streets		

During development of the RTS various “Key Stakeholder” meetings including the above groups took place. During formal consultation on the Draft RTS a range of stakeholders and equalities interest groups were consulted. The then Scottish Executive's Equality Unit and constituent Councils provided details of all equalities interest groups nationally and regionally and these were positively engaged, through direct invitation to comment on the Draft Strategy and to contribute towards Focus Group and Key Stakeholder Workshops convened to consider the various aspects of the emerging strategy.

The formal consultation on the Draft Strategy specifically sought views on whether the Draft RTS would impact on equality groups. At the time of consultation 54% felt it would not impact adversely; 36% were unable to comment; while just under 10% considered that there may be negative impacts. These concerns were considered during re-drafting of the Finalised RTS.

Ongoing consultation on the RTS Refresh has included further engagement with identified equalities groups, including informing development of the accompanying EQiA for the updated RTS.

4.6 Equalities Forum

Arising from the consultations undertaken with equalities interests during the development of the RTS 2008 - 2023, an Equalities Forum was established in early 2008. This informed the development of the Partnership's Equalities Scheme and Action Plan, which was approved in 2007. The 2007 Equalities Scheme has been superseded by the new duty to publish Equality Outcomes and a Mainstreaming Report and associated progress reporting.

The Partnership is progressively aligning its RTS and associated delivery priorities with the priorities identified by Community Planning Partnerships and SOAs. Recent consultation with equalities groupings and the Equalities Forum as part of the RTS Refresh has informed the development of the EQiA, which is currently the subject of consultation along with the RTS Refresh.

Following completion of the ongoing RTS Refresh process it is the intention to review the scope and function of the Partnership's Equalities Forum in line with the extended equalities duties and characteristics and also in light of ongoing embedding and alignment of the Partnership's role and activity within and supporting Community Planning.

4.7 Monitoring Policies for any Adverse Impact on Equalities;

The RTS 2008 - 2023 includes a Monitoring Framework with 22 Indicators and associated targets. Progress on the Monitoring Framework is reported annually within the Partnership's Annual Report. A number of the current monitoring indicators relate to elements of the RTS which are relevant to equalities including :-

- accessibility by public transport to hospitals; further or higher education; retail, leisure and recreational faculties;
- improving accessibility and inclusivity of the bus network; and
- improving real and perceived levels of personal security on the transport network.

The current Monitoring Framework is being reviewed as part of the RTS Refresh process and opportunities to include further indicators relating to the achievement of equalities outcomes will be considered.

From April 2013 all reports to the Partnership have included screening and comment on equality impacts and issues to ensure that Partnership Board members are aware of and consider these. This procedure will be reviewed and updated to take account of the ongoing RTS Refresh and any specific equalities issues identified through consultation on the RTS Refresh and EQiA.

4.8 Employment Duty

As a body employing 6 full-time staff, the Partnership is not required to report on Gender Pay Gap Information.

As indicated in section 4.3 above, the Partnership adopts the employment and related monitoring processes of Perth & Kinross Council, which are continually reviewed to ensure equality issues are fully recognised and embedded within employment reporting.

There have been no new recruitments or other staff movements/developments during the period since April 2013. The gender and ethnicity composition of the Partnership's employees is as follows :-

Ethnicity	2013		2014	
	Male	Female	Male	Female
White	3	3	3	3
Mixed or Multiple				
Asian				
African				
Caribbean or Black				
Other				

Guidance issued in March 2015 under the Scottish Government's Equality Evidence Toolkit for Public Authorities indicates that reporting combinations of other protected characteristics for small employee numbers risks identifying individuals, which should be avoided.

4.9 Publishing Results of Assessments, Consultation and Monitoring;

The Mainstreaming the Equality Duty Report and Equalities Outcome Report will be published on the Partnership's website www.tactran.gov.uk.

Progress related to the Equality Outcomes Report will be reported two-yearly and through inclusion within the Partnership's Annual Reports. Annual Reports are published on www.tactran.gov.uk. The first progress update on the Equalities Outcome Report in 2015 will also be included in the Partnership's 2014/15 Annual Report, which is scheduled for publication in the autumn of 2015, following finalisation of the Partnership's 2014/15 Annual Accounts.

A full refresh of the Equalities Outcomes Report will be undertaken every four years, with the first comprehensive review and refresh scheduled for publication by 30 April 2017.

4.10 Ensuring Employees Are Aware of Their Duty to Promote Equality.

The Partnership's Governance and HR policies are notified to all staff and are available on the website.

The Partnership's employment/HR policies are reviewed periodically in line with updating of Perth & Kinross Council policies and to take account of revisions to equalities and other employment legislation and guidance.

The accompanying Equality Outcomes Report includes a number of specific actions which are designed to ensure that all employees of the Partnership are aware of and take appropriate actions to address, implement and monitor the Partnership's duties in relation to equalities.