



Equality Screening Template

Use of a GPS-based fleet tracking system

Belfast City Council -Equality Screening Template

The Council has a statutory duty to screen. This includes our strategies, plans, policies, legislative developments; and new ways of working such as – the introduction, change or end of an existing service, grant funding arrangement or facility. This screening template is designed to help departments consider the likely equality impacts of their proposed decisions on different groups of customers, service users, staff and visitors.

Before carrying out an equality screening exercise it is important that you have received the necessary training first. To find out about the training needed, contact – gilmartins@belfastcity.gov.uk / dennisl@belfastcity.gov.uk

The accompanying **Screening Guidance** note provides straightforward advice on how to carry out equality screening exercises. Detailed information about the Section 75 equality duties¹ and what they mean in practice is available on the Equality Commission's website.

The screening template has 3 sections to complete. These are:

Section A - asks you to provide details about the policy / decision that is being screened.

Section B - has 4 key questions that require you to outline the likely impacts on equality groups, and all supporting evidence.

Section C- has 2 key questions in relation to obligations under the Disability Discrimination Order

Section D- is the formal record of the screening decision

¹ ECNI 'Section 75 of the NI Act 1998: A Guide for Public Authorities' April 2010. www.equalityni.org

Section A

Details about the policy / decision to be screened

Title of policy / decision to be screened:-

Use of a GPS-based fleet tracking system

Brief description of policy / decision to be screened:-

(Explain - Is this a new, revised or existing policy? Are there financial / legislative / procurement implications?)

A fleet-tracking system using global positioning data is to be procured and implemented. This will involve the fitting of a transponder to every BCC fleet asset, and will allow the real-time mapped tracking of fleet items in all areas of the city. This will affect all staff driving or being transported in BCC vehicles in any area of the city, in the sense that they can be tracked by the system and that this location-based information would be 'personal data' for the purposes of the Data Protection Act (DPA).

The system is being introduced universally, and thus does not impact on any specific geographic area, group of staff or section of the work-force etc.

Aims and objectives of the policy / decision to be screened:-

(What is the policy trying to achieve?)

The principal objectives of the policy are to:-

- enhance the planning, use, deployment, utilization, safety & efficiency of the council's fleet of nearly 350 vehicles;
- reduce fuel and other costs where possible;
- encourage good driving behaviours by council staff; and
- provide definitive information for use in relation to any fleet-related litigation.

On whom will the policy / decision impact?

Consider the internal and external impacts (both actual or potential)

Staff: the council employs drivers in most departments and these individuals (currently estimated to be in excess of 300 staff overall) will also routinely transport other BCC staff in their vehicles, so that most craft and former-manual employees will be affected by the policy.

Service users: service users will only indirectly be affected by the policy, hopefully in the form of improved performance and service.

Other public sector organizations

Voluntary / community groups / trade unions

Others, please specify

Are there linkages to other Agencies/ Departments?

As most/all departments employ staff who are either routinely or occasionally required to drive council vehicles the policy will affect all departments. There are no specific links with outside agencies.

Section B

1. Outline consultation process achieved or planned

Consultation has taken place with staff representatives via the Joint Negotiating & Consultative Committee (JNCC) and the council's Trade Union Co-ordinators on a number of occasions. An external consultant was commissioned to carry out a Privacy Impact Assessment (as recommended by the ICO) and advice was sought from the council's Records Management section on any Data Protection principles and issues arising. A written protocol and accompanying management guidelines have been produced in consultation with the JNCC.

2. Available evidence

What evidence / information (both qualitative and quantitative) have you gathered to inform this policy? Set out all evidence below to help inform your screening assessment. Please note: It is important to record information gathered from a variety of sources such as:

- A. Monitoring information*
- B. Complaints*
- C. Research /surveys*
- D. Consultation exercise and other public authorities*

Section 75 category	Details of evidence / information and engagement
Religious belief	No specific information-gathering or engagement processes have been carried out in respect of this policy. This is because the implementation of the specified system is being carried out on a universal basis with all departments, services, geographic areas and groups of staff included. The primary purpose of the proposed system is to track fleet assets, not individuals, and there is no evidence to suggest that the policy could or would impact unequally or unfairly on any specific political, religious, ethnic, gender or other recognized group or groups within the overall work-force.
Political opinion	As above.
Racial group	As above.
Age	As above.
Marital status	As above.
Sexual	As above.

orientation	
Men & women generally	As above.
Disability	As above.
Dependants	As above.

3. What is the likely impact (indicate if the policy impact is positive or negative) on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? What is the level of impact?

Section 75 category	Likely impact?	Level of impact? Minor/Major/None
Religious belief	Unlikely to have any direct impact in respect of this category as the policy is being implemented universally for all staff in all areas of the city.	None
Political opinion	Unlikely to have any direct impact in respect of this category as the policy is being implemented universally for all staff in all areas of the city.	None
Racial group	Unlikely to have any direct impact in respect of this category as the policy is being implemented universally for all staff in all areas of the city.	None
Age	Unlikely to have any direct impact in respect of this category as the policy is being implemented	None

	universally for all staff in all areas of the city.	
Marital status	Unlikely to have any direct impact in respect of this category as the policy is being implemented universally for all staff in all areas of the city.	None
Sexual orientation	Unlikely to have any direct impact in respect of this category as the policy is being implemented universally for all staff in all areas of the city.	None
Men and women generally	Unlikely to have any direct impact in respect of this category as the policy is being implemented universally for all staff in all areas of the city.	None
Disability	Unlikely to have any direct impact in respect of this category as the policy is being implemented universally for all staff in all areas of the city.	None
Dependants	Unlikely to have any direct impact in respect of this category as the policy is being implemented universally for all staff in all areas of the city.	None

4. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?

