



Fleet Safety Policy

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Policy Owner	Head of Property Services		
Policy Author	Transport Manager Building and Asset Services Manager		
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Consultation	Senior Management Team	<u>Yes</u> / No	
	Trade Unions	<u>Yes</u> / No	
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1.0 INTRODUCTION

- 1.1 In the delivery of services to the public, Mid Ulster District Council (from here on referred to as MUDC) operates a sizable mixed vehicle fleet. It excludes Council's grey fleet.
- 1.2 The Fleet Safety Procedure documents Council's commitment to ensuring that all Fleet related activity will be managed and controlled in accordance with current and future legislation and in the interests of the safety and wellbeing of personnel and members of the public.
- 1.3 In 2010 legislation in the form of 'The Goods Vehicle Licensing of Operators Act' (NI) 2010 was passed in Parliament. From 01 July 2012 this law came into force and the Transport Regulation Unit (TRU) became the body responsible for enforcing all areas of non-compliance. Previously local authorities within Northern Ireland were exempt from holding an Operator's Licence (hereafter known as an 'O' Licence). In order to drive improvement in the industry it became mandatory that all operators of vehicles with a Maximum Authorised Mass (MAM) exceeding 3500 Kg hold an 'O' licence.

2.0 POLICY AIMS AND OBJECTIVES

- 2.1 The aim of this policy is to:
 - Demonstrate that MUDC is committed to addressing its legislative Transport Management undertakings and obligations
 - Provide and maintain the safety of both operatives and members of the general public through stringent vehicle selection methods and delivery of sound maintenance and driver/operative training.
 - Reinforce its commitment to 'Carbon Reduction' by selecting vehicles which meet or exceed EU emission requirements at time of purchase.
 - To provide a framework for Transport Management at all levels which adopts and supports best practice in frontline service delivery and operations.

3.0 POLICY SCOPE

- 3.1 This policy applies to all personnel who drive, maintain or operate vehicles on behalf of Council together with the corresponding management structures.
- 3.2 It should be considered alongside existing organizational policies and guidelines such as 'Non Smoking and Non Vaping', 'Customer Services' and 'Code of Conduct for Local Government Employees., etc.

- 3.3 Although the terms and conditions of 'O' Licensing refer only to vehicles with a MAM greater than 3500 Kg, this procedure applies to all Council Fleet assets whether owned, leased or hired and all drivers whether full-time, part-time or agency workers.

4.0 LINKAGE TO CORPORATE PLAN

- 4.1 This policy is consistent with Council's corporate priorities. It contributes towards the Corporate Theme: Delivering for our People and provides a framework to facilitate safe delivery of services.

5.0 ROLES AND RESPONSIBILITIES

5.1 Chief Executive

The Chief Executive is at the top of the organizational structure and has overall executive responsibility for the compliance with the conditions of Council's O License and other Fleet assets operated and maintained on behalf of Council.

5.2 Directors

- Embrace the importance of managing and controlling the Fleet in a safe and compliant fashion including retention of the Council's Operator Licence for fleet greater than 3,500kg and its transport management undertaking.
- Ensure that the organisation receives and updates this Policy as and when required.
- Ensure that adequate resources are provided to allow for the effective and compliant management of fleet issues.
- Monitor fleet performance and champion a 'top-down' strategy of continuous improvement with regard to fleet management.
- Ensure that all staff under their remit are aware of and embrace their responsibilities under the details of this policy and ensure appropriate communication mechanisms are in place.
- Ensure the adequate provision of information, instruction and training in Fleet Safety and Operators Licence Compliance matters and such provisions as is necessary for members of the department on commencing work as required thereafter.
- Co-operate with any Transport Management investigations, monitoring or auditing.

5.3 Heads of Service

- Implement the Fleet Safety Policy and Procedures in their areas of responsibility.
- Recognise and embrace their role within the management of fleet operatives whilst ensuring staff under their control are aware of and adhere to policy guidelines.
- Provide assistance and the resources necessary to implement and maintain the Fleet Safety Policy and procedures.
- Communicate fleet safety responsibilities and accountabilities to all employees.

5.4 Managers/Principles

- Work closely with Fleet Management to ensure all staff under their remit is aware of and conform to the terms and conditions of this procedure.
- Ensure employees receive adequate training and instruction on the correct safe procedures required.
- Ensure all safety instructions, procedures and practices are carried out and that no defective plant, equipment, tools or vehicles are used or operated.
- Frequently check for compliance of the Fleet Safety Policy and Procedural requirements
- Facilitate specific vehicle safety training and ensure drivers are adequately qualified and trained before assigning the driver to a vehicle (this includes temporary/agency staff).
- Investigate accidents and implement preventative measures to avoid recurrences.
- Be responsible for ensuring risk assessments are carried out for driving and service operating involving fleet assets.

5.5 Supervisors / Duty Officers / Wardens

- Be responsible for all drivers under their control
- Ensure that employees do not drive Council vehicles unless they have a valid driver's licence and hold the correct category for the vehicle type they are assigned to.
- Ensure only authorised personnel are allowed to operate council vehicles and diverse plant and machinery.

