



Tayside and Central Scotland
Transport Partnership

EQUALITIES SCHEME

2007 - 2010

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Foreword

Foreword by the Chair and the Director

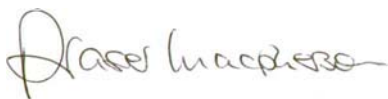
Welcome to the Tayside and Central Scotland Transport Partnership (TACTRAN) Equalities scheme. TACTRAN as the statutory Regional Transport Partnership for Tayside and Central Scotland takes its duties with regard to equalities very seriously. Since the Partnership was established in December 2005, we 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 within our Regional Transport Strategy is equality of access to transport facilities and services and, through that, to jobs, health care, education, leisure and social activities.

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

We have chosen to combine our various obligations in one Equalities Scheme rather than publish a series of individual schemes addressing specific duties, but we have made it clear within the scheme which sectors of society should benefit from our proposals.

As a relatively new statutory public body we acknowledge that the scheme we have published will need to develop and evolve with the organisation. At the core of that process will be the establishment of an Equalities Forum, to act as a stakeholder consultation forum for continually monitoring and developing our policies and ensure that we continue to promote equal opportunities in all that we do in relation 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 welcome constructive feedback with a view to improvement.



Fraser Macpherson
Chair
TACTRAN



Eric Guthrie
Director
TACTRAN

1 Who is TACTRAN and what do we do?

TACTRAN was established on 1 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 regional transport 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 of 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. RTPs bring constituent Councils together to perform local government functions collectively and strategically over a larger area.

TACTRAN includes the local authority areas of Angus, Dundee City, Perth & Kinross and Stirling. More information on the Partnership can be found at our website www.tactran.gov.uk.

TACTRAN's membership is made of 10 Councillors, 2 from Angus, 3 from Dundee City, 3 from Perth and Kinross and 2 from Stirling. We also have 5 non-councillor members who fulfil a role similar to that of Non-Executive Directors.

TACTRAN 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 TACTRAN's only duty under the 2005 Act. TACTRAN has not yet moved towards seeking additional powers to allow it to move to a service delivery role. Consequently TACTRAN remains a very small organisation with a total of only 8 staff who are employed by TACTRAN comprising of:

- Partnership Director
- Office Manager/PA to Director
- Projects Manager
- Strategy Manager
- Travel Plan Officer
- Technician/Graduate Engineer (Strategy)
- Technician/Graduate Engineer (Projects)
- Administrative Assistant

TACTRAN is assisted in carrying out its functions by the provision of Secretariat, Financial, Human Resources and Legal services by Perth and Kinross Council.

These services were agreed by resolution of the TACTRAN Board and in effect form service agreements with Perth and Kinross Council.

TACTRAN's Vision Statement sets out the strategic direction and outcomes we want the RTS to achieve over the next 15 years and beyond, which is to deliver:

“a transport system, shaped by engagement with its citizens, which helps deliver prosperity and connects communities across the region and beyond, which is socially inclusive and environmentally sustainable and which promotes the health and well-being of all”

2 Transport and Equality

Transport is an area where inequalities in access and provision for different sectors of society 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 it can lead to a range of other manifestations of inequality. Relevant statistics, trends and issues from our Regional Transport Strategy are summarised in section 4 below. Some relevant national statistics are also set out below:-

- The car/van is the most popular mode of commuting to work for both males (71%) and females (65%)
- The bus was the next most popular mode of transport for commuting to work for both males (9%) and females (14%)
- there is relatively little difference in the modes of transport by which people with and without a disability/ long-term illness commute to work
- 44% of people aged 17 and over who have a disability or long-term illness hold a full driving licence
- 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
- 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%)
- Women make more use of local bus services than men
- Pensioners are more likely to use local bus services than other adults

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

3 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 have the same general duties;

3.1 Race Relations (Amendment) Act

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

3.2 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 of disabled persons' disability.

3.3 Equality Act

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

It is also intended to include within our scheme discrimination related to age, religion/belief and sexuality on the same basis.

4 Specific Duties

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

4.1 Prepare and Publish an Equality Scheme

This Equality Scheme outlines how TACTRAN will carry out its general duties.

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. Publishing the results of assessments, consultation and monitoring;
5. Ensuring employees are aware of their duty to promote equality.

4.2 Employment Duty

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

4.3 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.

5 Meeting our Duties

This Equality Scheme sets out how we will address our Specific Duties and includes an Action Plan which contains the steps that we will take to fully comply with our Equality duties.

