

**APPENDIX 1**

**EQUALITY IMPACT ASSESSMENT**

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Infrastructure Services
Section	Passenger Transport Unit
Title of the activity etc.	Review and revisions to Supported Local Bus Services
Aims of the activity	The review provides recommendations for the withdrawal and revisions of poorly performing bus services to bring the projected spend on local bus services and A2B dial-a-bus services within the available budget.
Author(s) & Title(s)	Neil Stewart, Principal Officer (Local Bus Services) Marion Mackay, Principal Officer (DRT, Fares & Ticketing)

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	<p>i) Passenger Trips On-bus passenger survey data (this involves PTU staff travelling on the bus and talking to passengers) and contract monitoring records (including passenger usage data recorded by electronic ticket machines) is used to assess the number and type of passengers.</p> <p>ii) Comparison with other Bus Journeys/Services The Council’s Performance Management Framework (PMF) model for supported bus services ranks supported bus services in terms of best value. The PMF model is used as a tool to highlight the lowest performing journeys/services which may be considered for withdrawal or reduction. Other known circumstances and local factors are taken into account during the final decision on which services/journeys to withdraw.</p> <p>iii) Alternative Transport Consideration is given to the availability of alternative transport, e.g. other local bus or A2B dial-a-bus journeys or community transport.</p>

Internal consultation with staff and other services affected.	<p>The criteria to be used for the review was the subject of consultation with the Passenger Transport Network Review Member Officer Working Group consisting of the Transport Spokespersons and Officers from the Transportation, Education, Social Work, Finance, Legal and Procurement Services.</p> <p>Passenger Transport Unit staff have been involved in assessing the impact on passengers.</p>
External consultation (partner organisations, community groups, and councils).	<p>Stagecoach North Scotland, Bains Coaches, Burns Coaches and Nicolls Coaches have been consulted. These are the transport operators directly affected by the proposals.</p> <p>Aberdeen City Council, Angus Council, and those individuals and organisations on the circulation lists for the Council's Area Bus Forums, including all Community Councils, will be informed.</p>

External data (census, available statistics).	<p>Bus timetables - these have been used to consider the alternative means of transport available to passengers using the journeys that are recommended for withdrawal.</p> <p>Department for Transport Table TSGB1201 (NTS0622) – Mobility Difficulties by Age and Gender: Great Britain  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/762011/tsgb-2018-report-summaries.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/762011/tsgb-2018-report-summaries.pdf</a></p> <p>The Scottish Government's Equality Evidence Finder  <a href="https://scotland.shinyapps.io/sg-equality-evidence-finder/">https://scotland.shinyapps.io/sg-equality-evidence-finder/</a></p>
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Other (general information as appropriate).	<p>In the majority of cases, the journeys that are recommended for withdrawal carry few passengers. Most passengers travelling outside of peak times are older people going shopping and those travelling for social/leisure purposes in the evening. There are also a number of workers' journeys for which there are no alternatives available.</p> <p>The following table summarises the proposals and, where applicable, alternative bus journeys/services available to passengers:</p>
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	<b>Service</b>	<b>Summary of Proposed Journey/Service Withdrawals</b>	<b>Alternative Transport Options (where available)</b>
	35 (Aberdeen - Banff)	Weekday evening return journey between Aberdeen and Banff withdrawn.	Nearest alternative journeys, 45 mins earlier northbound and 90 mins earlier southbound.