- Ensure drivers are adequately qualified and trained before assigning the driver to a vehicle (this includes temporary/agency staff).
- Assume responsibility for the driving record of employees while they are on duty.
- Ensure employees complete a thorough daily pre-use inspection check of the vehicle they are assigned to drive and report any vehicle defects.
- Be alert in observing unsafe practice of employees and ensure action is taken immediately to correct the driver.
- Ensure vehicle safety features are appropriate for the working environment.
- Ensure that all vehicles are operated within their designated load and occupancy limits.
- Conduct unannounced spot inspections of vehicles.
- Investigate and report all accidents involving a motor vehicle used in performing council business and implement preventative measures to avoid recurrences.
- Review all preventable vehicle collisions with employees and discuss each unsafe act that was responsible.
- Periodically accompany the vehicle and driver to check for compliance with operating instructions.
- Be responsible for taking appropriate action to manage any high risk drivers and request for driver training either internally or through external means.
- Make sure any unsafe vehicles are not driven until safety discrepancies have been corrected.
- Fully utilize the decisions and recommendations handed down by the Fleet Management team and Health & Safety Officers in the delivery of Council services

5.6 Health & Safety

- Advise Senior Management and their staff on matters pertaining to driving safety and assist, where appropriate, in implementing this Policy and related procedures with regard to their duties under it.
- Liaise with Fleet Management to monitor and audit this Policy, its systems and procedures across all service areas on a regular basis.
- Provide advice, guidance and training in order to rectify any non-conformances identified during monitoring/audits.

- Assist in the investigation, reporting and analysis of road traffic incidents, accidents or dangerous occurrences and advise on any appropriate action to be taken.
- Assist in monitoring the driving experience of employees who operate company vehicles.
- Investigate and analyse data pertaining to fleet related incidents/accidents and communicate information to Fleet Management and Supervisors.

5.7 Property Services

- Through the Head of Property Services and the Transport Manager be the appointed CPC holder of the Council's Operator License with responsibility for Council's Transport Management undertaking and Fleet Compliance.
- Provide a Fleet Management service to facilitate, manage and advise on all aspects of fleet compliance.
- Manage a structured vehicle management program for the periodic inspection, maintenance and service of Council vehicles, plant and machinery.
- Manage a fleet replacement programme of procuring vehicles that meet an appropriate specification that includes safety features which optimise the safety of drivers and operatives.
- Manage systems for the periodic checks of driver's licences, driver's fitness to work and declarations of other work.
- Advise and facilitate training to vehicle users to ensure they are licensed and competent to drive and operate any associated equipment safely without risk to themselves or others.
- Monitor the effectiveness of the systems in place to examine driver behaviour, vehicle performance, daily vehicle checks and defect reporting.
- Review and investigate fleet related accidents/incidents alongside the relevant Department's Supervisors and Health & Safety Officers.
- Remove any Council vehicle from service if it is found not to be in a roadworthy condition.
- Ensuring all legislative change and requirements are communicated to relevant staff in an effective manner.
- Managing and operating the in-house and external Transport Workshops in a compliant fashion.
- Manage the professional development of Transport Workshop staff.

5.8 All drivers

- Ensure their licence is valid, in date and have the correct category entitlement before undertaking any journey.
- Report to their Supervisor and Fleet Management as soon as possible any changes in circumstances that may affect their entitlement to drive.
- Act in an appropriate and professional manner at all times and abide by any rules set in the Highway Code and comply with all vehicle and driver safety legislation.
- Assist the management staff by completing and returning any required paperwork and other information required in a timely fashion. This is to include Mandate forms, Fitness declarations, other work declarations, Daily walk around check sheets, Fuel receipts, road traffic accident reports, Driver's log books and Digital driver card downloads.
- Take ownership of the vehicle they are driving to ensure its roadworthiness is assessed each day by completing a daily walkaround check and submitting the defect sheet to their Supervisor.
- Comply with all aspects of 'The Road Traffic Act' (1988) to include speed limits, driver's hours, etc and all relevant Council policies applicable to their field of responsibility.
- Be responsible for the security of vehicle and its load and ensure the vehicle is not overloaded.
- Never drive a vehicle under the influence of alcohol or illegal substances. This includes any legal medication prescribed by your GP or hospital that could affect your driving ability.
- Not place themselves or others affected by their actions at risk during a journey or driving related activities.
- Undertake instruction and training as required by management or external training providers, to include DCPC periodic training (were applicable).
- Take ownership of council vehicles and exercise due care and attention at all times.
- Report motor vehicle accidents, incidents, injuries, dangerous occurrences and near misses to their supervisor within 24hours and comply with the accident/incident reporting procedures and investigations.
- Comply with all procedures developed and implemented by Mid Ulster District Council under the terms and conditions of this and all other policies.

- Ensure that council vehicles are used only for council business and that no personal or unauthorised use of the vehicle is permitted and that no unauthorised passengers are permitted to travel in or operate a council vehicle.
- Comply with information, instruction and training in relation to Council's Fleet procedures. Compliance with these procedures will be monitored by Line Management.
- Notify Line Manager/Fleet Manager of any change in their personal circumstances that may affect their suitability to drive e.g. health, medication, licence validity*.
- Wear eyesight correction such as glasses or contact lenses, if required, at all times when driving, to meet the required standard.*

** Where an LGV licence is the requirement for a post, the licence renewal fee will not be reimbursed, however the medical fee (where appropriate) will be repaid upon submission of an official receipt from a GP. Where an employee is required by Council to obtain a licence or driver card, the card and /or licence fee shall be paid on the first application and thereafter by the employee.*

***Drivers are required by law to have a basic eyesight standard whereby they can read (wearing glasses or contact lenses if required) in good light, a registration mark attached to a vehicle and containing digits that are 79.4 mm high at a distance of 20.5 metres. If this standard cannot be achieved, advice should be sought from a GP or Optician.*

6.0 OPERATIONAL CONSIDERATIONS AND IMPLEMENTATION

- 6.1 Council requires that all staff members engaged in the operation or management of Fleet related activity, comply in full with the terms and conditions laid out in this policy document without exception. Failure to do so may jeopardise the retention of Council's 'O' Licence and consequently its legitimacy to operate its Fleet functions in-house.

