

Item:

10



Report to Partnership Meeting of 30 November 2007

Draft Equalities Scheme

BACKGROUND

1. Equalities legislation requires that public bodies publish schemes setting out their policies and arrangements for complying with statutory duties in relation to Gender, Disability, Race and other equalities issues. In late April 2007 the Equal Opportunities Commission (EOC), now the Equality and Human Rights Commission since 1 October 2007, wrote to all Regional Transport Partnerships advising that they had a duty to publish a Gender Equality Scheme by 29 June 2007. RTPs also have a duty to publish a Disability Equality Scheme by 2 December 2007. We have not yet received deadline for publication of a Race Equality Scheme

There was insufficient time to publish a Gender Equality scheme between the end of April and the 29 June deadline for publication. After consultation with other RTPs, it was agreed to write collectively and individually to the EOC seeking agreement on a process and revised timescale by which all RTPs could comply with this duty. The EOC responded requesting that RTPs set out a firm programme for complying.

After consultation with other RTPs and Equalities Commission, it was agreed we would incorporate Gender, Race and Disability into a single scheme, which would fulfil our Equalities obligations.

2. The Partnership are asked to approve the scheme.

Report by: Dave Duthie
Designation: HITRANS Director
Date: 22 November 2007
Background papers: RTS



Draft EQUALITIES SCHEME

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Foreword

Foreword by the Chair

Welcome to the Highlands and Islands Transport Partnership (HITRANS) Equalities scheme. HITRANS as the new Transport Partnership for the Highlands and Islands takes its duties with regard to equalities very seriously. Since the new Partnership was established, we have made significant progress in adopting and implementing policies in the human resources area which have equalities of opportunity enshrined within them. In addition a major theme throughout our Regional Transport Strategy is the need for equality of access to transport facilities and services and through these to jobs, health care, education, shopping and social activities.

We have a statutory duty to publish an equalities scheme under legislation covering Race, Gender and Disability and this scheme addresses what we intend to do in these areas. It also addresses our proposals in other areas as well, for example age, religion/belief and sexuality.

We have chosen to combine these commitments in one equalities scheme rather than publish a series of individual schemes addressing specific legal duties but we have made it clear in the scheme which sectors of society should benefit from our proposals.

As a new organisation we realise that the scheme we have published will not be perfect and will need to evolve with the organisation and the functions it is tasked to deliver. At the core of that process will be the establishment of an Equalities Forum that will make sure that we continue to promote equal opportunities in the work we do in a way that is relevant to our core activity as a transport partnership. The publication of this scheme is not the end of our duty to promote equal opportunities but simply the beginning. We hope that you find this scheme informative and we welcome constructive feedback with a view to its improvement.

Duncan MacIntyre
Chairman
HITRANS

1 Who are HITRANS and what do we do?

Transport is an area where lack of equity in access and provision for different sectors of society and communities can have significant effects. Transport is the glue that binds so many different activities for us all and if equal access to transport is not available then it can lead to a range of other manifestations of inequality. The Scottish Government has published a High Level Summary of Equality Statistics and some relevant issues are recorded below with particular relevance to the transport sector.

HITRANS was established in December 2005 as one of 7 statutory Regional Transport Partnerships (RTP's) across Scotland. The purpose of establishing RTP's was to strengthen the planning and delivery of transport at a regional level so that it better serves the needs of people and businesses. RTPs bring together local authorities and other key regional stakeholders to take a strategic approach to transport in each region across Scotland. They are independent bodies corporate defined in the Transport (Scotland) Act 2005. That legislation bases them on the local government model but they are not local authorities and they are not Non-Departmental Public Bodies. RTPs are like joint boards, bringing councils together to enable best delivery of local government functions collectively and strategically over a larger area.

The Scottish Government Transport Group and Transport Scotland work to ensure close liaison with and between the RTPs and local authorities enabling transport policy in Scotland is properly co-ordinated.

HITRANS includes the local authority areas of most of Argyll and Bute (apart from Helensburgh and Lomond), Eilean Siar, Highland, Moray and Orkney. More information on the Partnership can be found at our website www.hitrans.org.uk.

