

## EQUALITY IMPACT ASSESSMENT TEMPLATE - TRAFFORD COUNCIL

A. Summary Details		
1	Title of EIA:	All Age Travel Assistance
2	Person responsible for the assessment:	Sarah Russ - TTCU
3	Contact details:	<a href="mailto:Sarah.russ@trafford.gov.uk">Sarah.russ@trafford.gov.uk</a>
4	Section & Directorate:	Trafford Travel Co-ordination Unit, CFW
5	Name and roles of other officers involved in the EIA, if applicable:	Elaina Quesada, Specialist Commissioning Officer Alison Milne, Head of Service Access and Inclusion Marilyn Golding, Admissions Manager Chris Warner, Head of Service (CAS)

B. Policy or Function		
1	Is this EIA for a policy or function?	Policy <input checked="" type="checkbox"/> Function <input type="checkbox"/>
2	Is this EIA for a new or existing policy or function?	New <input type="checkbox"/> Existing <input type="checkbox"/> Change to an existing policy or function <input checked="" type="checkbox"/>
3	What is the main purpose of the policy/function?	It is intended to replace the previous Home to School Transport Policy with an all age travel assistance policy that covers:- <ul style="list-style-type: none"> <li>● Children and young people of statutory school age (aged between 5 and 16 years) with their travel from home to school or place of learning;</li> <li>● Young people (over statutory school age) aged between 16 to 18 and those</li> </ul>

		<p>continuing learners who started their programme of learning before their 19<sup>th</sup> birthday to aid their attendance at school, college or place of learning;</p> <ul style="list-style-type: none"> <li>• Vulnerable Adults – post 19 years for Education, Training and/ or 18+ years old for those accessing Social Care services.</li> </ul>
4	Is the policy/function associated with any other policies of the Authority?	<ul style="list-style-type: none"> <li>• School admissions policy</li> <li>• Health and Safety policy</li> <li>• Safeguarding children policy</li> <li>• Corporate Complaints policy</li> <li>• Moving &amp; handling policy</li> <li>• Adults Safeguarding policy</li> </ul>
5	Do any written procedures exist to enable delivery of this policy/function?	<ul style="list-style-type: none"> <li>• Attendance management procedures for the management of passenger assistant staff</li> <li>• Code of conduct procedures for all staff</li> <li>• Contract procedure rules which govern the Council's procurement of goods.</li> <li>• Appeals procedure for managing travel assistance appeals</li> <li>• Complaints procedure for managing complaints in relation to travel assistance.</li> </ul>
6	Are there elements of common practice not clearly defined within the written procedures? If yes, please state.	<ul style="list-style-type: none"> <li>• Behaviour management for assisting with the management of difficult behaviours whilst on transport Children / Adults</li> <li>• Route planning for ensuring the most cost effective journeys</li> <li>• Council approach for charging for services (adults currently charge £2 per journey)</li> <li>• Adult services currently operate an adult resource panel for sign off of all adult transport applications</li> </ul>

7	Who are the main stakeholders of the policy? How are they expected to benefit?	<p><b>Stakeholders</b></p> <ul style="list-style-type: none"> <li>● Children and young people of statutory school age 5 -16 years living within the borough of Trafford</li> <li>● Young people with SEND aged 16 to 19 years</li> <li>● Adult learners</li> <li>● Adults accessing social care</li> <li>● Parents/Carers</li> <li>● Heads and Governing Bodies</li> <li>● School staff</li> <li>● Adult social care providers</li> <li>● Educational placement providers for adults</li> <li>● Passenger Assistants</li> <li>● Bus/taxi contractors</li> <li>● Elected members</li> </ul> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>● Easy to read policy</li> <li>● Enable accessibility to educational establishments</li> <li>● Supports sustainable travel</li> <li>● Provides a skill for life (via independent travel training)</li> <li>● Supports local economy by employing local people and utilising local taxi/bus companies</li> </ul>
8	How will the policy/function (or change/improvement), be implemented?	Following a public consultation, the new policy will be implemented from the start of the new financial year 2016/17. Eligibility to be reviewed January to March 2016. People not eligible under new