5.1 Identifying the Functions and Policies Relevant to Equality

Since December 2005, TACTRAN has very much concentrated on its primary duty to provide a Regional Transport Strategy (RTS) which was submitted to Scottish Ministers at the end of March this year and spells out TACTRAN's ambitions in regard to transport delivery for the Tayside and Central Scotland area.

At present, TACTRAN is responsible for funding/delivery of a Capital Programme of transport improvements amounting to £3.327m in financial year 2007/08 and a revenue projects programme of £320k. The majority of the Capital Programme is being delivered through TACTRAN's provision of grant aid to its constituent Councils who themselves are subject to Equalities legislation. The Revenue Projects budget is to support the development of the RTS during 2007/08.

While TACTRAN is not currently a direct provider of transport services, it can influence that provision through grant assistance to local authorities and other public bodies; it can influence central government and other national transport providers through responses to consultations, pro-active lobbying and partnership working; and it can strongly influence transport policy and provision regionally through the requirement for local Roads, Transport and Planning authorities to take cognisance of the RTS when drawing up their own statutory documents and policies.

5.2 TACTRAN 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 from the disabled and the socially excluded, as a result of multiple social deprivation, to those who do not use public transport for fear of personal security e.g. women. It also seeks to provide equality of opportunity to access transport across the region.

The high level Objectives of the Strategy are:-

- **Economy** - to ensure transport helps to deliver regional prosperity;
- **Accessibility, Equity and Social Inclusion** - to improve accessibility for all, particularly for those suffering from social exclusion;

- **Environment** - to ensure that the transport system contributes to safeguarding the environment and promotes opportunities for improvement;
- **Health and Well-Being** - to promote the health and well-being of communities;
- **Safety and Security** - to improve the real and perceived safety and security of the transport network;
- **Integration** - to improve integration, both within transport and between transport and other policy areas.

The main Objective's that are relevant to the Equality Scheme are Accessibility, Equity and Social Inclusion and Safety and Security. These are supported by a series of related sub-objectives, which are:

Accessibility, Equity and Social Inclusion:

- to improve access to employment;
- to improve access to public services, including health and education;
- to improve access to retail, recreation and leisure facilities;
- to reduce severance and social and economic isolation caused by transport, or by a lack of it; and
- to improve the accessibility and inclusivity of the transport system.

Safety and Security:

- to improve transport-related safety; and
- to improve real or perceived levels of personal security on the transport network.

The key trends and issues identified under these objectives are:-

- Car Availability
- Access to Health Care
- Access to Employment
- Public Transport Fares and Availability
- Safety and Security

By addressing each of these issues in a non discriminatory way we will achieve equality of accessibility for all our residents and visitors.

Some steps have already been taking towards achieving these objectives as identified below:-

- Dundee City Council have implemented the Smart Bus Scheme which includes all buses having CCTV and the main bus operator, Travel Dundee's, entire bus fleet is now low floor buses to provide more accessible travel
- In Perth, through the application of Bus Route Development Grant initiatives, 10 new low floor buses compliant with DDA have been introduced.
- Another main aim in line with gender equality is to improve customer safety by installing CCTV on the buses
- Angus council has produced a Public Information Transport Strategy which determines what local bus information should be provided to the public and the way in which it should be provided. The strategy covers all information including; paper timetables, roadside displays, real time information, web based information, fares information, concessionary travel information, information for mobility impaired passengers, maps and information in respect of the delivery of the National Transport Timetable.
- Stirling Council have completed a Cycling and Station Access Project which was been funded by a Public Transport Fund award from the Scottish Executive. The aim of the project was to improve access for all users to Dunblane, Bridge of Allan and Stirling Railway Stations and included:- Platform extensions; CCTV coverage; improved passenger information at Bridge of Allan and Dunblane Stations; Pedestrian and cycle links linking residential areas, schools and employment areas with the stations.

5.2.1 The TACTRAN Region

TACTRAN covers the 4 areas of Angus, Dundee City, Perth and Kinross and Stirling. Covering 9,715 square kms the region makes up 12½% of Scotland's land mass and our population of 474,320 is 9½% of the population of Scotland.