HITRANS' membership is made up of 5 councillors (one for each Council area). We also have 3 non-councillor members who fulfil a role similar to that of Non-Executive Directors. The first round of these appointments was made by the Minister for Transport in April 2006 after a public advertising process.

HITRANS is a Model 1 RTP which means it has a statutory duty to develop a Regional Transport Strategy (RTS) for its area. At present, this remains HITRANS only duty under the 2005 Act. HITRANS has not yet moved towards seeking additional powers to allow it to move to a service delivery role although we currently manage our capital and revenue budget which in 2006/07 totalled over £5 million. HITRANS remains a very small organisation with a total of only three staff comprising of:

- Director
- Programme Manager
- Office Manager

HITRANS is assisted in carrying out its functions by permanent advisors from each Council and key stakeholders in the transport field, and through appointment of consultants with specialist skills. The provision of Human Resources, Legal and Secretariat services are provided by Comhairle Nan Eilean Siar and Financial Services by The Highland Council. These services were agreed by resolution of the HITRANS Board and in effect form service agreements with the Councils. HITRANS staff are not employed by any of the 5 constituent Councils but directly by HITRANS itself.

HITRANS' Regional Transport Strategy sets out what we want the region to achieve over the next 15 years and beyond through improvements in transport services and infrastructure, which is:

“to **enhance the region's viability**, enhancing the region's place and competitiveness and thereby attracting and retaining people in the region and making the Highlands and Islands a more attractive place in which to live, to work, to conduct business and to visit”

1.1 The Challenges We Face

A number of challenges have emerged for the Partnership from the analysis of problems, constraints and opportunities for the region:

- **Economic development.** There is consensus across the region on the need to grow business, to tackle economic inactivity and get more people into jobs.
- **Population change.** Population growth is mainly focussed around the Inner Moray Firth and the Skye and Lochalsh area. Remote and rural areas have however declined over recent decades, with steady population decline in Caithness and Sutherland, Argyll and the Islands and in Lochaber. The population of the region is slightly older than that of Scotland as a whole, and there is a trend towards an ageing population.
- **Accessibility.** Poor accessibility, in the form of affordability, availability, awareness and physical accessibility limits the people of the region from accessing life opportunities. This impacts upon all people, to varying degrees, but most severely on those who are recognised as being most prone to social exclusion – young people, those on low incomes, the unemployed, people in remote areas, those without access to a car and/or public transport services.
- **Congestion.** Inverness is one of the fastest-growing cities in Scotland and the popularity of the locality to live and work in is bringing with it increasing levels of congestion. Elgin and Oban are also particular growth areas in the region.
- **Environmental impacts.** The region has a multitude of environmental assets which are an attractor for tourists and provide the quality of life enjoyed by residents across the region.

1.2 Transport Related Facts and Figures

Across Scotland 11% of adults have indicated that they had a long-standing illness, health problem or disability and had difficulty with one or more of a number of transport-related activities, such as walking for at least 10 minutes or using a bus. The percentage increased to 18% of those aged 60 – 69, 24% of 70 – 79 year olds and 38% of people aged 80+.

“In the two year period 2004-2005 (combined), according to the National Travel Survey (NTS), on average, men traveled 9,175 miles compared to 6,866 miles for women (a difference of 2,309 miles). Adults aged between 30 and 59 years, traveled a greater average distance in Great Britain per person, per year (9,382 miles) in 2004-2005 combined, than adults aged between 16 and 29 years or aged 60 years and over.

According to the Scottish Household Survey in 2005, the car/van is the most popular mode of commuting to work for both males (71%) and females (65%), as either a driver or a passenger. In 2005, 10% of men who commuted walked to work, as did 15% of women. The bus was the next most popular mode of transport for commuting to work for both males (9%) and females (14%) in 2005.

According to the 2005 Scottish Household Survey, there is relatively little difference in the modes of transport by which people with and without a disability/ long-term illness commute to work. The most popular mode of transport for both groups is the car/ van, either as driver or passenger (67% of adults with a disability / long-term illness and 68% of adults with no disability / long-term illness).

