

Equality impact assessment form

An equality impact assessment should take place when considering doing something in a new way.

Please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to [‘report clearance’](#) (please refer to report writing guidance).

Please keep your answers brief and to the point. Consideration needs to be reasonable and proportionate.

Please also remember that this will be a public document – do not use jargon or abbreviations.

Section 1: Details

Service	Governance
Title and brief description (if required)	Driving and Driving Licence Policy and Procedure
New or existing	New policy.
Author/officer lead	Angela Jackson
Date	25.05.16

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

No Please return the equality form as above.

Section 2: Summary

What is the purpose, aims and objectives?

It is proposed to introduce a Driving and Driving Licence Policy and Procedure has been introduced to ensure that Lancaster City Council maintains sufficiently robust arrangements so that staff who are engaged in driving maintain valid licence to drive in the UK.

Who is intended to benefit and how?

The document exists to ensure that employees and managers understand the arrangements and obligations that apply to them in respect of the retention of a valid licence to drive in the UK and, with respect to certain categories of drivers, the Council is able to maintain its Fleet Operators Licence.

Section 3: Assessing impact

Is there any potential or evidence that this will or could:		
• Affect people from any protected group differently to others?	Yes	
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

If yes, please provide more detail of potential impact and evidence including: <ul style="list-style-type: none"> - A brief description of what information you have and from where e.g. getting to know our communities data, service use monitoring, views of those affected i.e. discussions or consultation results? - What does this tell you i.e. negative or positive affect? 	
Age including older and younger people and children	
Disability	In certain circumstances an employee may develop a disability that falls within the definition of notifiable conditions where the DVLA may temporarily or permanently withdraw the employee's driving licence. In such circumstances, the Council will take reasonable steps to identify alternative work as a reasonable adjustment, though this will not always be possible.
Faith, religion or belief	
Gender including marriage, pregnancy and maternity	
Gender reassignment	
Race	
Sexual orientation	

Including Civil Partnership	
Rural communities	
People on low incomes	

Section 4: Next steps

Do you need any more information/evidence e.g. statistics, consultation? If so, how do you plan to address this?

No. Decisions on removal of driving licences due to a disability rest with the DVLA.

How have you taken/will you take the potential impact and evidence into account?

As outlined above when, in certain circumstances, an employee develops a disability that falls within the definition of notifiable conditions the DVLA may temporarily or permanently withdraw the employee's driving licence. In such circumstances, the Council will take reasonable steps to identify alternative work as a reasonable adjustment, though this will not always be possible.

How do you plan to monitor the impact and effectiveness of this change or decision?

Employment policies are reviewed on an ongoing basis.

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