The general background trend of greater mobility has been reinforced in places where the economy is growing. Across the TACTRAN region as a whole there has been an increase in jobs (9,000 since 1998). Over half of these are in Dundee, a quarter in Stirling and the remainder in Perth and Kinross. The combination of work commuting and the 'school run' are key drivers of congestion and crowding on the transport network. Understanding the trip patterns and choices people make when commuting can, therefore, assist in identifying objectives and appraising solutions. Some key facts are:

- the growth in jobs in Dundee City coupled with the decline in Dundee's working-age population has increased the amount of in-commuting from neighbouring authorities;
- Stirling and Perth's good accessibility to employment in the Central Belt has increased their popularity as residential locations, with consequent increases in 'out commuting'

- Approximately 31% of TACTRAN households do not currently have access to a car. The proportion of non-car-availability rises to over 48% for lone parent family households and to 69% for single pensioner households.
- 44% of TACTRAN adults who are not in good health have no access to a car, which is more than double the value for adults in good health (21%) (Source: 2001 Census)
- 45% of households in Dundee did not have access to a car, compared to 26% of Angus households and around 24% of households in both Stirling and Perth and Kinross;
- Perth and Stirling cities have approximately 34% of households with no car available; and
- In Rural and Remote Rural areas much lower proportions of around 14% - 15% of households have no access to a car.
- Around **4%** of households in TACTRAN have no car available **and** live more than one hour by public transport from their **nearest** main hospital
- The corresponding figures by Local Authority are **9%** of households in Angus, **0%** in Dundee (since all Dundee households live within one hour of Ninewells hospital), **5%** in Perth and Kinross (rising to **7%** in the off peak) and about **1%** of Stirling households.
- Most people need access to health at a specific time. This has implications for both road access (peak period congestion) and public transport (availability of service in the off peak).

5.3 RTS 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. A list of the Equalities Groupings who were included in the RTS Consultation process is given at Appendix B.

The Objectives of the Strategy were formulated to address Key Issues identified in consultation with stakeholders, particularly those associated with social inclusion. There is a strong emphasis within the Strategy on accessibility to key

destinations using all forms of public 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:

- Improved access to health care through close working with Health Boards;
- Regional travel information strategy (and associated infrastructure), with a specific action (B1.3) to ensure that the needs of disabled and other disadvantaged groups are addressed;
- Promotion of car-sharing on a region-wide basis;
- Walking and cycling strategy (and associated infrastructure), with a specific action (D1.3) to focus on Multi-modal interchanges to which access is currently poorest;
- Bus strategy and improved bus services, including a specific Action to establish minimum standards of infrastructure, frequency and accessibility across the Region;
- Improvements to rail services, stations and integration, including a specific Action (Action G5.3) to ensure the needs of disabled and other disadvantaged groups in accessing and using rail stations are addressed;
- Personal security improvements, including upgrading facilities at rail stations and provision of CCTV at Park & Ride sites; and
- Region-wide co-ordination of Community Transport and expansion of DRT and Taxicard schemes.

As part of the public consultation on the draft Strategy, respondents were asked whether they considered the RTS would have a negative impact on equality groups. 54% responded that it would not; 36% were unable to assess the issue ('don't know') and 10% did consider that aspects of the strategy would have an impact. Interventions were strengthened, particularly with regard to providing for impaired mobility, in response to this feedback.

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

5.4 Employment Duty

Advice on human resources and legal issues is provided by Perth and Kinross Council who have developed their own comprehensive Equality Scheme. Therefore any advice supplied is compliant with their Equality Scheme.

We have made significant progress on a number of fronts and have developed, approved, published and applied policies and procedures on:-

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

The above are all published on our website www.tactran.gov.uk.

We carry out occupational health screening of candidates and will continually review and address any issues that arise from the screening process.

The building that we use for our offices has lift access, level access and wide doors in compliance with DDA standards

5.5 Assessing and consulting on the impact of our policies

5.5.1 Assessment

The Regional Transport Strategy was developed and assessed in line with STAG (Scottish transport Assessment Guidance) principles with Summary Assessment Table presented in Appendix D of the strategy.

The STAG process examines the strategy in terms of Economy, Accessibility, Environment, and Safety and Health indicating the overall impact of the strategy in these areas. The process identified that improving public transport accessibility by improving the availability, facilities, and affordability of public transport as key issues.

5.5.2 Consultation

Consultation to inform the development of the RTS was an organic, evolving process, which began in June 2006, ended on 16th March 2007 and comprised:

- workshops;
- telephone interviews;
- a telephone validation survey;
- focus groups;
- a paper-based and online survey; and

- distribution of 400 copies of full Draft RTS and 300 copies of Summary Draft, plus online
- web access for 197 Key Stakeholders and others

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

All members of the Key Stakeholder groups were invited to participate in these sessions. To ensure a wide range of equality interests were represented, members of the following areas of interest were encouraged to attend:

- Age and Older People
- Disability
- Race/Religion
- Sexual Orientation
- Women in Work
- Young People

Throughout the consultation on the draft RTS, the needs of various equality interests across the Region were taken into account. Guidance was sought from the Scottish Government's Equality Unit on the groups with various equality interests and appropriate national and regional organisations were included within the Key Stakeholders from whom consultation responses were sought. Appendix B contains a list of the Equality Groups who formed part of the consultation process.