In 2005, of 30-39 year olds who traveled to work, 65% drove compared to only 59% in 1999; the corresponding increase for 40-49 year olds was from 57% in 1999 to 65% in 2005 and for 50-59 year olds from 55% to 63%.

13% of adults aged 20 to 29 years commuted to work by bus in 1999 and this increased to 20% in 2005.

In 2005, the Scottish Household Survey estimates that 44% of people aged 17 and over who have a disability or long-term illness hold a full driving licence. This compares to 72% of people who report no disability/ long-term illness.

Since 1999 the proportion of people aged 17 and over who hold a full driving licence and have no disability or long-term illness has increased steadily year on year, whilst for those with a disability or long-term illness the proportion fell to a low of 41% in 2001 and has since increased steadily to around 45%.

According to the combined results of the Scottish Household Survey between 2001 and 2005, adults from minority ethnic groups are markedly less likely to hold a driving licence (48%) than white ethnic groups (66%).

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.

The Scottish Household Survey 2005 estimates that adults with a disability or long-term illness are most likely to use a bus service 2 or 3 times a week (15%) or every day/almost every day (13%). Those with no disability or long-term illness are also most likely to use a bus service 2 or 3 times a week (11%) or every day/almost every day (11%).

56% of adults with a disability or long-term illness have used a bus service in the previous month (to the survey interview). This compares to 42% of adults reporting no disability or long-term illness. Since 2002, the most marked difference in frequency of local bus use is that the proportion of adults with a disability or long-term illness using the bus every day or almost every day has increased from 9% to 13%.

Women make more use of local bus services than men.

The Scottish Household Survey 2005 estimates that women are most likely to use a bus service 2 or 3 times a week (14%) or every day/almost every day (13%). Men are also most likely to use a bus service 2 or 3 times a week (10%) or every day/ almost every day (10%).

36% of men have used a bus service in the previous month (to the survey interview) compared to 48% of women.

Since 2002 there has been virtually no change in the level of use of local bus services by men and women.

Pensioners are more likely to use local bus services than other adults.

The Scottish Household Survey in 2005 estimates that pensioners are most likely to use a bus service 2 to 3 times a week (20%), whereas adults as a whole are most likely to use a bus service 2 to 3 times a week (12%) or every day/ almost every day (also 12%).

51% of pensioners have used a bus service in the previous month (to the survey interview) compared to 46% of adults as a whole.

Since 2002, the most marked difference in local bus use is that proportion of pensioners using a local bus service in the previous month (to survey) has increased from 46% to 51%.”

2 Equalities Duties

The Race Relations (Amendment) Act 2000, the Disability Discrimination Act and Equality Bill places general and specific duties on public bodies (including Regional Transport Partnerships) to remove discrimination in terms of race, disability and gender.

These requirements introduce a number of general duties as follows;

2.1 Race Relations (Amendment) Act

- Eliminate unlawful racial discrimination;
- Promote equality of opportunity;
- Promote good relations between people of different racial groups.

2.2 Disability Discrimination Act

- Promote equality of opportunity between disabled persons and other persons;
- Eliminate discrimination that is unlawful under the Act;
- Eliminate harassment of disabled persons that relate to their disability;
- Promote positive attitudes towards disabled persons;
- Encourage participation by disabled people in public life;
- Take steps to take into account disabled persons' disability.

2.3 Equality Act

- Eliminate unlawful sex discrimination;
- Promote equality of opportunity between men and women.

It is in addition to the above our intention to include within our scheme actions to overcome discrimination related to age, religion/belief and sexuality on the same basis.

3 Specific Duties

Specific duties are the steps required to deliver the general duties as outlined above.

3.1 Prepare and Publish an Equality Scheme

Our Equalities Scheme outlines how HITRANS carries out its general duties by:

1. Identifying the functions and policies relevant to equality;
2. Assessing and consulting on the impact of our policies;
3. Monitoring policies for any adverse impact on equalities;
4. Make public the results of assessments, consultation and monitoring and
5. Ensuring employees are aware of their duty to promote equality.

3.2 Employment Duty

We have a duty to monitor our employment procedures and practices to ensure equity and also monitor the ethnic origin, disability status, gender of employees and applicants.

