



EQUALITIES OUTCOMES REPORT

HITRANS
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Equalities Outcome Report

To ensure that equality issues are fully addressed, the following list has been prepared identifying potential outcomes acknowledged during the initial analysis of our functions and working environment and subsequently how these outcomes will be achieved and by whom. This list is based on our Action Plan which was developed in 2007 with updates on progress on the outcomes identified and introducing new outcomes where relevant.

Policy Related

Proposed Outcome	Action	Action Plan Timescale	Accountability	Comments
To provide a forum for consultation on HITRANS policy	After consulting with Partner Council Equalities Officers it was agreed that Councils would report back to HITRANS on transport equality issues raised in their Forums. This is facilitated through the Permanent Advisors Group.	Ongoing	Director / Advisors	All Council Equalities officers consulted and engaged in discussion as to how best to integrate HITRANS actions with those of individual Councils. It was agreed that a regional forum was likely to be ineffective due to the size of the area and that each Council should consider transport agencies through their individual forums and report back through the PAs any issues identified. Equalities Item included on Agenda of all PA's Meetings as a result.
An equality audit procedure for proposed initiatives and projects	Develop and implement a procedure.	During 2017	Director / Partnership Managers	Not yet fully developed but will be a feature in our forthcoming RTS refresh.

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A monitoring process that specifically identifies equality issues	Identify equality issues and relative monitoring requirements	Ongoing	Director	Monitoring reported in the Annual Report
Define proposals for addressing equality issues	Include proposals in our annual business plan	Ongoing	Director	Proposals included in Annual Business Plan
Monitor and report progress on equity issues	Include a report on progress in our Annual Report	Ongoing	Director	Progress reported in our Annual report
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.	Ongoing work,	Director / Office Manager (Dalcross)	No requests for translations of Braille or large scale text/speech facilities received to date.
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.	Ongoing work outlined in RTS Delivery Plan	Director / Partnership Managers	Loss of Capital budget has reduced capability to take action on this policy. Significant improvements have been progressed through our BIF projects which are improving accessibility of bus services and information. Our focus in this area will be refined in the RTS refresh.
Improved public transport affordability	HITRANS will support intervention where affordability is recognised by the Partnership as a barrier to the use of public transport.	Ongoing	Director / Partnership Managers	Removal of capital funding has limited capability to take action on this policy. HITRANS still supports this area through our Business Plan programme and

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				we have supported the case for more affordable transport services through this and delivered improvement through our successful bids for external resources.
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.	Ongoing	Director / Partnership Managers	<p>HITRANS has developed an accessibility tool to assist each member Council in monitoring the level of access to public transport across their area and provided training to Council employees on its use.</p> <p>HITRANS has developed a car share web portal for the region.</p> <p>HITRANS worked with partners at Highland Council and Robert Gordon University to support an innovative taxi share pilot in a rural community in the Highland area.</p>
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.	Ongoing	Director / Partnership Managers	Accessibility is one of the measures monitored by the RTS Monitoring and evaluation framework when fully developed

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Improved accessibility for those with no access to a car	Where improvements in accessibility are found to be required the RTS will seek to promote delivery by enhancing conditions for pedestrians, cyclists and public transport users (including community transport / DRT.)	Ongoing	Director / Partnership Managers	<p>Removal of capital funding has limited capability to take action on this policy.</p> <p>HITRANS supports this area through our Business Plan programme.</p> <p>Active Travel Audits completed for all settlements designated in the RTS as Regional Centres.</p> <p>HITRAMS BIF projects are supporting this area of delivery.</p> <p>Bus Investment Fund opportunities will continue to be investigated.</p>
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.	Ongoing	Director / Partnership Managers	<p>Removal of capital funding has limited capability to take action on this policy.</p> <p>HITRANS will work with those tasked with delivering RTS Delivery Plan Interventions to ensure Equal Opportunities Audit takes place in advance of delivery.</p>
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	Ongoing	Director / Partnership Managers	HITRANS officers work closely with health, Council and voluntary sector to improve integration of specialist transport services