Representatives from the Key Stakeholder Equality Groups were invited to participate in the Focus Group or Workshop sessions or alternatively to respond either in writing or via the Questionnaire Survey. Consideration of the issue of equality impacts was widened out to all respondents to the questionnaire.

The preparation and consultation phases for the RTS have 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 but a more detailed assessment will be undertaken of each individual intervention being taken forward under the RTS.

5.5.3 Equalities Forum

The main aspect that has to be addressed is consultation on the implementation of the strategy. It is proposed to form an Equalities Forum. It is initially proposed

that the Forum will meet twice a year with all appropriate equality groups invited to attend.

The purpose of the Forum will be to:-

- Inform people of what TACTRAN is doing and what are our future plans;
- Allow for 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 venue at which a wide range of issues can be discussed and input can be made into our future plans and policies.

5.5.4 Monitoring Policies for any Adverse Impact on Equalities

Built into the RTS is a monitoring plan, which will include measurement of progress against defined targets. As the Strategy has yet to be approved by Ministers, this monitoring plan has yet to be implemented.

Most 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.

As previously mentioned there is a policy that requires an Equality Audit on all relevant interventions. This requires further definition.

5.6 Publishing the results of Assessments, Consultations and Monitoring

The scheme will be published on our web site 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 inform updating of the Equalities Scheme.

In addition, the Annual Report, covering the activities of TACTRAN in the preceding year, will identify progress on implementing equalities. It is intended to include a specific section on equalities in future progress reports. Our first Annual Report for 2006/07 is available on our website or by request.

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

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

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

6 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 and Delivery Related | | Key - R = Race Relations, D = Disability, G = Gender) | | | | |
|--|---|--|-----------------------|----------|----------|----------|
| Proposed Outcome | Action | Timescale | Accountability | R | D | G |
| Establish Equalities Scheme | 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 | Initial Scheme to be submitted to CEHR by December 2007 Monitor and review Equalities Scheme bi-annually or as required to address statutory requirements | Director | x | x | x |
| To provide a Forum for consultation on TACTRAN policy and delivery | Initiate an Equalities Forum | First meeting January 2008, 6 monthly thereafter | Director | x | x | x |
| An Equality Audit procedure for proposed initiatives and projects | Develop and implement a procedure. | Agree a procedure by April 2008 for immediate implementation | Strategy Manager | x | x | x |
| A monitoring process that specifically identifies equality issues | Identify equality issues and relative monitoring requirements | Develop by April 2008 | Strategy Manager | x | x | x |
| Define proposals for addressing equality issues | Include proposals in annual Business Plan | Develop by April 2008 then ongoing | Strategy Manager | x | x | x |

| Policy and Delivery Related | | Key - R = Race Relations, D = Disability, G = Gender) | | | | |
|--|---|---|-----------------------|----------|----------|----------|
| Proposed Outcome | Action | Timescale | Accountability | R | D | G |
| Monitor and report progress on Equality issues | Include a report on progress in Annual Report | Initiate during 2008 – 2009 | Director | x | x | x |
| All documents produced by TACTRAN to be readily accessible to all sectors of the community | Provide a translation/Braille facility for any published documents Provide large text/speech facilities for documents on the web site | Initial documentation provision in place by April 2008 then ongoing | Office Manager | x | x | x |
| Improvements in provision of accessible, safe and secure public transport for visually and mobility impaired and other vulnerable users | Audit of public transport accessibility, safety and security through Buses Strategy Identify priority areas for improvement and associated programmes, including consultation with Equalities Forum | Initial audit by April 2008 | Strategy Manager | | x | |
| Improved access to health care | Work with Health Boards, Councils, transport providers and Equalities Forum to identify and address accessibility gaps, using Accessibility Mapping, and develop prioritised programme for addressing these | See RTS Delivery Plan | Strategy Manager | x | x | X |
| Needs of disabled and other equality groups are addressed in provision of Travel Information | Ensure that disabled and other equality group needs are addressed through development of regional Travel Information Strategy, including consultation with Equalities Forum | Complete Travel Information Strategy, including equality aspects, by April 2008 | Strategy Manager | x | x | x |
| Improvements to Multi-Modal Transport Interchanges incorporate quality and design standards which overcome any barriers to travel for disabled and other equalities groups | Ensure that design audits for Multi-Modal Interchanges developments address specific needs and provision for disabled and other equalities groups, including consultation with Equalities Forum | Ongoing | Projects Manager. | x | x | x |