3.3 Equal Pay Statement

We understand that equal pay between men and women is a legal right under both domestic and European Law. We are committed to the principle of equal pay for all our employees.

4 Meeting our Duties

This Equality Scheme will address our Specific Duties and result in an Action Plan which will contain the steps that we will undertake to fully comply with our Equality duties as appropriate.

4.1 Identifying the Functions and Policies Relevant to Equality

Since December 2005, HITRANS has concentrated on its primary duty to provide and develop a Regional Transport Strategy (RTS), which was submitted to Scottish Ministers at the end of March 2007. The RTS sets out HITRANS' ambitions in regard to transport for the Highlands and Islands as included within the Partnership's area.

At present, HITRANS is responsible for funding/delivery of a capital programme of transport improvements amounting to £3.53m in financial year 2007/08. The majority of the capital programme is being delivered through HITRANS' provision of grant aid to its constituent local authorities, who themselves are subject to equalities legislation and each have Equality Schemes in place. Our revenue projects budget allows us to further develop the RTS and to deliver related research activities during 2007/08. Our conditions of contract of consultants for activities undertaken in this area will in future specifically require compliance with equalities legislation.

Consequently, while HITRANS is not a direct provider of transport services, it can influence that provision through grant assistance to local authorities and other public bodies, influence central government and other national transport providers through responses to consultations and pro-active lobbying, and it can strongly influence transport policy and provision through the requirement for local transport and planning authorities to take cognisance of the RTS when drawing up their own policies and practices.

4.2 HITRANS Regional Transport Strategy (RTS)

The RTS contains a range of objectives, policies and proposals that are designed to promote equality of access to transport for all sectors of the community, including for people who are disabled and/or socially excluded as a result of multiple social deprivation, and those who do not use public transport for fear of personal security, which is recognised as being particularly the case for women. In a region as diverse as the Highlands and Islands, it also seeks to provide equality of opportunity to access transport, and therefore services, facilities, jobs and education, no matter where one lives.

The Strategy vision and objectives are presented in Figure 4.2a. Overarching the Strategy is the vision for the region, which is to **enhance the region's viability**, enhancing the region's place competitiveness and thereby attracting and retaining people in the region and making the Highlands and Islands a more attractive place in which to live, to work, to conduct business and to visit. The vision for transport in the region is a statement of the final high-level outcome the Strategy is intended to achieve.

Figure 4.2a Strategy vision and objectives



To deliver the vision, the critical issue of connectivity needs to be addressed – improving how people and businesses get access to services and destinations. A delivery objective has therefore been developed for the Strategy: **to improve the interconnectivity of the region to strategic services and destinations**. Improving connectivity is central to all the problems and constraints that have been identified through analysis of the issues and during consultation with stakeholders around the region.

From improved connectivity comes the focus on the desirable outcomes for the region, the more specific planning objectives that have shaped the Strategy and against which the initial range of Strategy options has been sifted. The planning objectives, while being focussed on the issues identified as being important to the region, are also designed to fit with Government's five main objectives for transport (economy, safety, accessibility, integration and environment).

The objectives are strategic in nature. They have been used to focus thought for the development of options and interventions, both in the initial process of assessment which has aimed to narrow the choice of these options into a

workable package, and the later assessment process which has more thoroughly analysed and prioritised options.

The planning objectives for the Strategy are as follows, to:

- Enable the region to compete and to support growth – this is the primary planning objective, or desirable outcome. This fits with regional and national priorities. For example, in the Partnership Agreement¹, “*Growing the economy is our top priority.*”
- Enable the people of the region to participate in everyday life.
- Improve the safety and security of travel.
- Manage the impacts of travel on the region’s environmental assets.
- Improve the health of the region’s people.

These visions and objectives are all relevant to the Equality Scheme. By enabling all parts of the region to compete and support growth in all communities we will be tackling inequalities that exist in relation to access to employment and geographical social exclusion that is persistent in some of our communities. Through measures to improve people’s ability to participate in all manner of things we will contribute toward addressing various inequalities. Through measures targeted at addressing real and perceived safety and security concerns we will again support greater access to opportunities, and by improving access to health and support active travel measures we will be helping the region to achieve better health outcomes for all people.