		policy will be informed that they will no longer receive travel assistance and given a minimum of 2 months' notice to allow them to make alternative arrangements.
9	What factors could contribute or detract from achieving these outcomes for service users?	Political support, or lack of Legal challenge Capacity and resources to implement a charging system
10	Is the responsibility for the proposed policy or function shared with another department or authority or organisation? If so, please state?	CFW:- <ul style="list-style-type: none"> <li>● Trafford Travel Co-ordination Unit</li> <li>● School Admissions – responsible for bus passes</li> <li>● SEN Service – responsible for SEN school placements</li> <li>● Community Nursing Team – responsible for medical training of passenger assistants who support children with complex needs</li> <li>● Adults Social Care</li> </ul>

### C. Data Collection

1	What monitoring data do you have on the number of people (from different equality groups) who are using or are potentially impacted upon by your policy/ function?	<p>School census data (Appendix A) compiled May 2015 which contains</p> <ul style="list-style-type: none"> <li>● the total pupil headcount</li> <li>● headcount by gender</li> <li>● headcount by ethnicity</li> <li>● headcount by school of pupils in receipt of FSM</li> </ul> <p>Data is currently being compiled and will be available at the end of October 2015.</p> <p>413 children and young people currently accessing travel assistance – all of whom have SEND. 130 (31.47%) are female and 283 (68.52%) are male. 43 adult learners/social care service users being transported door to door.</p>
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		<p>Appendix B – Travel Assistance Analysis details that in the autumn term 2015 288 children and young people received bus passes to travel to school, of these:-  138 passes were issued to pupils from low income families  99 passes were issued to pupils based upon the distance from home to school  51 passes were issued to pupils attending a grammar school that is not their nearest grammar school as they are not eligible to attend their nearest grammar school (i.e did not pass that school’s entrance exam).</p> <p>Appendix C- Travel Assistance Analysis for adult services complied for 2015/16 contains the following:</p> <ul style="list-style-type: none"> <li>• Number of adult using the transport provision</li> <li>• Number by gender</li> <li>• Number by age</li> <li>• Number by ethnicity</li> <li>•</li> </ul> <p>On -going data will be continued to be collated. In addition the adult resource panel will from the 1<sup>st</sup> April 2016 start to collate the following:</p> <ul style="list-style-type: none"> <li>• Number of applications put forward</li> <li>• Number of application accepted</li> <li>• Number of applications rejected</li> <li>• Reasons for rejections</li> </ul>
2	Please specify monitoring information you have available and attach relevant information*	<p>School census data which includes headcount by age, gender, ethnicity, free school meals.</p> <p>Adult transport analysis data which includes headcount by age, gender, ethnicity.</p>

3	If monitoring has NOT been undertaken, will it be done in the future or do you have access to relevant monitoring data?	Intend to collect equality data for travel assistance applications and eligible people

*\*Your monitoring information should be compared to the current available census data to see whether a proportionate number of people are taking up your service*

<b>D. Consultation &amp; Involvement</b>		
1	Are you using information from any previous consultations and/or local/national consultations, research or practical guidance that will assist you in completing this EIA?	<p>Yes</p> <p>Reviewed consultation documentation for the policy review that took place in 2011.</p> <p>Review of recent Council consultations that have taken place with the assistance of outside public consultation companies.</p>
2	Please list any consultations planned, methods used and groups you plan to target. (If applicable)	<p>A public consultation enabling the public to give feedback on the proposed new policy will be held from 16<sup>th</sup> November 2015 until 20<sup>th</sup> January 2016.</p> <p>Consultation will be via:-</p> <ul style="list-style-type: none"> <li>● The web</li> <li>● Face to face sessions</li> <li>● Materials will be made available in different formats if requested.</li> </ul> <p>It is also recommended that the parent forum play a large part in facilitating the consultation process.</p>