Communicating the key messages of this policy and fleet procedures shall be key to ensuring that employees and managers are aware of their responsibilities and have sufficient understanding to deliver their roles effectively. Failure to comply with the terms and conditions of this Policy shall result in disciplinary action.

Mid Ulster Council are committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees and of any others who may be affected by Council undertakings in accordance with best practice. To fulfil this commitment, Council will:

Provide so far as is reasonably practicable:

- Arrangements for the safe use, handling, storage and transport of Council vehicles.
- Safe vehicles, plant, equipment and systems of work.
- Follow established robust procedures in relation to the selection, use and maintenance of its fleet assets
- Information, instruction, training and supervision as is necessary to ensure compliance with the 2010 legislation in the form of 'The Goods Vehicle Licensing of Operators Act' (NI) 2010 for users of Council's vehicles.

6.2 Take all reasonable steps to make sure any Council vehicle or plant used for work:

- is fit for purpose and the work activity
- is properly maintained, safe to use and legally compliant
- is serviced on a regular basis and maintenance records and maintenance schedules are kept for all vehicles
- is subject to a programme of planned preventative maintenance including safety inspections
- is covered by an appropriate Council fleet insurance policy and licensed
- meets stringent specifications and are fitted with appropriate safety features to mitigate road and operational risk as far as is reasonably practicable.

6.3 Take all reasonable steps to make sure work-related journeys are:

- thoroughly planned and scheduled, taking account of weather and road conditions,
- not in excess of the daily maximum working/driving hours, including adequate breaks
- completed safely and legally within the allocated time-frame.

6.4 The key pieces of legislation which govern this policy are as follows:

- Road Traffic Regulations (Northern Ireland) Order 1997
- Road Vehicle (Construction and Use) Regulations 1986
- Health and Safety at Work (Northern Ireland) 1978
- Management of Health and Safety at Work (NI) Regulations 2000
- Provision and Use of Work Equipment Regulations (Northern Ireland) 1999
- Working Time Regulations (1998) and subsequent amendments
- Corporate Manslaughter and Corporate Homicide (2007 Act) (Commencement)Order (Northern Ireland) 2012
- The Goods Vehicle Licensing of Operators Act (Northern Ireland) 2010
- Carriage of Dangerous Goods by Road

7.0 IMPACT ASSESSMENT

7.1 While there is no reason to believe that the implementation of this procedure will result in any adverse differential impact on any of the nine equality categories

identified by Section 75 of the Northern Ireland Act 1998. This policy has been “screened out” for equality impact assessment.

- 7.2 MUDC has a statutory duty to comply with all Goods Vehicle Licensing, and health and safety legislation and is required to do as much as is reasonably practicable to protect the health and safety of its own employees and anyone else who could be affected by its activities. It is essential that sufficient financial investment and resources are made available to achieve compliance with the law.

8.0 SUPPORT AND ADVICE

- 8.1 Support and advice on this policy can be obtained from Property Services.

9.0 COMMUNICATION

- 9.1 A master electronic controlled copy of this policy will be kept up-to-date on the Council intranet and notice boards for those limited intranet access.

10.0 MONITORING AND REVIEW ARRANGEMENTS

- 10.1 The Fleet Safety policy will be reviewed every two years thereafter, or in response to a legislative shift, or identification of enhanced methodology.



Introduction

Mid Ulster District Council has a statutory duty to screen its policies, procedures, practices/decisions. This Policy Screening Form and Report assists Council Departments to consider the likely equality and good relations impacts of the aforementioned, if any, placed upon our ratepayers, citizens, service users, staff and visitors to the district.

Section 1 – Policy scoping

This asks the Policy Author to provide details on the policy, procedure, practice and/or decision being screened and what available evidence you have gathered to help make an assessment of the likely impact on equality of opportunity and good relations. Reference to policy within this document refers to either of the aforementioned (policy, procedure, practice, and/ or decision).

Section 2 – Screening questions

This asks about the extent of the likely impact of the policy on groups of people within each of the Section 75 categories. Details of the groups consulted and the level of assessment of the likely impact. This includes consideration of multiple identity and issues.

Section 3 – Screening decision

This guides the Council to reach a screening decision as to whether or not there is a need to carry out an equality impact assessment (EQIA), or introduce measures to mitigate the likely impact, or the introduction of an alternative policy to better promote equality of opportunity.

Section 4 – Monitoring

This provides guidance to the Council on monitoring for adverse impact and broader monitoring.

Section 5 – Approval and authorisation

This verifies the Council's approval of a screening decision by a senior manager responsible for the policy.

Appendix A Screening Process

Section 1 Policy Scoping & Information

The first stage of the screening process involves scoping the policy under consideration which sets the context and confirms the aims and objectives for the policy being screened. Scoping the policy helps to identify constraints as well as opportunities and will help the policy author to work through the screening process on a step by step basis.