HITRANS has had a fundamental role in assisting Inverness to become the first city in Scotland to have its entire urban bus network operated by low floor and wheelchair accessible vehicles. This covers the operation of four bus companies.

Across the Highlands and Islands as a whole HITRANS has worked in partnership with operators to secure the introduction of 152 low floor buses since 2004.

Another main aim of our Partnership, and one which is in line with achieving gender equality in access, is to improve customer safety and security by installing CCTV across the bus fleet and at interchanges across the region. Research for the Department of Transport in 2002/3 found that CCTV surveillance is the most favoured form of reassurance for people while travelling on the bus.²

The RTS commits HITRANS to developing a Public Transport Information Strategy, which will outline standards for local bus information, to ensure accessibility and consistency of information provision.. The Information Strategy

² A Partnership agreement for a better Scotland: Partnership Agreement.

<http://www.scotland.gov.uk/Publications/2003/05/17150/21952>

³ <http://www.dft.gov.uk/pgr/crime/ps/perceptions/factsheet3perceptionsofsecur2999>

is in progress and will cover all information, including paper timetables, roadside displays, real time information, web based information, fares information, concessionary travel information, tailored information for people with disabilities and maps.

4.3 Equality Impact Assessment

The Transport (Scotland) Act 2005 requires that Regional Transport Partnerships include a description about how transport will be provided, developed, improved and operated so as to, amongst other things, encourage equal opportunities and in particular, the observance of the statutory equal opportunities requirements.

The preparation and consultation phases for the RTS were designed so that the resulting Strategy took into account the views of a wide range of stakeholders who have interests covered by this general heading. The Scottish Executive Equality Unit provided contact details for representatives of equality groups and these were positively engaged through an invitation to comment on the Strategy at draft stage and to contribute towards focus group and stakeholder workshops convened to consider various aspects of the emerging Strategy.

The objectives of the Strategy were formulated to address key issues identified in consultation with stakeholders, including those associated with social inclusion. There is a strong emphasis within the Strategy on accessibility to key destinations using all forms of transport. In addition, a number of the proposed interventions will be of positive assistance to particular groups who experience difficulty in accessing and/or using transport to access services and facilities. These interventions include:

- (H33f) Targeted support for socially excluded groups to improve access opportunities. This could include tackling any aspect of accessibility – physical, awareness, affordability, acceptability and availability.
- (H33i) Upgrade poor quality transport terminals and vehicles (including continued investment in accessible vehicle fleet).
- (H35a) Make travel more affordable to individuals and businesses, extending Assisted Development Scheme to ferries.
- (H35b) Achieve equity and consistency in the concessionary fares system, across all relevant modes.
- (H33b) Comprehensive and user-friendly public transport information and mapping.
- (H30c) Package to increase the appeal of active travel and public transport.

As specific measures within the RTS are implemented they will be subject to an Equality Impact Assessment, where appropriate.

4.4 Employment Duty

Advice on human resources and legal issues are provided to us by Comhairle nan Eilean Siar who have developed their own comprehensive Equality Scheme. Therefore all advice supplied is compliant with their Equality Scheme.

As a result we have made significant progress on a number of fronts and are in the process of developing policies and procedures which will be approved by our board on:-

- Disciplinary
- Equal Opportunities
- Grievance
- Harassment at Work
- Maternity Leave
- Parental Leave
- Paternity Leave
- Adoption Leave
- Sickness Absence Procedure
- Special leave

Once approved, all above policies will be published to our web site.

We are carrying out a DDA compliance audit to ensure that our premises are suitable not only for wheelchair access but for all people with reduced mobility or disabilities. Interim arrangements are in place to hold larger meetings in an alternative venue that can accommodate everyone should this audit identify deficiencies.

HITRANS will always ensure that Partnership meetings that the meetings are held at venues accessible for people who are disabled. This was the case for all meetings and consultations held in association with the development of the Regional Transport Strategy.

Where possible, use will be made of hearing loop to help those with hearing impairments, this has still to be sourced.