	<b>Service</b>	<b>Summary of Proposed Journey/Service Withdrawals</b>	<b>Alternative Transport Options (where available)</b>
	301 (Macduff - Huntly)	Saturday service withdrawn.	<b>No alternative Saturday service for Cornhill or Bogniebrae.</b>  Alternative transport services available to nearest market towns from other affected settlements.  Weekday service 301 unchanged.
	273 (Gardenstown - Fraserburgh)	Saturday service withdrawn.	<b>No alternative Saturday service.</b>  Weekday service 273 unchanged.
	74 (Rosehearty - Fraserburgh)	Monday to Friday evening service withdrawn.	<b>No alternative Monday to Friday evening journeys.</b>  Monday to Sunday daytime and Saturday evening services unchanged.
	69/69B (Peterhead/St Combs - Fraserburgh)	Monday to Friday evening service between St Combs and Fraserburgh withdrawn.  Saturday am peak journey from Fraserburgh to Peterhead withdrawn.	<b>No alternative Monday to Friday evening journeys.</b>  Monday to Sunday daytime and Saturday evening services unchanged.  <b>No alternative journey.</b>
	253 (Turriff – New Deer - Fraserburgh)	Tuesday and Friday shoppers' service withdrawn.	Alternative journeys available to nearest market towns for all affected settlements.
	68 (Aberdeen - Fraserburgh)	Weekday am peak journey from Mintlaw to Fraserburgh withdrawn.  Monday to Friday evening last return journey between Fraserburgh and Aberdeen withdrawn.	<b>No alternative journey.</b>  Southbound: Nearest alternative journey 60 minutes earlier. Northbound: Alternative journey 25 mins later as far as Ellon, with nearest alternative journey to Fraserburgh 60 mins earlier.
	76/77 (Fraserburgh Town)	Saturday evening service withdrawn.	<b>No alternative Saturday journeys.</b>  Monday to Saturday daytime and Monday to Friday evening services unchanged.
	82A (Peterhead - Boddam)	Saturday am peak journey withdrawn.	<b>No alternative journey.</b>

	<b>Service</b>	<b>Summary of Proposed Journey/Service Withdrawals</b>	<b>Alternative Transport Options (where available)</b>
	84 (Peterhead Town (Inverugie))	Monday to Saturday evening return journey withdrawn.	<b>No alternative journeys.</b>  Monday to Saturday daytime service unchanged.
	308 (Aberchirder/Turriff - Inverurie)	Two inter-peak return journeys between Aberchirder/Turriff and Inverurie (Monday to Friday) withdrawn.	There is still one return shoppers' journey between Aberchirder and Inverurie via Turriff on weekdays.
	231 (Alford – Huntly)	Monday to Friday service withdrawn.  1 return inter-peak journey to/from Alford on Saturdays withdrawn.	Redeployment of in-house vehicle used for Inch A2B dial-a-bus will enable the provision of shoppers' journeys from Alford to Huntly, operating upon request.  <b>No alternatives to Alford.</b> 1 return journey to/from Huntly on Saturdays retained, providing an alternative shoppers' destination for all affected settlements.
	107 (Stonehaven - Montrose)	Early morning journey from Stonehaven to Montrose (Monday to Friday) withdrawn.	Will continue to be operated by Stagecoach without Council support.
	218 (Alford – Aberdeen)	1812 hours ex Alford - Elrick and 1906 hours ex Elrick - Alford (Monday to Friday), connecting journeys to/from Aberdeen, withdrawn.	Alternative journey at 1850 hrs ex Alford to Aberdeen via Kemnay.  <b>No alternative journey to Elrick from Sauchen, Dunecht and Skene.</b>  <b>No alternative journey ex Elrick - Alford.</b>
	201 (Braemar - Ballater - Banchory - Aberdeen)	2117 hours ex Aboyne - Torphins (Friday) withdrawn.  2115 hours ex Aberdeen - Aboyne (Sunday) withdrawn.  Sunday service between Ballater and Braemar withdrawn.	Nearest alternative journey 49 mins earlier.  Nearest alternative journey 90 mins earlier but only as far as Banchory.  <b>No alternative service to/from Braemar on Sundays.</b>  Monday to Saturday service unchanged.
	26 (Luthermuir/ Laurencekirk - Stonehaven)	Saturday inter-peak service withdrawn	<b>No alternative Saturday service.</b>  Laurencekirk has an alternative shoppers' service to/from Montrose.