1. Policy Name
Fleet Safety Policy
2. Is this an existing, revised or a new policy?
The Fleet Safety Policy is a new Policy
3. What is it trying to achieve? (aims/outcomes)
<p>By establishing a Fleet Safety Policy, Mid Ulster District Council is advocating an integration of safe vehicles, safe driving behaviours, and safe management practices as stipulated by the Operator's licence requirements.</p> <p>The Fleet Safety Policy documents Mid Ulster District Council's commitment to ensuring that all fleet related activity will be managed and controlled in accordance with current and future legislation.</p> <ul style="list-style-type: none">• To promote and demonstrate Mid Ulster District Council's commitment in ensuring the Council and its employees at all times:<ol style="list-style-type: none">1) Comply with relevant Road Traffic, Road Vehicle, Operators Licencing and Health and Safety legislation2) Assess the risks arising from the use of vehicles, plant, equipment and machinery on MUDC business; and3) Put in place measures to mitigate those risks.4) Adhere to applicable HR policies• To increase awareness and understanding among staff of safe driving practices.• To develop staff driving behaviours that are conducive to road safety.• To obtain commitment from all staff to use vehicles safely.• To maximise the acceptance that all vehicle users are expected to have a personal responsibility to drive and operate vehicles, machinery, equipment and plant with due care and attention; and to co-operate in adhering to the Fleet Safety Policy

<ul style="list-style-type: none"> To prevent employees who use vehicles, plant, equipment and machinery on MUDC business and all others who are affected by our actions, from suffering accidents, injuries or ill health whilst at work, so far as reasonably practicable. 		
4. Are there any Section 75 categories which might be expected to benefit from the intended policy?	Yes	
	No	No
5. Who initiated or wrote the policy?		
Building and Asset Services Manager & Transport Manager		
6. Who owns and who implements the policy?		
Transport Manager		

Implementation factors

It is recognised that there will be an associated need for staff to attend training and for some to perform a variety of tasks which may impact on the time available for them to carry out their normal duties.

		Yes	No
Are there any factors which could contribute to/ detract from intended aim/ outcome of the policy?		N/A	
<ul style="list-style-type: none"> If yes, are they financial? 			No
<ul style="list-style-type: none"> If yes, are they legislative? 			No
<ul style="list-style-type: none"> If yes, Please specify 	<i>Financial:</i> N/A <i>Legislative:</i> N/A		
<ul style="list-style-type: none"> Other, Please specify 	N/A		

Stakeholders

The internal and external (actual or potential) that the policy will be impacted upon

	Yes	No
Staff	Yes	
Service Users	Yes	
Other public sector organisations	N/A	
Voluntary/community/ trade unions	The Trade Unions will be informed of the matters pertaining to fleet safety and the content of this policy.	
Other, please specify	N/A	

Others policies with a bearing on this policy

Policies	Owners
HR Legacy policy on Alcohol & Drugs in the Workplace	

Available evidence

Information and available evidence (qualitative and quantitative) gathered to inform the policy under each of the Section 75 groups as identified within the Northern Ireland Act 1998.

Section 75 category	Details of evidence/information		
Religious belief	63.77% of the population were brought up in the Catholic religion and 33.46% belong or were brought up in a Protestant and Other Christian (including Christian related) religion. Other religions comprised 690 (0.5%) and None 3,153 (2.28%) of the population (Source: 2011 Census).		
	Religion or Religion brought up in	No.	%
	Catholic	88,375	63.77