Section 75 category	If Yes, provide details	If No, provide reasons
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Religious belief	The proposed system does not change the working requirements, methods or responsibilities in any way as it is concerned with the location of the vehicle, and thus does not have the potential to better promote equality of opportunity.	No
Political opinion	As above	No
Racial group	As above.	No
Age	As above.	No
Marital status	As above.	No
Sexual orientation	As above	No
Men and women generally	As above.	No
Disability	As above.	No
Dependants	As above.	No

5. To what extent is the policy likely to impact (positive or negatively) on good relations between people of different religious belief, political opinion or racial group? What is the level of impact?

Good relations	Likely impact?	Level of impact? Minor/Major/None
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category		
Religious belief	The proposed system would apply equally to all staff driving or travelling in BCC vehicles in all areas of the city and derived from all communities, so there would be no impact, positive or negative, caused by it.	None
Political opinion	As above	None
Racial group	As above.	None

6. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good relations category	If Yes, provide details	If No, provide reasons
Religious belief	As above	No
Political opinion	As above	No
Racial group	As above	No

7. Multiple Identities

Provide details of data on the impact of the policy with multiple identities

Specify relevant Section 75 categories concerned.

None Identified

Section C

Belfast City Council also has legislative obligations to meet under the [Disability Discrimination Order](#) and Questions 5 -6 relate to these two areas.

Consideration of Disability Duties

- 8. Does this proposed policy / decision provide an opportunity for the Council to better promote positive attitudes towards disabled people?**

Explain your assessment in full

The proposed system does not change the working requirements, methods or responsibilities of staff in any way as it is concerned with the location of the vehicle, and thus does not have the potential to better promote positive attitudes towards disabled people.

9. Does this proposed policy / decision provide an opportunity to actively increase the participation by disabled people in public life?

Explain your assessment in full

The proposed system does not change the working requirements, methods or responsibilities of staff in any way as it is concerned with the location of the vehicle, and thus does not have the potential to increase participation by disabled people in public life.

Monitoring Arrangements

Section 75 places a requirement the Council to have equality monitoring arrangements in place in order to assess the impact of policies and services etc; and to help identify barriers to fair participation and to better promote equality of opportunity.

Outline what data you will collect in the future in order to monitor the impact of this policy / decision on equality, good relations and disability duties.

Equality	Good Relations	Disability Duties

Section D

Formal Record of Screening Decision

Title of Proposed Policy / Decision being screened

Protocol on the Use of Global Positioning Systems in Council Operated Vehicles.

I can confirm that the proposed policy / decision has been screened for –

<input checked="" type="checkbox"/>	Equality of opportunity and good relations
<input checked="" type="checkbox"/>	Disability Duties

On the basis of the answers to the screening questions, I recommend that this policy / decision is –

**place an X in the appropriate box below*

<input type="checkbox"/>	*Screened In – Necessary to conduct a full EQIA
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<input checked="" type="checkbox"/>	<p>*Screened Out – No EQIA necessary (no impacts)</p> <p>Provide a brief note here to explain how this decision was reached:</p> <p>The implementation of the specified system is being carried out on a universal basis with all departments, services, geographic areas and groups of staff included. The primary purpose of the proposed system is to track fleet assets, not individuals, and there is no reason or evidence to conclude that the policy could or would impact unequally or unfairly on any specific political, religious, ethnic, gender or other recognized group or groups within the overall work-force. For this reason the policy has been screened out.</p>
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<input type="checkbox"/>	<p>* Screened Out - Mitigating Actions (minor impacts)</p> <ul style="list-style-type: none"> • Provide a brief note here to explain how this decision was reached: • Explain what mitigating actions and / or policy changes will now be introduced:
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Formal Record of Screening Decision (cont)

Screening assessment completed by (Officer level) -

Name: George Wright

Date: 2nd October 2014

Department/ Job Title: Property & Projects / Head of Facilities Management

Signature: please insert a scanned image of your signature below

Name:

Date:

Department/ Job Title:

Signature: please insert a scanned image of your signature below

Please save the final version of the completed screening form and forward to the Equality and Diversity Officer – gilmartins@belfastcity.gov.uk or dennisl@belfastcity.gov.uk . The screening form will be placed on the BCC website and a link provided to the Council's Section 75 consultees.

For more information about equality screening contact –

Stella Gilmartin / Lorraine Dennis

Equality & Diversity Officer (*job-share*)

Belfast City Council

City Hall

Belfast

BT1 5GS

Telephone: 028 90270511

gilmartins@belfastcity.gov.uk or dennisl@belfastcity.gov.uk