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	subject of targeted measures to address this.			
Improved access to health facilities by Public Transport for patients, visitors and employees.	HITRANS and its constituent authorities work in partnership with Health Boards to improve access to health services.	Ongoing	Director / Partnership Managers	As above
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.	Ongoing	Partnership Managers	Removal of capital funding has limited capability to take action on this policy. In the past HITRANS has funded improved lighting and CCTV cameras to support this agenda. HITRANS BIF projects will improve the environment at a number of bus stops with provision of shelters, lighting and accurate information.
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	Director / Partnership Managers	Removal of capital funding has limited capability to assess and design RTS projects. No specific actions being progressed at present
Ensure equalities issues are considered in project justification/ prioritisation	Include equalities section in project prioritisation for future funding consideration of	Ongoing	Director / Partnership Managers	Part of the project initiation process since Jan 10

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	projects.			
Ensure equalities progress is reported to the board annually	Include a section in annual progress report on equalities	Ongoing through Annual Report	Director / Partnership Managers	Included as part of Annual Report
Ensure equalities issues are integral to our future planning	Include section on equalities in the annual business plan	Ongoing	Director / Partnership Managers	Equalities item on all agendas of Advisors Meetings and Equalities Impacts considered within all Partnership meeting reports.
HITRANS communications encourage equalities	Audit HITRANS publications to ensure equal access by all	Ongoing	Director / Partnership Managers	No negative comment received on HITRANS publications.
Promote access to HITRANS for all sectors of the community	Participate in events designed to promote equal opportunities	Ongoing	All staff	
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.	Ongoing	All staff	

Office Related

Proposed Outcome	Action	Timescale	Success Indicators/ Measures	Accountability	Comments
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	Ongoing	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	Director / Office Manager (Dalcross)	Scheme submitted to the Commission December 2007 Reporting annually within Annual report
Ensuring employees are aware of their duty to promote equality	Create induction programmes for new staff once policies approved by the Partnership board	Ongoing	Induction programme to include session on equality and diversity	Director	Induction programme in place for new staff
Ensuring employees are aware of their duty to promote equality	Consult with HITRANS staff on the Equalities scheme	Ongoing	Scheme approved by the Partnership Board in November 2007.	Director	Scheme approved by Partnership Board and available on website.
Monitoring policies for any adverse impact on equalities	Ensure equality is included in contracts and procurement policies, and that they are monitored	Ongoing	Equality referenced in procurement policies	Director	Equality Statement implemented and included in all tender and procurement documents
Publish the results of monitoring	To have a fully searchable Database to monitor and assess.	Ongoing	Analyse data and publish within Annual Report	Director	Annual report published to website including RTS Monitoring.

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Ensure equalities issues are actively considered within the workplace	HITRANS Equal Opportunities Policy to be approved by the Partnership Board	Ongoing	Ongoing assessment of the policy and monitoring of any complaints	Director / HR Support	Policy provided by CNES HR Support.
To ensure no gender discrimination with regards to dependants staff may have	To offer Maternity, Paternity & Adoption Leave	Ongoing	HITRANS Maternity, Paternity and Adoption policies to be approved by the Board	Director / HR Support	Policy provided by CNES HR Support.
To have an equalities based recruitment & selection process	Design the application form to demonstrate gender / racial / disability anonymity	Ongoing	HITRANS Recruitment Policy to be approved by the Partnership Board	Director / HR Support	Policy provided by CNES HR Support.
To ensure that the HITRANS emergency action plans take in to account equality issues	Fire Action plan implemented to ensure the safety of those less mobile or disabled	Ongoing	HITRANS Fire Action Plan Policy in place with regular staff training.	All staff	Fire Action Plan approved by Graham and Sibbald (landlord's agents) and implemented
Monitoring policies for any adverse impact on equalities	Review all Office Policies & Procedures to ensure equality is included	Ongoing	Ensure any amended policies are approved by the Board	Director	