	<table border="1"> <tr> <td>Protestant and Other Christian (including Christian related)</td> <td>46,372</td> <td>33.46</td> </tr> <tr> <td>Other religions</td> <td>690</td> <td>0.5</td> </tr> <tr> <td>None</td> <td>3,153</td> <td>2.28</td> </tr> <tr> <td>Total</td> <td>138,590</td> <td>100</td> </tr> </table>	Protestant and Other Christian (including Christian related)	46,372	33.46	Other religions	690	0.5	None	3,153	2.28	Total	138,590	100																								
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Political opinion	<p>Political party representation can be used as an approximate barometer of political opinion of people within Mid Ulster council area. The most recent local government/ council election in 2014 the percentage 1st preference vote share for each of the political party/ independents is detailed bellowed along with representation (seats) on Council (Source: NISRA):</p> <table border="1"> <thead> <tr> <th>Party</th> <th>Votes</th> <th>Percentage</th> <th>Council Seats</th> </tr> </thead> <tbody> <tr> <td>SF</td> <td>22,587</td> <td>41.0%</td> <td>18</td> </tr> <tr> <td>DUP</td> <td>9,723</td> <td>17.6%</td> <td>8</td> </tr> <tr> <td>UUP</td> <td>9,573</td> <td>17.4%</td> <td>7</td> </tr> <tr> <td>SDLP</td> <td>7,600</td> <td>13.8%</td> <td>6</td> </tr> <tr> <td>Independent</td> <td>2,689</td> <td>4.9%</td> <td>1</td> </tr> <tr> <td>TUV</td> <td>2,380</td> <td>4.3%</td> <td>0</td> </tr> <tr> <td>Alliance</td> <td>250</td> <td>0.6%</td> <td>0</td> </tr> <tr> <td>UKIP</td> <td>195</td> <td>0.4%</td> <td>0</td> </tr> </tbody> </table>	Party	Votes	Percentage	Council Seats	SF	22,587	41.0%	18	DUP	9,723	17.6%	8	UUP	9,573	17.4%	7	SDLP	7,600	13.8%	6	Independent	2,689	4.9%	1	TUV	2,380	4.3%	0	Alliance	250	0.6%	0	UKIP	195	0.4%	0
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Racial group	<p>According to the 2011 Census the overwhelming majority of the population 136,485 (98.48%) were classified as 'white'. Within this total will be migrant communities, such as Polish, Lithuanian and so forth. Statistics indicate that the number of people in Mid Ulster Local Government District (LGD) born outside Northern Ireland is:</p> <table border="1"> <thead> <tr> <th>Place of Birth</th> <th>No.</th> </tr> </thead> <tbody> <tr> <td>Great Britain</td> <td>4,053</td> </tr> <tr> <td>Republic of Ireland</td> <td>2,250</td> </tr> <tr> <td>EU Countries (Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia)</td> <td>6,795</td> </tr> <tr> <td>Other</td> <td>2,280</td> </tr> </tbody> </table> <p>The minority ethnic language profile within the area can serve as a possible indicator of the Black & Minority Ethnic (BME) community profile within the district. The composition of language groups in Mid Ulster LGD area is also noted from the 2011 census by NISRA as:</p> <table border="1"> <thead> <tr> <th>Main Languages of residents in Mid Ulster Council area</th> <th>No.</th> </tr> </thead> <tbody> <tr> <td>English</td> <td>125,715</td> </tr> <tr> <td>Polish</td> <td>2,008</td> </tr> <tr> <td>Lithuanian</td> <td>2,039</td> </tr> <tr> <td>Portuguese</td> <td>903</td> </tr> <tr> <td>Irish (Gaelic)</td> <td>404</td> </tr> <tr> <td>Slovak</td> <td>477</td> </tr> <tr> <td>Russian</td> <td>297</td> </tr> <tr> <td>Latvia</td> <td>261</td> </tr> <tr> <td>Hungarian</td> <td>117</td> </tr> <tr> <td>Chinese</td> <td>64</td> </tr> </tbody> </table>	Place of Birth	No.	Great Britain	4,053	Republic of Ireland	2,250	EU Countries (Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia)	6,795	Other	2,280	Main Languages of residents in Mid Ulster Council area	No.	English	125,715	Polish	2,008	Lithuanian	2,039	Portuguese	903	Irish (Gaelic)	404	Slovak	477	Russian	297	Latvia	261	Hungarian	117	Chinese	64				
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	Tagalog/Filipino	38			
	Malaysian	33			
	Other	922			
Age	The age profile of Mid Ulster Local Government District area as at 2015 (Source, NISRA)				
		Mid Ulster	Northern Ireland		
	Total Population	144,002	1,851,621		
	0-15 years	33,123	385,200		
	16-39 years	47,646	583,116		
	40-64 years	43,621	591,481		
	65+ years	19,612	291,824		
	Population Change % (2005-2015)	15.3%	7.2%		
Marital status	The below table sets out the marital status profile for Mid Ulster District Council area as extracted from results of the 2011 Census				
		Mid Ulster		Northern Ireland	
		No.	%	No	%
	Single (never married or never registered a same sex civil partnership) (Aged 16+)	38,353	35.97	517,393	36.14
	Married (Aged 16+)	54,192	50.82	680,831	47.56
	In a registered same sex civil partnership (Aged 16+)	62	0.06	1,243	0.09
	Separated (but is still legally married or still legally in a same sex civil partnership) (Aged 16+)	3,369	3.16	56,911	3.98
	Divorced or formerly in a same sex civil partnership which is now legally dissolved (Aged 16+)	4,139	3.88	78,074	5.45
	Widowed or surviving partner from a same sex civil partnership (Aged 16+)	6,523	6.12	97,088	6.78