	<b>Service</b>	<b>Summary of Proposed Journey/Service Withdrawals</b>	<b>Alternative Transport Options (where available)</b>
	66/66A (Stuartfield - Peterhead)	2245 hours ex Mintlaw and 2320 hours ex Peterhead last buses (Saturday) withdrawn.	Nearest alternative journeys at 2059 hrs and 2220 hrs respectively.
	272 Banff - Fraserburgh)	0720 hours ex Fraserburgh and 1705 hours ex Banff (Monday to Friday) withdrawn.	<b>No alternative journeys.</b>  Monday to Friday inter-peak service unchanged.
	204 (Strachan - Aberdeen)	Weekday peak return journey between Strachan and Aberdeen via South Deeside Road withdrawn.	<b>No alternative journeys via South Deeside Road.</b>
	107 (Stonehaven - Montrose)	Monday to Saturday evening service withdrawn.	Will continue to be operated by Stagecoach without Council support.
	51 (Fraserburgh - New Pitsligo - Ellon)	Saturday service withdrawn.	Alternatives available, albeit via connections at Fraserburgh (Services 67/68) or at Mintlaw via Central Buchan A2B dial-a-bus.
	402 (Kingseat – Hatton of Fintray - Inverurie)	Weekly inter-peak service (one return journey) withdrawn.	Alternative weekly inter-peak services available for all settlements affected, <b>with the exception of Hatton of Fintray.</b>
	417 (Lumsden - Inch)	Weekday peak return journey between Lumsden and Inch (rail station) withdrawn.	<b>No alternative journeys.</b>
	292 (Tarves - Ellon)	Weekday peak return journey between Tarves and Ellon withdrawn.	<b>No alternative journeys.</b>
	81 (Peterhead - Boddam)	Early morning return journey on Saturdays withdrawn.	<b>No alternative journeys.</b>
	777 (Oldmeldrum - Westhill – Dyce/Airport)	Weekday peak return journey from Oldmeldrum to Dyce via Inverurie, Kemnay and Westhill withdrawn.	Alternatives available to/from majority of settlements affected, albeit requiring interchange.  <b>No alternative journeys between Oldmeldrum and Inverurie.</b>
	421 (Alford - Inverurie)	Monday to Saturday evening and Sunday daytime services withdrawn.	<b>No alternative evening and Sunday journeys.</b>  The settlements affected have evening and Sunday services to/from Aberdeen.
	Insch A2B dial-a-bus	Service withdrawn.	<b>No alternatives for rural areas around Inch currently provided with door-to-door</b>

			<p><b>transport.</b></p> <p>The bus is being redeployed to provide replacement journeys for Service 231 (see above). It is proposed to incorporate the Insch A2B Friday journeys (between Auchleven and Huntly) within this 231 replacement service.</p>
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Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	No

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:
	N/A	

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger		yes		
Age – Older		yes		
Disability			yes	
Race – (includes Gypsy Travellers)			yes	
Religion or Belief			yes	
Sex (Gender – male/female)		yes		
Pregnancy /maternity			yes	

Sexual orientation – (includes Lesbian/ Gay/Bisexual)			yes	
Gender reassignment – (includes Transgender)			yes	
Marriage and Civil Partnership			yes	

Stage 6: What are the positive and negative impacts?		
Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.	None.	<p>Age - Older</p> <p>The inter-peak journeys that are being withdrawn predominately carry older people going shopping. In many cases there is an alternative inter-peak/shopping service they can use, albeit not to the same destination.</p> <p>The early morning, peak, evening and Sunday journeys that are being withdrawn carry people of various ages, including older people. There are no alternatives available in most cases.</p>
	None.	<p>Age - Younger</p> <p>The early morning, peak, evening and Sunday journeys being withdrawn carry people of various ages, including younger people. There are no alternatives available in most cases.</p>
	None.	<p>Gender – Female</p> <p>The early morning, peak, evening and Sunday journeys that will be withdrawn have no alternative journeys available in most cases. This will disproportionately affect women.</p>

Stage 7: Have any of the affected groups been consulted?

<p>If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?</p>	<p>No.</p> <p>As much advance notification of the changes as is practicable will be given. All those individuals and organisations on the circulation lists for the Council's Area Bus Forums will be advised. The proposed revisions will also be subject to press releases and social media feeds.</p>
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Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
	Mitigating Steps	Timescale
<p>These should be included in any action plan at the back of this form.</p>	<p>The retention of alternative bus journeys.</p>	<p>Ongoing</p>
	<p>The vehicle currently used to operate Inch A2B dial-a-bus will be redeployed to retain shoppers' journeys between Alford and Huntly.</p>	<p>From April 2019.</p>
	<p>The provision of information. Revised bus times will be publicised on buses, on the Council's website and via Traveline Scotland. Advice, regarding potential alternative transport, will be provided to passengers upon request.</p>	<p>From February 2019 - ongoing.</p>