HITRANS has ensured there is adequate parking for people with disabilities at our premises, and accessible public transport provision is available between the Inverness Airport Terminal, the transport hub for the area in which our office is located, and Inverness for onward connections.

4.5 Assessing and consulting on the impact of our policies

4.5.1 Assessment

The Regional Transport Strategy was developed and assessed in line with STAG (Scottish Transport Appraisal Guidance) principles.

The STAG process examines the strategy in terms of impacts of the Economy, Accessibility and Social Inclusion, the Environment, Safety and Security and Integration, indicating the multi-criteria impact of the strategy in these areas. The process identified that improving public transport accessibility by improving the availability, physical accessibility and affordability of transport as key issues for many groups across the region.

4.5.2 Consultation

An extensive programme of consultation underpinned the development of the RTS as detailed in a separate supporting document to the RTS. This took the form of:

- Email survey and in-depth interviews to review the previous strategy;
- First stage local stakeholder meetings in each of our five local authority areas;
- First stage stakeholder meeting with national stakeholders (held in Edinburgh) to engage key sectors/agencies in the development of the strategy;
- First stage in-depth interviews with key stakeholders;
- Draft strategy stage Stakeholder Conference;
- Stakeholder workshops;
- Draft strategy presentations to elected Members in each local authority;
- Advertisements in local press to ensure maximum public engagement;
- Web and hard copy distribution of full Draft RTS with consultation questions and
- Consultation on parallel Strategic Environmental Assessment of the Strategy (and Appropriate Assessment), including at Scoping and Environmental Report Stage.

The preparation and consultation phases for the RTS sought to ensure that the Finalised Strategy will not impact adversely on any particular group within society. This has been achieved by scrutiny of the Objectives and Interventions proposed within the Strategy and by seeking the views of a diverse range of Stakeholder groups and individuals through the consultation process.

The consultation we have carried out goes a long way to meeting the requirements for an equalities scheme to address all aspects of equality within our sector of activity.

4.5.3 Equalities Forum

A main aspect that has to be addressed as we move forward is consultation on the implementation of the strategy. It is therefore proposed to form an Equalities Forum as one of our advisory groups. It is initially proposed that the Forum meets twice a year and invites various equality groups to attend.

The purpose of the forum will be to:

- Inform people of what HITRANS are doing and what are our future plans;
- Allow discussion and involvement in decision making on relevant issues;
- Allow issues of concern to be raised;
- Use as a basis of developing initiatives; and
- Allow employment issues to be raised and discussed.

It is not intended that the forum should be a vehicle just to tell people what we are doing but to provide a forum at which a wide range of issues can be discussed and input can be made into our future plans.

4.5.4 Monitoring Policies for any Adverse Impact on Equalities

Built into the RTS is a monitoring plan associated with specific targets. As the strategy has yet to be approved, this monitoring plan has yet to be implemented.

Many of the monitoring measures relate to accessibility, which in terms of equality is an important issue but there are other issues related to equality that could also be monitored.

An equality audit will be undertaken on all relevant interventions implemented by the Partnership. This action requires further definition as we move forward.

4.6 Publish the results of assessments, consultation and monitoring

The scheme will be published on our website along with proposed actions and progress.

Proposals related to the Action Plan associated with this scheme will be reported through our annual business plan. The business plan will include reference to equalities issues and proposals and will allow updating of the equalities scheme.

In addition, the annual report covering the activities of HITRANS in the preceding year will in future identify progress on implementing equalities. It is intended to include a specific section on equalities in future progress reports.

The implementation of equalities policies is an ongoing process rather than simply the requirement to publish a specific scheme.

4.6.1 Ensuring employees are aware of their duty to promote equality.

All our policies relating to employment and the RTS are available on our website. They are also subject to reports to the Board which again are available on our website. Employee policies are circulated for comment prior to finalisation to allow comments to be made. We will ensure that all employees are fully aware of equality issues.

5 ACTION PLAN 2007- 2010

To ensure that equality issues are fully addressed, the following Action Plan has been prepared identifying issues acknowledged during the initial analysis as needing to be addressed how and when this will be achieved and by whom.