<p>Sexual orientation</p>	<p>No specific statistics are available from the 2011 government census for this Category and there are therefore no official statistics available in relation to persons of different sexual orientation. However, the Integrated Household Survey would include between 3% and 4% would be either gay, lesbian and/or bisexual. However, due to the nature of 'disclosure' in this area, umbrella organisations often state that the figure may be closer to 10%.</p> <table border="1" data-bbox="411 474 1528 779"> <thead> <tr> <th>Region</th> <th>Heterosexual / Straight</th> <th>Gay/ Lesbian</th> <th>Bisexual</th> <th>Gay/ Lesbian/ Bisexual</th> <th>Other</th> <th>Don't know /refuse</th> <th>No response</th> </tr> </thead> <tbody> <tr> <td>England</td> <td>92.54%</td> <td>1.10%</td> <td>0.51%</td> <td>1.61%</td> <td>0.33%</td> <td>4.07%</td> <td>1.45%</td> </tr> <tr> <td>Wales</td> <td>93.93%</td> <td>1.04%</td> <td>0.48%</td> <td>1.52%</td> <td>0.45%</td> <td>2.99%</td> <td>1.11%</td> </tr> <tr> <td>Scotland</td> <td>94.65%</td> <td>0.82%</td> <td>0.33%</td> <td>1.14%</td> <td>0.26%</td> <td>2.59%</td> <td>1.37%</td> </tr> <tr> <td>N Ireland</td> <td>93.00%</td> <td>0.64%</td> <td>0.96%</td> <td>1.60%</td> <td>0.26%</td> <td>3.98%</td> <td>1.17%</td> </tr> <tr> <td>Total</td> <td>92.80%</td> <td>1.06%</td> <td>0.51%</td> <td>1.57%</td> <td>0.32%</td> <td>3.89%</td> <td>1.42%</td> </tr> </tbody> </table> <p>Research also conducted by the HM Treasury shows that between 5%-7% of the UK population identify themselves as gay, lesbian, bisexual or 'trans' (transsexual, transgendered and transvestite) (LGBT).</p>	Region	Heterosexual / Straight	Gay/ Lesbian	Bisexual	Gay/ Lesbian/ Bisexual	Other	Don't know /refuse	No response	England	92.54%	1.10%	0.51%	1.61%	0.33%	4.07%	1.45%	Wales	93.93%	1.04%	0.48%	1.52%	0.45%	2.99%	1.11%	Scotland	94.65%	0.82%	0.33%	1.14%	0.26%	2.59%	1.37%	N Ireland	93.00%	0.64%	0.96%	1.60%	0.26%	3.98%	1.17%	Total	92.80%	1.06%	0.51%	1.57%	0.32%	3.89%	1.42%
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<p>Men & women generally</p>	<p>The gender profile of Mid Ulster LGD is detailed as;</p> <table border="1" data-bbox="411 1041 1460 1182"> <thead> <tr> <th></th> <th colspan="2">Mid Ulster</th> <th colspan="2">Northern Ireland</th> </tr> <tr> <th></th> <th>No.</th> <th>%</th> <th>No.</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Male</td> <td>69,362</td> <td>50.05</td> <td>887,323</td> <td>49.00</td> </tr> <tr> <td>Female</td> <td>69,228</td> <td>49.95</td> <td>923,540</td> <td>51.00</td> </tr> </tbody> </table>		Mid Ulster		Northern Ireland			No.	%	No.	%	Male	69,362	50.05	887,323	49.00	Female	69,228	49.95	923,540	51.00																												
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<p>Disability</p>	<p>According to the 2011 NISRA census statistics 19.39% of people had a long-term health problem or disability that limited their day-to-day activities whilst 80.43% of people within the district stated their general health was either good or very good</p> <table border="1" data-bbox="418 1415 1519 1646"> <thead> <tr> <th></th> <th colspan="2">Mid Ulster</th> <th colspan="2">Northern Ireland</th> </tr> <tr> <th></th> <th>No.</th> <th>%</th> <th>No.</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Disability / long term health</td> <td>26,870</td> <td>19.39</td> <td>374,646</td> <td>20.69</td> </tr> <tr> <td>No disability / long term health problem</td> <td>111,720</td> <td>80.61</td> <td>1,436,217</td> <td>79.31</td> </tr> </tbody> </table> <p>In Northern Ireland the profile of persons with a disability has been reported by Disability Action as;</p> <ul style="list-style-type: none"> • More than 1 in 5 or 21% of the population have a disability • 1 in 7 people have some form of hearing loss • 5,000 persons use sign language - British Sign Language and/or Irish Sign Language • There are 57,000 blind persons or persons with significant impairment • 52,000 persons with learning difficulties 		Mid Ulster		Northern Ireland			No.	%	No.	%	Disability / long term health	26,870	19.39	374,646	20.69	No disability / long term health problem	111,720	80.61	1,436,217	79.31																												
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Dependants	Persons with dependents may be people who have personal responsibility for the care of a child (or children), a person with a disability, and/ or a dependent older person. The below table provides a summary with respect Mid Ulster LGD.				
		Mid Ulster		Northern Ireland	
		No.	%	No.	%
	Households with dependent children	18,626	38.99	238,094	33.86
	Lone parent households with dependents	3,485	7.30	63,921	9.09
People providing unpaid care	12,821	10.69	231,980	11.82	
	Of the households in Mid Ulster Local Government District with dependent children, they can be summarised as;				
	<ul style="list-style-type: none"> • 7,407 families in households have 1 dependent child • 6,394 families in households with two dependent children • 5,014 families in households with three dependent children 				
	There are 37,306 dependent children within families.				

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories

Section 75 category	Details of needs/experiences/priorities
Religious belief	None
Political opinion	None
Racial group	None
Age	None
Marital status	None
Sexual orientation	None

Men and women generally	None
Disability	None
Dependants	None

Section 2 – Screening Questions

In making a decision as to carry out an Equality Impact Assessment (EQIA), the Council should consider its answers to the questions 1- 3 detailed below.

If the Council's conclusion is **none** in respect of all of the Section 75 equality of opportunity categories, then the Council may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity, the Council should give details of the reasons for the decision taken.

If the Council's conclusion is **major** in respect of one or more of the Section 75 equality of opportunity, then consideration should be given to subjecting the policy to the equality impact assessment procedure.

If the Council's conclusion is **minor** in respect of one or more of the Section 75 equality categories, then consideration should still be given to proceeding with an equality impact assessment, or to:

- measures to mitigate the adverse impact; or
- the introduction of an alternative policy to better promote equality of opportunity.

In favour of a 'major' impact

- a) The policy is significant in terms of its strategic importance;
- b) Potential equality impacts are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
- c) Potential equality impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
- e) The policy is likely to be challenged by way of judicial review;

f) The policy is significant in terms of expenditure.

In favour of 'minor' impact

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
- d) By amending the policy there are better opportunities to better promote equality of opportunity.

In favour of none

- a) The policy has no relevance to equality of opportunity.
- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity for people within the equality categories.

Screening questions

The overall impact of the Fleet Safety Policy is to ensure there is an operational management system in place for Mid Ulster District Council to advocate an integration of safe vehicles, safe driving behaviours, and safe management practices.