3	<b>**What barriers, if any, exist to effective consultation with these groups and how will you overcome them?</b>	<p>Potential language barrier for those parents where English is not the first language. Parents/Carers Forum commissioned to undertake consultation with specific groups of parents.</p> <p>Parents who are disabled may struggle to access information/attend consultation events. – Ensure accessible venues and information available on-line and SEND local offer on Service Directory.</p>
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*\*\*It is important to consider all available information that could help determine whether the policy/ function could have any potential adverse impact. Please attach examples of available research and consultation reports*

**E: The Impact – Identify the potential impact of the policy/function on different equality target groups**

*The potential impact could be negative, positive or neutral. If you have assessed negative potential impact for any of the target groups you will also need to assess whether that negative potential impact is high, medium or low*

	<b>Positive</b>	<b>Negative (please specify if High, Medium or Low)</b>	<b>Neutral</b>	<b>Reason</b>
<b>Gender – both men and women, and transgender;</b>		L          L		<p>Over representation of boys with SEN. school pupil population gender split is 51.13% boys and 48.87% girls whilst 68.52% of boys receive travel assistance as CYP with SEND.</p> <p>Adults data confirms an over representation of males 53% male and 47% female</p>
<b>Pregnant women &amp; women</b>			√	

on maternity leave				
Gender Reassignment			√	
Marriage & Civil Partnership			√	
<b>Race-</b> include race, nationality & ethnicity (NB: the experiences may be different for different groups)		L		English as a second language presents barriers to accessing and understanding services in children's & adult services Over representation of boys with SEN although no monitoring data available to support this
<b>Disability</b> – physical, sensory & mental impairments		H  H		Majority of children and young people accessing door to door travel assistance have SEND  All adults accessing door to door travel have either a learning or physical disability and a sensory impairment
<b>Age Group</b> - specify eg; older, younger etc)		M		New policy withdraws travel assistance for post 16 learners and adults accessing social care services.
<b>Sexual Orientation</b> – Heterosexual, Lesbian, Gay Men, Bisexual people			√	
<b>Religious/Faith groups</b> (specify)			√	

**As a result of completing the above what is the potential negative impact of your policy?**



High

Medium

Low

F. Could you minimise or remove any negative potential impact? If yes, explain how.	
Race:	No
Gender:	No
Disability:	No as one eligibility criterion for travel assistance is “Special educational needs, disability or mobility problems”
Age:	Independent travel training can be provided to young people and adults but not to younger children
Also consider the following:	
1	<p>If there is an adverse impact, can it be justified on the grounds of promoting equality of opportunity for a particular equality group or for another legitimate reason?</p> <p>All Age Travel Assistance Policy will discharge Trafford’s statutory duties; currently Trafford Council has used discretionary powers to provide travel assistance to groups of children, young people and adults who are not eligible under the existing policy or statute.</p>
2	<p>Could the policy have an adverse impact on relations between different groups?</p> <p>No Within adults services all applications for travel will be presented at the resource panel which is held weekly. The decision making process will be carried out in line with new policy and will be applied fairly and consistently</p>
3	<p>If there is no evidence that the policy <i>promotes</i></p>

equal opportunity, could it be adapted so that it does? If yes, how?	As Above
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### G. EIA Action Plan

Recommendation	Key activity	When	Officer Responsible	Links to other Plans eg; Sustainable Community Strategy, Corporate Plan, Business Plan,	Progress milestones	Progress
Ensure accessible consultation	Public consultation with key stakeholders on proposed changes	Nov 2015 to Jan 2016	Elaina Quesada/ Alison Milne	Re-shaping Trafford		
Creation of a travel assistance working party	Ensure appeals process and grounds for appeal, equitable and transparent	December 2015	Alison Milne	Implementation of SEN Review Re-shaping Trafford Trafford SEND Policy		
Gather equality and diversity monitoring data	Amend SEND TTCU application forms to collect data. Bus pass applications to be recorded on	March 2016  May 2016	Sarah Russ  Marilyn Golding			

	Admissions and Transfers System to cross match data					
Review impact of changes	Review Policy	May 2016	Alison Milne			

Please ensure that all actions identified are included in the attached action plan and in your service plan. Signed



Signed

Lead Officer  
Date

Service Head Alison Milne Head of Service: Access and Inclusion  
Date 28<sup>th</sup> October 2015