Stage 9: What steps can be taken to promote good relations between various groups?	
<p>These should be included in the action plan.</p>	<p>There are no steps that can be taken to promote good relations between various groups. The Council's Area Bus Forums which are the main means of consulting on local bus services will continue to be open to people from all the protected groups.</p>

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?
<p>The withdrawal of bus journeys will not advance equality of opportunity.</p>

Stage 11: What equality monitoring arrangements will be put in place?
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<p>These should be included in any action plan (for example customer satisfaction questionnaires).</p>	<p>There are no plans to put equality monitoring arrangements in place. Council-supported bus services are subject to monitoring through ETM (electronic ticket machine) sales data. It is possible to identify the aggregate number of bus trips made by older and disabled people. It is also possible to identify the number of tickets sold to children aged 5-15 years and the number of single tickets sold to young people aged 16-18.</p>
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**Stage 12: What is the outcome of the Assessment?**

<p>Please complete the appropriate box/boxes</p>	<p>1</p>	<p>No negative impacts have been identified –please explain.</p>
	<p>2</p>	<p>Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.</p>
	<p>The withdrawal of inter-peak bus journeys will affect passengers, the majority of whom are older people travelling for shopping purposes. In most cases, alternatives are available, albeit at different times and, in some cases, to different destinations.</p>	
	<p>The withdrawal of evening and Sunday bus journeys will affect passengers of various ages, the majority of whom are travelling for social/leisure purposes. In some cases, alternative destinations are available, albeit at different times.</p>	
	<p>3</p>	<p>The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen</p>
	<p>The withdrawal of early morning and peak journeys will affect passengers of various ages primarily travelling to/from work or further education.</p> <p>The withdrawal of evening and Sunday bus journeys will affect passengers of various ages, the majority of whom are travelling for social/leisure purposes. In many cases there are no alternative bus journeys.</p>	

\* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

In determining which services/journeys to withdraw, poorer performing services have been identified in order to minimise the impact on the travelling public, including protected groups. In the cases where there are no public transport alternatives available, during early morning, peak, inter-peak evening and Sundays, existing passengers will be affected. However, the withdrawal of these journeys will permit an effective use of the available budget for supporting bus services, and in doing so target resources to cater for the majority of identified travel needs.

**Stage 14: Sign off and authorisation.**

Sign off and authorisation.	1) Service and Team	Infrastructure Services – Passenger Transport Unit	
	2) Title of Policy/Activity	Review and revisions to Supported Local Bus Services	
	3) <b>Authors:</b> We have completed the equality impact assessment for this policy/activity.	Name: Neil Stewart Position: Principal Officer Date: 07/01/19 Signature:	Name: Marion Mackay Position: Principal Officer Date: 07/01/19 Signature:
		Name: Position: Date: Signature:	Name: Position: Date: Signature:
	4) Consultation with Service Manager	Name: Richard McKenzie Date: 07/01/19	
	5) Authorisation by Director or Head of Service	Name: Ewan Wallace Position: Head of Transportation Date: 08/01/19	Name: Position: Date:
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee (e.g. Social Work and Housing Committee).	Date:	
	7) EIA author sends a copy of the finalised form to: eia@abdnshire	Date:	
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:

Action Plan					
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications
Continue to support transport services including bus, dial-a-bus and community transport services.	April 2019	ongoing	Neil Stewart / Marion Mackay	Affected customers are provided with alternative travel opportunities where possible.	Within current resources.
Advertise revised timetables on buses, at bus stops, on the Council website and at other appropriate locations/portals.	March 2019	ongoing	Neil Stewart/Marion Mackay	Customers are informed and can seek information regarding potential alternative travel options.	Within current resources.
Provide passengers or their representatives with advance notice of the revisions and the opportunity to raise any major concerns which may enable the PTU to provide bespoke advice on any alternative transport services.	February 2018	April 2019	Neil Stewart/Marion Mackay	Any major negative impacts of bus journey withdrawals may be identified.  Individual passengers who contact the PTU will be provided with advice on potential alternative transport, e.g. other bus journeys, community transport or car sharing.	Within current resources.