1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories (minor/ major/ none)		
Section 75 category	Details of policy impact	Level of impact? minor/major/none
Religious belief	N/A	None

Political opinion	None	None
Racial group	None	None
Age	None	None
Marital status	None	None
Sexual orientation	None	None
Men and women generally	None	None
Disability	None	None
Dependants	None	None

2. Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories? (Yes/ No)

Section 75 category	If Yes , provide details	If No , provide reasons
Religious belief	No	Policy is not relevant
Political opinion	No	Policy is not relevant
Racial group	No	Policy is not relevant

Age	No	Policy is not relevant
Marital status	No	Policy is not relevant
Sexual orientation	No	Policy is not relevant
Men and women generally	No	Policy is not relevant
Disability	No	Policy is not relevant
Dependants	No	Policy is not relevant

3. Are there opportunities without prejudice, to the equality of opportunity duty, to better promote good relations between Section 75 equality categories, through tackling prejudice and/ or promoting understanding? (Yes/ No)

N/A	No	No
	Yes	

If yes, please detail the opportunities below:

--

If yes is concluded to Question 3, then the policy will be referred to the Council's Good Relations Working Group for consideration. The Group will consider the potential opportunities and assess if and how the overall impact of a decision/policy can better promote good relations.

Additional Considerations - Multiple identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities? *(For example; disabled minority*

ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

No

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

N/A

Section 3 – Screening Decision

In light of answers provided to the questions within Section 3 select one of the following with regards the policy:

		Select One
1	Shall not be subject to an EQIA - <i>with no mitigating measures required</i>	*****
2	Shall not be subject to an EQIA - <i>mitigating measures/ alternative policies introduced</i>	
3	Shall be subject to an EQIA	

If 1 or 2 above (i.e. not to be subject to an EQIA) please provide details of reasons why.

The policy has no relevance to equality of opportunity.

If 2 above (i.e. not to subject to an EQIA) in what ways can adverse impacts attaching to the policy be mitigated or an alternative policy be introduced.

--

If 3 above (i.e. shall be subject to an EQIA), please provide details of the reasons.

--

Mitigation

When it is concluded that the likely impact is 'minor' and an equality impact assessment is not to be conducted, you may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity.

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity?

The Policy has no impact on the groups affected.

--

Timetabling and prioritising

If the policy has been screened in for equality impact assessment, please answer the below to determine its priority for timetabling the equality impact assessment.

- **On a scale of 1-3 (1 being lowest priority and 3 being highest), assess the policy in terms of its priority for equality impact assessment.**

Priority criterion	Rating (1-3)
Effect on equality of opportunity	1
Social need	1
Effect on people's daily lives	1
Relevance to a Council's functions	1

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the Council in timetabling. Details of the Council's Equality Impact Assessment Timetable should be included in the Screening Reports.

- **Is the policy affected by timetables established by other relevant public authorities?**

Yes	
No	No

Section 5 – Monitoring

Effective monitoring will help identify any future adverse impact arising from the policy which may lead the Council to conduct an equality impact assessment, as well as help with future planning and policy development. Please detail proposed monitoring arrangements below:

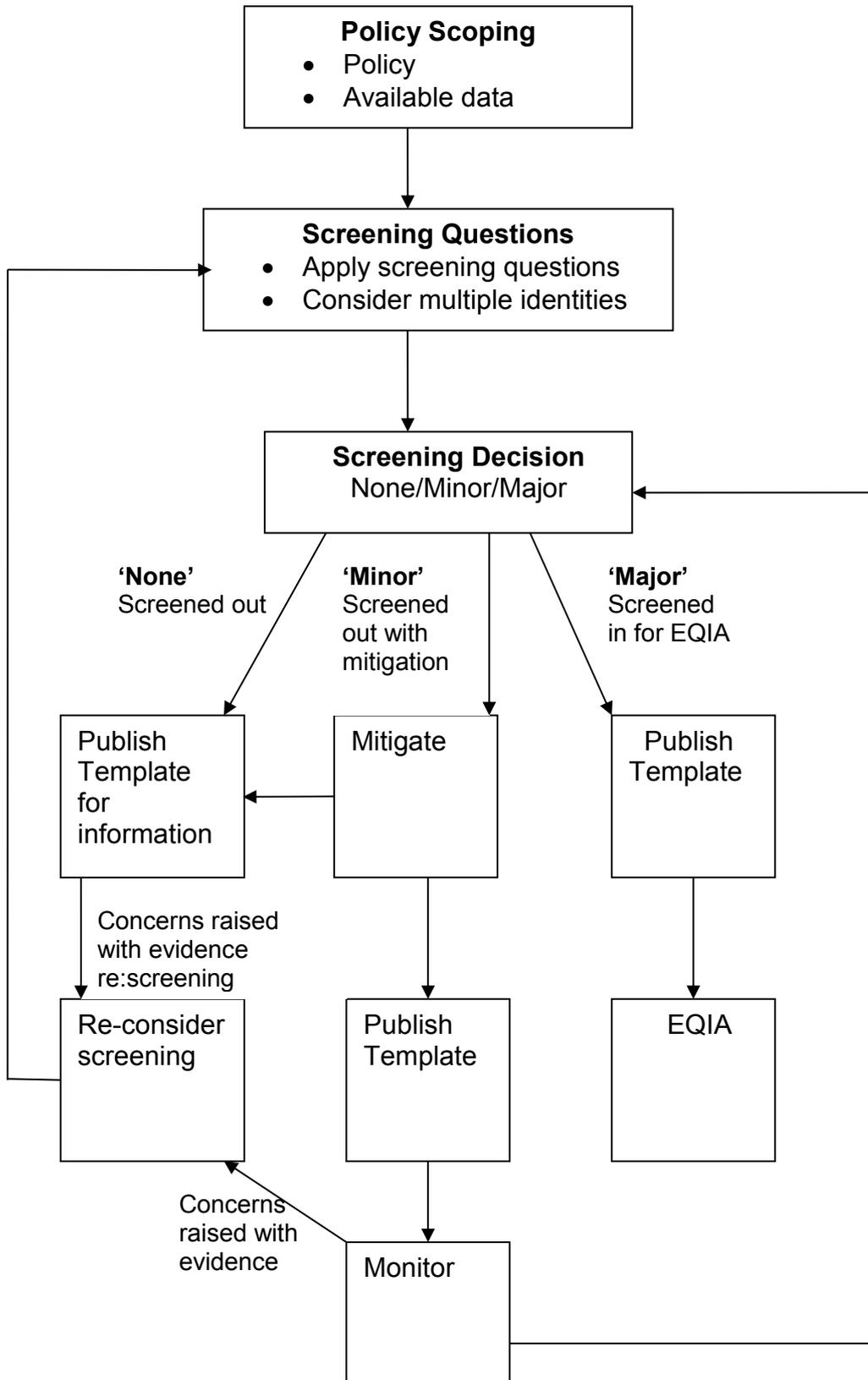
The policy will be reviewed within 24 months from the effective date.