Policy Related

(R = Addresses Race Relations, D = Addresses Disability, G = Addresses Gender)

Proposed Outcome	Action	Timescale	Accountability	R	D	G
To provide a forum for consultation on HITRANS policy	Initiate an Equalities Forum, meetings to be held bi-annually	Implement by April 2008	Director	x	x	x
An equality audit procedure for proposed initiatives and projects	Develop and implement a procedure.	Develop and agree a procedure by May 2008 for immediate implementation.	Director & Programme Manager	x	x	x
A monitoring process that specifically identifies equality issues	Identify equality issues and relative monitoring requirements	March 2008	Director & Programme Manager	x	x	x
Define proposals for addressing equality issues	Include proposals in our annual business plan	–Include in Business Plan for 2008/09	Director	x	x	x
Monitor and report progress on equity issues	Include a report on progress in our Annual Report	Initiate 2008 - 2009	Director	x	x	x
All documents produced by HITRANS to be accessible to all sectors of the community	Make available a translation/Braille facility for any published documents as necessary. Provide large text/speech facilities for documents upon request.	On going work,	Office Manager	x	x	x

Proposed Outcome	Action	Timescale	Accountability	R	D	G
Promote improved accessibility for those dependent on public transport	Support will be encouraged in the improvement of all aspects of bus services (services, vehicle quality, fares, infrastructure, bus rapid transit, and integration) as a means of reducing congestion and enhancing accessibility.	See RTS Delivery Plan	RTP Board. Progress and support dependent on outcome of Government's Comprehensive Spending Review (CSR)	x	x	x
Improved public transport affordability	HITRANS will support intervention where affordability is recognised by the Partnership as a barrier to the use of public transport.	See RTS Delivery Plan	RTP Board. Progress and support dependent on outcome of Government CSR	x	x	x
Improved public transport accessibility for deprived communities	HITRANS will seek to ensure that communities with poor access to employment by Public Transport and low car ownership / high deprivation will be the subject of targeted measures to address this.	RTS Delivery Plan Table	RTP Board. Progress and support dependent on outcome of Government CSR	x	x	x
Improved accessibility for rural peripheral communities	In selecting interventions as part of the RTS, HITRANS will seek to pay particular regard to the need to reduce problems caused by peripherality in remote rural, island and other areas of the region that are less well served by Public Transport.	See RTS Delivery Plan	RTP Board. Progress and support dependent on outcome of Government CSR	x	x	x
Improved accessibility for those with no access to a car	Where improvements in accessibility are found to be require, the RTS will seek, in the first instance, to promote delivery these by enhancing conditions for pedestrians, cyclists and public transport users (including community transport / DRT.)	See RTS Delivery Plan	RTP Board. Progress and support dependent on outcome of Government CSR	x	x	x

Proposed Outcome	Action	Timescale	Accountability	R	D	G
Equal opportunities audit of all interventions	All interventions will be subject to an equal opportunities audit to ensure that they promote equal opportunities in accordance with the law.		Equal Opportunities Forum, findings reported to RTP Board	x	x	x
Improved access to Public Transport for those with mobility problems.	HITRANS will seek to ensure that people who have difficulties in using conventional public transport due to disability will be the subject of targeted measures to address this.	See RTS Delivery Plan	RTP Board. Progress and support dependent on outcome of Government CSR		x	
Improved access to health facilities by Public Transport for patients, visitors and employees.	HITRANS and its constituent authorities will work in partnership with Health Boards to improve access to health services.	See RTS Delivery Plan and Travel Plan proposals	RTP Board. Progress and support dependent on outcome of Government CSR	x	x	x
Enhanced security particularly for women who are discouraged from using public transport by personal security concerns.	There will be a presumption in favour of schemes that enhance personal security, especially for pedestrians, cyclists, and public transport users.	See RTS Delivery Plan	RTP Board. Progress and support dependent on outcome of Government CSR			x
Quality audit of all interventions by HITRANS to ensure needs of all aspects of the community are addressed.	All projects and interventions will be subject to a quality audit to ensure they maximise opportunities to meet all RTS objectives. The quality audit will ensure that the needs of all groups are given due consideration in the assessment and design of RTS measures.	Ongoing for RTS Interventions in the Delivery Plan	Director & Programme Manager	x	x	x
Ensure equalities issues are considered in project justification/prioritisation	Include equalities section in project prioritisation/justification pro forma for future funding consideration of projects.	See RTS Delivery Plan	Programme Manager	x	x	x
Ensure equalities progress is	Include a section in annual progress report	Annual Business	Director	x	x	x