| Policy and Delivery Related | | Key - R = Race Relations, D = Disability, G = Gender) | | | | |
|---|--|--|--|----------|----------|----------|
| Proposed Outcome | Action | Timescale | Accountability | R | D | G |
| Enhanced provision of Community Transport and Demand Responsive Transport across TACTRAN Region, addressing accessibility needs of those who are unable to use conventional bus services by virtue of disability or other reasons | Establish regional Community Transport and Demand Responsive Transport Forum | January 2008 | Strategy Manager | x | x | x |
| | Agree policy framework and prioritised programme for expansion of Community Transport and Demand Responsive Transport provision across TACTRAN region | April 2008 | Partnership Board | | | |
| Equalities Audit of all RTS interventions at proposal, prioritisation, design and implementation stages. | All interventions will be subject to an Equalities Audit to ensure that their provision, design and operation promote and address equal opportunities in accordance with legal requirements and emerging "best practice", including consultation with Equalities Forum | Ongoing | Strategy Manager and Projects Manager, as appropriate. | x | x | x |
| Equalities Scheme review and associated progress is reported to Partnership Board annually | Include a section in Annual Report on equalities | Ongoing | Director | x | x | x |
| Promote access to TACTRAN for all sectors of the community | Participate in local and regional events designed to promote equal opportunities | Ongoing | Director | x | x | |
| All TACTRAN communications address all sectors of society equally | Audit TACTRAN publications to ensure that equal emphasis and priority is given to gender, men and women, includes images of ethnic minorities and includes images of people with disabilities as integral with society | Ongoing | Director | x | x | x |

| Office and Employment Related | | | Key - R = Race Relations, D = Disability, G = Gender) | | | |
|---|---|---|--|----------|----------|----------|
| Proposed Outcome | Action | Timescale | Accountability | R | D | G |
| All employees are aware of their duty to promote equality | Equality and diversity awareness training is included in induction and related training programmes for new and existing staff. | Commencing January 2008 then ongoing | Office Manager | x | x | x |
| | Staff are involved in development and review of Equalities Scheme | Ongoing | Office Manager | | | |
| Policies and procurement processes are regularly monitored for any adverse impact on Equalities | Ensure Equalities issues and requirements are addressed in contracts and procurement policies, and that their compliance is monitored during delivery | Establish procedures governing this by April 2008, then ongoing | Projects Manager | x | x | x |
| Publish the results of assessments, consultation and monitoring | To have a fully searchable Database to monitor and assess | Commencing April 2008, then ongoing | Office Manager | x | x | x |
| Ensure equalities issues are actively considered within the workplace | TACTRAN Equal Opportunities Policy approved by the Partnership Board and reviewed periodically All other HR policies to be monitored for compliance with Equalities requirements | Policy approved June 2007. Review bi-annually or as required by legislation | Office Manager | x | x | x |
| To operate an Equalities based recruitment & selection process | Maintain the Equal Opportunities and Guaranteed Interview Scheme | Commencing January 2008, then ongoing | Office Manager | x | x | x |
| TACTRAN Emergency Action Plans, take into account equality issues | Add an appendix to the Fire Action plan to ensure the safety of those less mobile or disabled | Commencing January 2008, ongoing | Office Manager | | x | |
| Policies avoid any adverse impact on Equalities | All Office Policies & Procedures are reviewed regularly to ensure Equalities issues are fully addressed | Review January 2008 then bi-annually thereafter, or as required by emerging | Office Manager | x | x | x |

| Office and Employment Related | | Key - R = Race Relations, D = Disability, G = Gender) | | | | |
|--|---|--|-----------------------------------|----------|----------|----------|
| Proposed Outcome | Action | Timescale | Accountability | R | D | G |
| | | legislation or guidance | | | | |
| Equalities issues are considered in all Partnership activity | Include section in all Partnership Board reports to identify impact of the report on equalities | December 2007 | Office Manager and Report Authors | x | x | x |

This Action Plan will be monitored, reviewed and updated annually to reflect progress on ensuring that TACTRAN's responsibilities with regard to Equalities Duties and Legislation are proactively addressed and implemented.