Section 6 – Approval and authorisation

Screened by:	Position/ Job Title	Date
Sarah O'Neill	Transport Manager	19/06/18
Approved by:	Position/ Job Title	Date

Note: A copy of the Screening Template, for each policy screened should be 'signed off' and approved by a senior manager responsible for the policy; made easily accessible on the council website as soon as possible following completion and be available on request.

Appendix A Mid Ulster District Council Screening Process



Rural Needs Impact Assessment Template

Step 1: Define the Issue

Key questions to consider:

- *What are the objectives of the strategy, policy plan or service?*
- *What impact do you intend it to have in rural areas?*
- *How is 'rural' defined for the purposes of this policy/strategy/service/plan?*
- *What would constitute a fair rural outcome in this case?*

The objectives of the Fleet Safety Policy are as follows:

- To promote and demonstrate Mid Ulster District Council's commitment in ensuring the Council and its employees at all times:
 - 1) Comply with relevant Road Traffic, Road Vehicle, Operators Licencing and Health and Safety legislation
 - 2) Assess the risks arising from the use of vehicles, plant, equipment and machinery on MUDC business
 - 3) Put in place measures to mitigate those risks.
 - 4) Adhere to applicable HR policies
- To increase awareness and understanding among staff of safe driving practices.
- To develop staff driving behaviours that are conducive to road safety.
- To obtain commitment from all staff to use vehicles safely.
- To maximise the acceptance that all vehicle users are expected to have a personal responsibility to drive and operate vehicles, machinery, equipment and plant with due care and attention; and to co-operate in adhering to the Fleet Safety Policy
- To prevent employees who use vehicles, plant, equipment and machinery on MUDC business and all others who are affected by our actions, from suffering accidents, injuries or ill health whilst at work, so far as reasonably practicable.

The impact of the Fleet Safety Policy will have no impact in rural areas.

As per Council's/DEATA's definition, rural is defined as settlement of less than 5,000 people.

Step 2: Understand the situation

Key questions to consider

What is the current situation in rural areas?

What evidence (statistics, data, research, stakeholder advice) do you have about the position in rural areas?

If the relevant evidence is not available, can this be sourced?

Do you have access to the views of rural stakeholders about the likely impact of the policy?

Are there existing design features or mitigations already in place to take account of rural needs?

This policy will have no impact on rural stakeholders.

Step 3: Develop and appraise options

Key questions to consider

Are there barriers to delivery in rural areas?

If so, how can these be overcome or mitigated?

Will it cost more to deliver in rural areas?

What steps can be taken to achieve fair rural outcomes?

Not Applicable

Step 4: Prepare for Delivery

Key questions to consider

Do the necessary delivery mechanisms exist in rural areas?

Have you considered alternative delivery mechanisms?

What action has been taken to ensure fair rural outcomes?

Is there flexibility for local delivery bodies to find local solutions?

Are different solutions required in different areas?

Not Applicable

Step 5: Implementation & Monitoring

Key questions to consider

Have you set any rural specific indicators or targets to monitor?

How will the outcomes be measured in rural areas?

Are there any statistics or data that you will collect to monitor rural needs and impacts?

Not Applicable

Step 6: Evaluation & Review

Key questions to consider

What processes are in place to evaluate and review the implementation of the policy, strategy, plan or service?

Have rural needs been factored into the evaluation process?

How will lessons learned in relation to rural outcomes be used to inform future policy making and delivery?

This policy will be reviewed in 24 months from adoption.

Each review will assess any evidence and potential amendments against rural needs in line with legislation.

Rural Needs Impact Assessment undertaken by	Sarah O'Neill
Position:	Fleet Manager
Signature:	S O'Neill
Date completed:	19/05/2018

Rural Needs Impact Assessment approved by:	
Position:	
Signature:	
Date approved:	