

SESTRAN EQUALITIES FORUM
FRIDAY 13TH FEBRUARY 2015, 10.00AM
SESTRAN OFFICES, CLAREMONT HOUSE, EDINBURGH, EH7 4LB

Tea and coffee available from 9.30am

AGENDA

1. Introduction
2. Thistle card update
3. Mobility Scooters (proposed info for circulation)
4. SEStran refreshed RTS (SEStran web site) and Draft Equalities Statement (attached)
5. Emergency access, Claremont House
6. Waverley/Haymarket update
7. AOCB
8. Next meeting

Draft SEStran 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 Regional Transport Strategy which was developed in 2007 and reviewed in 2015, introducing new outcomes where relevant. When the original Transport Strategy was developed, SEStran had a considerable capital budget. With the development of Local Authority Single Outcome Agreements, SEStran's capital budget was removed, reducing the capability of SEStran to provide direct funding in line with various policies. The Regional Transport Strategy has been reviewed to reflect the current capabilities of SEStran.

Policy Related

Proposed Outcome	Action	Timescale	Accountability	Comments
To provide a forum for consultation on SEStran policy	Provide an Equalities Forum	Established in 2007 (Ongoing)	Director	The Equalities Forum is well established, meeting on a 3 monthly basis.
An equality audit procedure for proposed initiatives and projects	Develop and implement a procedure.	Develop and agree a procedure in 2015	Strategy Manager	Not yet fully developed mainly due to lack of applicable projects.
A monitoring process that specifically identifies equality issues.	Identify equality issues and relative monitoring requirements.	Established as part of the Annual Report(ongoing process)	Strategy Manager	Monitoring reported in the Annual Report
Monitor and report progress on equality issues	Include a report on progress in our Annual Report	As above	Director	Progress reported in our Annual report
All documents produced by SEStran to be accessible to all aspects of the community	Provide a translation/Braille facility for any published documents as necessary.	On going offer	Communications Officer	Translations to various languages available on request. Thistle Card

	Provide large text/speech facilities for documents on the web site.			documentation is available in various languages and type sizes.
Proposed Outcome	Action	Timescale	Accountability	Comments
Improved accessibility for those dependent on public transport	RTS Policy 3 – Encouragement will be given to 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 policy depending on issues and funding	RTP Board.	Removal of capital funding has limited capability to take action on this policy. Issues related to multi operator/pre purchase ticket availability to be investigated through One-Ticket.
Improved public transport affordability	RTS Policy 6 – SEStran will support intervention or seek to intervene where affordability is recognised by the Partnership as a barrier to the use of public transport.	No planned direct action	RTP Board.	Removal of capital funding has limited capability to take action on this policy.
Improved public transport accessibility for deprived and rural communities	RTS Policy 18 – SEStran will seek to ensure that communities with poor access to employment by PT and low car ownership / high deprivation will be the subject of targeted measures to address this.	Influencing planning policy when relevant	RTP Board.	Removal of capital funding has limited capability to take action on this policy.

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Improved accessibility for those with no access to a car	RTS Policy 19 – Where improvements in accessibility are found to be require, the RTS will seek, in the first instance, to deliver these by enhancing conditions for pedestrians, cyclists and public transport users	Ongoing policy depending on availability of funding	RTP Board.	Various initiatives to support improved cycling, walking, car sharing and car clubs, etc. have been introduced.
Equal opportunities audit of all interventions	RTS Policy 25 – All interventions will be subject to an equal opportunities audit to ensure that they promote equal opportunities in accordance with the law.	See action above	See action above	
Improved access to PT for those with mobility problems.	RTS Policy 26 – SEStran 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.	Forum established in 2007 (Ongoing)	Equalities Forum	The Equalities Forum have examined these issues and have initiated actions to address them including the Thistle Card, improved service information, etc.
Improved access to health facilities by PT.	RTS Policy 27 – SEStran and its constituent authorities will work in partnership with Health Boards and the Scottish Ambulance Service to improve access to health services and to reduce congestion caused by travel to these services.	Forum established in 2007 with Action Plan developed 2008 (Ongoing)	Access to Health Forum	An Action Plan has been developed working in partnership with the Health Boards and forum members. This Action Plan is currently being reviewed.
Facilitation of independent travel by children.	RTS Policy 34 - There will be a presumption in favour of schemes that lead to greater physical activity, and	Policy Ongoing	RTP Board. Progress reliant	Removal of capital funding has limited capability to take action