Proposed Outcome	Action	Timescale	Accountability	R	D	G
reported to the board annually	on equalities	Plan report				
Ensure equalities issues are integral to our future planning	Include section on equalities in the annual business plan	From end 2007	Director	x	x	x
HITRANS communications encourage equalities	Audit HITRANS publications to ensure equal access by all	From December 2007 onwards	Director	x	x	x
Promote access to HITRANS for all sectors of the community	Participate in events designed to promote equal opportunities	2008 onwards	Director	x	x	
Ensure that in HITRANS communications all aspects of society are treated equally	Audit HITRANS publications to ensure that the image portrayed gives equal emphasis to men and women, includes images of ethnic minorities and includes images of people with disabilities as integral with society.	2008 onwards	Director	x	x	x

Office Related

(R = Addresses Race Relations, D = Addresses Disability, G = Addresses Gender)

Proposed Outcome	Action	Timescale	Accountability	Success Indicators/ Measures	R	D	G
To have an appropriate operational Equalities Scheme	Identifying the functions and policies relevant to equality. Consult with the general public, Local Authorities & Board Members regarding the Equality Scheme and action plan to ensure all equality objectives are appropriate and relevant	Initiate immediately to be continuously evolving	Director, Programme Manager & Office Manager	Draft Scheme to be submitted to Equal Opportunities Commission, following which, Consultation arranged, responses to be collated and reported in the form of a comprehensive scheme to Equal Opportunities Commission	x	x	x
Ensuring employees are aware of their duty to promote equality	Create induction programmes for new staff once polices approved by the Partnership board	April 2008, ongoing	Office Manager	Induction programme to include session on equality and diversity	x	x	x
Ensuring employees are aware of their duty to promote equality	Consult with HITRANS staff on the draft Equalities scheme	Ongoing, once approved	Office Manager	Draft Scheme to be submitted to the Partnership Board for approval in November 2007.	x	x	x
Monitoring policies for any adverse impact on equalities	Ensure equality is included in contracts and procurement policies, and that they are monitored	April 2008	Office Manager & Programme Manager	Equality referenced in procurement policies	x	x	x
Publish the results of assessments, consultation and monitoring	To have a fully searchable Database to monitor and assess.	Commencing Spring 2008, ongoing	Office Manager	Analyse data and publish within Annual reports and on the website	x	x	x
Ensure equalities issues are actively considered within the	HITRANS Equal Opportunities Policy to be approved by the Partnership Board	Ongoing, once approved	Office Manager	Ongoing assessment of the policy and monitoring of any complaints	x	x	x

Proposed Outcome	Action	Timescale	Accountability	Success Indicators/ Measures	R	D	G
workplace							
To ensure no gender discrimination with regards to dependants staff may have	To offer Maternity, Paternity & Adoption Leave	April 2008	Office Manager	HITRANS Maternity, Paternity and Adoption policies to be approved by the Board			x
To have an equalities based recruitment & selection process	Re-design the application form to demonstrate gender / racial / disability anonymity	April 2008, ongoing	Office Manager, and HR advisors	HITRANS Recruitment Policy to be approved by the Partnership Board	x	x	x
To ensure that the HITRANS emergency action plans take in to account equality issues	Fire Action plan to be implemented to ensure the safety of those less mobile or disabled	Commencing January 2008, ongoing	Office Manager	HITRANS Fire Action Plan Policy to be approved by the Board		x	
Monitoring policies for any adverse impact on equalities	Review all Office Policies & Procedures to ensure equality is included	Commencing June 2008, ongoing	Office Manager	Ensure any amended policies are approved by the Board	x	x	x