

Equality Impact Assessment (EqIA) form: the initial impact assessment

1. Process and guidance

The purpose of an EqIA is to make sure that the council is meeting the needs of all our residents by ensuring we consider how different groups of people may be affected by or experience a proposal in different ways.

The council has a two stage EqIA process:

- Stage 1 - the initial impact assessment
- Stage 2 - the full impact assessment.

This form is for use at Stage 1 of the process. This must be completed when undertaking a project, policy change, or service change. It can form part of a business case for change and must be completed and attached to a Project Initiation Document. The findings of the initial impact assessment will determine whether a full impact assessment is needed.

Guidance and tools for council officers can be accessed on the council's Tackling Inequality Together intranet pages.

Date started:	11 th August 2023
Completed by:	Rebecca Brooks
Service:	Place & Growth
Project or policy EqIA relates to:	Enhanced Partnership Agreement (EP)
Date EqIA discussed at service team meeting:	16 th August 2023
Conclusion (is a full assessment needed?):	No
Signed off by (AD):	Christopher Easton 

Sign off date:	16th August 2023
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2. Summary of the policy, project, or service

This section should be used to summarise the project, policy, or service change (the proposal).

What is the purpose of the proposal, what are the aims and expected outcomes, and how does it relate to service plans and the corporate plan?

To provide a legal framework for agreeing improvements to local bus services between local bus operators and the Council, as per the Department for Transport's (DfT) National Bus Strategy document. Any improvements or changes to bus services will subject to funding being available from the DfT. Bus services link to the Corporate Plan by helping to Keep the Borough Moving, meet targets for the Climate Emergency and by reducing pollution and improving health and wellbeing through active travel.

How will the proposal be delivered, what governance arrangements are in place and who are the key internal stakeholders?

The Enhanced Partnership Agreement provides the details of the governance framework around decision making, permit members of the Enhanced Partnership Board and their associated voting rights. All decisions taken by the board are then subject to all the Council's legal and statutory duties as well as the Council's governance arrangements, as set out in the Council's Constitution. Should funding be made available to improve bus provision this may result in either improvement to services or to infrastructure. Through the Council's own governance arrangements, each improvement would be treated as a separate project with its own EqIA. The key internal stakeholders are a traffic management officer, a community transport / public transport officer and the Executive Member for Active Travel, Transport & Highways.

Who will be affected by the proposal? Think about who it is aimed at and who will deliver it.

As and when funding becomes available, all residents within the borough who current travel by bus or could do in the future, as well as any current or future visitors or employees to the borough who are existing or potential bus users. Potential bus users are those who may already want to travel by bus or those who can be encouraged or incentivised to use greener transport through behaviour change programmes. The

proposals may also affect residents who use the highway network, whose journey could be impacted as a result of a particular scheme to improve bus journeys. Any such scheme would be considered as a separate project and therefore subject to its own EqIA.

3. Data & Protected Characteristics

This section should be used to set out what data you have gathered to support the initial impact assessment.

The table below sets out the equality groups that need to be considered in the impact assessment. These comprise the nine protected characteristics set out in the Equality Act 2010 and other priority areas defined by the council.

Age	Disability	Gender reassignment	Marriage and Civil Partnership	Pregnancy/Maternity
Religious belief	Race	Sex	Sexual Orientation	Socio-economic disadvantage

What data and information will be used to help assess the impact of the proposal on different groups of people? A list of useful resources is available for officers on the Council's Tackling Inequality Together intranet pages.

Ticket machine data for passengers travelling. Tickets for young people and concessionary users help identify numbers affected by age and disability.

Annual survey data from a variety of sources including, but not limited to annual bus surveys, the National Highways and Transportation survey, Bus Open Data service and Transport Focus.

Concessionary data in relation to passes issued helps identify number of potential users by sex and disability.

Socio-economic information can be considered from the JSNA, IMD and social isolation strategy when compared to the areas served.

Experiences from members of a bus working group

4. Assessing & Scoring Impact

This section should be used to assess the likely impact on each equality group, consider how significant any impacts could be and explain how the data gathered supports the conclusions made.

Scoring impact for equality groups	
Positive impact	The proposal promotes equality of opportunity by meeting needs or addressing existing barriers to participation and/or promotes good community relations
Neutral or no impact	The proposal has no impact or no disproportionate impact.
Low negative	The proposal is likely to negatively impact a small number of people, be of short duration and can easily be resolved.
High negative	The proposal is likely to have a significant negative impact on many people or a severe impact on a smaller number of people.

Referring to the Scoring table above, please give an impact score for each group, explain what the likely impact will be, and briefly set out how the data supports this conclusion.

Equality group	Impact score	Impact and supporting data
Age	Positive Impact	As the aim and objects of the Enhanced Partnership Agreement is to improve local bus service provision by forming a closer working relationship with local bus operators and delivering improvements. It is anticipated that the outcome will be positive for every equality group. In each case when a scheme or improvement is delivered this will be undertaken as a project and each project will have its own EqIA.
Disability	Positive Impact	
Gender reassignment	Positive Impact	
Marriage and Civil Partnership	Positive Impact	
Pregnancy/Maternity	Positive Impact	
Religious belief	Positive Impact	
Race	Positive Impact	
Sex	Positive Impact	
Sexual Orientation	Positive Impact	
Socio-economic disadvantage	Positive Impact	

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5. Conclusion and next steps.

Based on your findings from your initial impact assessment, you must complete a full impact assessment if you have identified any groups as having a low or high negative impact.

If no impact, or a positive impact has been identified, you do not need to complete a full assessment. However, you must include reference to the initial assessment in any associated reports, and it must receive formal approval from the Assistant Director responsible for the project, policy, or service change.

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