	that facilitate independent travel especially by children.		on LA partners.	on this policy.
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Enhanced security particularly for women who are discouraged from using public transport by personal security concerns.	RTS Policy 35 – There will be a presumption in favour of schemes that enhance personal security, especially for pedestrians, cyclists, and public transport users.	Policy Ongoing	RTP Board.	Removal of capital funding has limited capability to take action on this policy.
Quality audit of all interventions to ensure needs of all aspects of the community are addressed.	RTS Policy 40 – All projects and interventions will be subject to a quality audit to ensure they maximise opportunities to meet all RTS objectives.	Expenditure reviewed on an annual basis.	Strategy manager	Removal of capital funding has limited need to assess and design RTS projects.
Ensure equalities issues are considered in project justification/prioritisation	Include equalities section in project prioritisation/justification pro forma.	NA	Programme Manager	Removal of capital funding has limited capability of SEStran to develop projects
Ensure equalities progress is reported to the board annually	Included in annual progress report on equalities	Established as part of Annual Report	Director	Reported in the Annual Report
Ensure equalities issues are integral to our future planning	Include section on equalities in the annual business plan	Established as part of Business Plan	Director	Included within the Business Plan
SEStran's communications encourage equalities	Audit SEStran publications to ensure equal access by all	Ongoing as part of Communications Strategy	Communications Officer	Easy to use SEStran website available and publications available in various languages and font sizes.
Promote access to SEStran for all sectors of the community	Participate in events designed to promote equal opportunities	Ongoing commitment to various events to promote equalities	Communications Officer	SEStran promotes a variety of walking, cycling and sustainable transport events for all users
Ensure that in SEStran communications to all aspects of society are treated equally	Audit SEStran 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	The presentation of all documentation carefully considered.	Communications Officer	Documentation cover design shows a variety of transport users.

Office Related

Proposed Outcome	Action	Timescale	Accountability	Success Indicators/ Measures	Comments
To have appropriate equalities reports updated on a regular basis	Identifying the functions and policies relevant to equality. Consult with the general public, Local Authorities & Board Members regarding our equality requirements.	Initiated with our Equalities Scheme in 2007 and to be continuously evolved	Director, Strategy Manager & Office Manager	Initial Scheme was submitted to the Equal Opportunities Commission. The mainstreaming and equality outcomes report will be published on our website	
Ensuring employees are aware of their duty to promote equality	Ensure equality /diversity is promoted in all induction programmes of new staff	Ongoing as new staff are appointed	Office Manager	Induction programme includes session on equality and diversity	Specific Equalities and Diversity Policy, plus a broad range of policies covering equalities issues are available to all staff.
Ensuring employees are aware of their duty to promote equality	Devise and roll out a series of briefing sessions for staff on SEStran's general and specific duties under equality legislation	Ongoing as required	Office Manager	Training programme carried out but new programme required	

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Ensuring employees are aware of their duty to promote equality	Consult with SEStran staff on the draft equalities reports.	Commencing March 2013 ongoing	Office Manager	Draft Equalities reports to be submitted to the Partnership Board for approval and circulated to all staff.	
Ensure equalities issues are actively considered within the workplace	Formulate and approve various employment and workplace policies to promote equality	New policies and guidance developed as required.	Office Manager	Ongoing assessment of the policy and monitoring of any complaints	34 policies have now been approved by the Board and published and are subject to annual review by the HR adviser.
To ensure that the SEStran emergency action plans, take in to account equality issues	Add an appendix to the Fire Action plan to ensure the safety of those less mobile or disabled	Completed	Office Manager	SEStran Fire Action Plan Policy to be approved by the Partnership Board specifically referring to the requirements of the disabled.	Regular fire evacuation drills scheduled and Fire Risk Assessment to cover office.
Equalities issues become mainstreamed in all issues reported to the Board.	Include section in all board reports to identify impact of the report on equalities	Since 2008 all Board reports comply.	Office Manager and report authors.	Compliance monitoring.	All Board reports have to note relevant equalities issues