

Annex 1: Equality Impact Assessment (EqIA) form: the full 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. EqIAs help us to meet our [Public Sector Equality Duty](#) and where applicable the [Armed Forces Duty](#)

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 2 of the process. If an officer is undertaking a project, policy change, or service change and a negative impact has been identified at Stage 1 on a protected equality group then a full impact assessment must be completed. Guidance and tools for council officers can be accessed on the council's Tackling Inequality Together intranet pages.

Date started:	12/07/2023
Completed by:	Zoe Storey / Ngozi Fakeye
Service:	Children's Services
Project or policy EqIA relates to:	Review of Home to School Transport
Date EqIA discussed at service team meeting:	18/07/23
Equality Improvement Plan approved:	18/07/23
Signed off by (AD):	Ming Zhang
Sign off date:	18/07/23

2. Consultation

During the initial impact review, it was found that some protected equality groups might be negatively impacted by the proposal. To further understand the potential impacts and decide what actions might be needed, the relevant equality groups should be consulted.

Please complete the table below for the relevant characteristics.

Equality group	Date of consultation	Potential negative impacts identified	Changes or actions based on feedback from consultation
Age	14/06 – 21/07 2023	Children under 5 and those in post-16 education will be disproportionately affected	<p>Promote independent travel training and in exceptional case-by case circumstances, consider personal budget.</p> <p>In line with its current policy, the Council will continue to consider applications on a case by case basis to establish if travel assistance is necessary based on the assessment of needs and circumstances of the child and family.</p> <p>Where appropriate, work with schools and families during the summer term to develop and enable independent travel opportunities.</p>
Disability	14/06 – 21/07 2023	Children and young people with special needs capacity to access education without travel assistance	<p>The eligibility criteria ensures that the majority of children and young people with demonstrable need are supported. The Council will continue to consider applications on a case-by-case basis, to</p>

			establish if a more traditional form of travel assistance is necessary based on the assessment of needs and circumstances of the child and family
Gender reassignment			
Marriage and Civil Partnership			
Pregnancy/Maternity			
Religious belief			
Race			
Sex			
Sexual Orientation			
Socio-economic disadvantage	14/06 – 21/07 2023	Financial pressure is increased on families and carers from socio-economic disadvantage	Under the new policy, we would continue to use low income as part of the main eligibility criteria for travel assistance. In line with its current policy, the Council will continue to consider applications on a case by case basis to establish if travel assistance is necessary based on the assessment of needs and circumstances of the child and family.
Armed Forces Communities			

3. Equality improvement plan

The project owner must complete an Equality Improvement Plan. This improvement plan sets out the actions to minimise or remove negative impacts. It should also be used to action any opportunities to promote equality and understanding between communities that have been identified throughout the assessment.

The improvement plan should be a ‘live document’ and be updated and reviewed throughout the delivery of the proposal.

The improvement plan comprises:

- A. an assessment table
- B. an implementation table

Please complete Table A now and keep Table B up to date throughout delivery of the proposal.

Table A: Assessment table

Equality group	Actions required	Expected outcome from actions	Responsible owner	How will the delivery of your actions be monitored	Review date (s)
Age	Communicate changes and provide clear information on what the changes mean.	Awareness and understanding of what policy changes mean.	Ming Zhang	Data from nonattendance following policy implementation.	31/01/24



Disability	Engage and communicate with families before the end of the Spring term to inform them of the changes to policy and the likely impact. Work with schools and families to identify alternative travel options and support to enable access to placement.	Applications are better evidenced, and WBC officers are then able to make faster decisions to ensure the outcome of the application is known early enough.	Ming Zhang	Data from nonattendance following policy implementation. Data on numbers who are taking up travel training offers. Updates from dedicated SEND transport officer's case referrals.	31/01/24
Socio-economic disadvantage	Engage and communicate with families before the end of the Spring term to inform them of the changes to policy and the likely impact. Work with schools and families to identify alternative travel options and support to enable access to placement.	Awareness and understanding of what policy changes mean to help eligible families submit successful applications and where unsuccessful, understand how to appeal any decisions.	Ming Zhang	Data from nonattendance following policy implementation.	31/01/24

Table B: Implementation table

Notes from implementation	Actions completed	Impacts eliminated or mitigated
Comms plan	Following exec decision to implement Communicate changes widely	Applicants can have time to submit early and officers can have time to assess their application for quicker decision making.

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4. Conclusion, sign-off & Publication

The completed EqIA must be reviewed by the management team for your service and submitted for sign-off to the relevant Assistant Director or project sponsor. The EqIA must then be attached to the project or policy paper to be considered by the Executive or other relevant committee and will be published to the council’s website.

Please complete the table below:

Date of executive paper publication:	04-08-2023
How do you intend to communicate any changes to the affected groups?	Via direct contact with email and letters to those who have no emails. Via stakeholder leaders like SEND Voices and the schools.
Date of communication:	After the exec paper is approved and before admission applications open. 31- 08-2023