

**Consolidated Pack of EIAs
Children (People) Directorate
Budget Savings 2023/24
Scrutiny Meeting 31/01/2023**

The following pages contain the EIA assessments of the 2 proposals being put forward by the Children (People) Directorate. Below is an index of each proposal and the pages on which the EIA for each proposal appears.

Proposal reference	Proposal name	Page Number
CHS-2324-27	Efficient, effective, and economic delivery of Home to School Transport Assistance and Services	2-27
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EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

The outcome of this EIA has been assessed to be:

(delete as applicable – see Appendix A)



SECTION 1:

Title	Efficient, effective, and economic delivery of Home to School Transport Assistance and Services
<p>What are you analysing?</p> <ul style="list-style-type: none"> • What is the policy/project/activity/strategy looking to achieve? • Who is it intended to benefit? Are any specific groups targeted by this decision? • What results are intended? 	<p>A consultation was carried out in the summer (closed on the 31st July) regarding changes to/development of, the new Home to School and Post 16 Travel Assistance Policy. The new policy was taken to cabinet in October and a very detailed EIA was done as part of that process.</p> <p>The £0.800m worth of savings has been researched and discussed in detail. Essentially, the savings are already agreed as they have already been consulted on and gone through Cabinet as the changes in the travel policy. The agreed policy changes are what will impact on service users and all equality issues etc have been fully considered and agreed as part of the pre Cabinet and Cabinet process. The issue is that the changes in the policy around entitlement and the impact they will have when implemented have now been monetarised. Implementing the policy will create savings and that is what is in the savings plan and business case that this EIA supports.</p> <p>As part of fully implementing the new policy and delivering the savings plan the Council will be</p>

undertaking a review of existing and new applications to ensure that only children and young people who have a statutory right (if they meet the eligibility criteria as set out in the Education Act 1996) are able to continue to use the service. Additionally, some people will be expected to make a contribution to their travel, some will have their entitlement replaced with a bursary. Further, some children will be required to attend pick up points (instead of home pick up), and/or travel on escorted transport and some will be expected to undergo independent travel training (ITT) and after training make their own way to school via public transport. Also, the council is currently aiming to reduce routes which have a smaller occupancy by providing suitable alternative arrangements where possible.

NB: The policy is fully compliant with statute and will protect the legal rights of service users. Before any changes are made detailed reviews will be carried out (current entitlement, entitlement under the new policy, and individual need will be checked). These reviews will ensure that the young person gets the most efficient and economic form of transport that best meets their long term needs.

The specific proposed activities affected are detailed below:

- Only providing travel assistance where there is a statutory duty to do so. Under the new, statute compliant, policy, fewer people will be eligible for travel assistance. There will be a review of all existing service users and any one not entitled to travel assistance will have their support removed (with a period of notice)

Additionally other recipients to have their supported adjusted to reflect their actual needs. The old policy (replaced by a new one approved by Cabinet in October) been operational for several years. A recent review of that policy compared to the new one identified a number of gaps and ambiguity of wording that may have enabled historic applications to be awarded assistance that they did not have a statutory requirement to. Further historically appeals have been allowed outside of policy also extending travel assistance to those C&YP with no statutory entitlement. Whilst the old policy and procedure did not empower officers to award alternative travel options, (the default being arranged transport with collection and drop off from the home address), the new policy and procedure does.

- Independent Travel Training (ITT) to be offered to families as a suitable and appropriate travel provision, subject to a needs assessment. When it is identified through an appropriate need assessment that a C&YP has the potential, with 1:1 training and support, to travel independently on public transport ITT will be offered. Where ITT is identified as an appropriate offer of assistance the Council will not be obligated to provide an alternative travel offer if rejected by the family. However, if an ITT offer was identified as not appropriate then an alternative travel option would need to be offered. The offer must reflect the needs and circumstances of the individual. Other Local Authorities and ITT organisations typically identify approximately

10-14% of existing transport users as having the potential to travel independently. Considering the needs of the service users in Slough and other changes such as the bursary it is considered feasible that at least.

- A new Travel Bursary option will be created and offered to families. With family consent this will enable them to make their own travel/care arrangements that enable them to facilitate their child's attendance at School/College. The introduction of a bursary to families eligible for travel assistance is expected to encourage families to make their own travel arrangements in exchange for a Travel Assistance Bursary. Advance, regular payments, that are financially attractive to families whilst being more cost effective than current transport provision. A bursary will only be offered as an alternative to families when is more cost effective than arranged travel.
- Introduction and use of collection points for transport arrangements where a needs assessment identifies that a child is able to access travel arrangements away from the home address.
- The removal of assistance with travel to faith Schools or same sex establishments where nearer establishments are identified as being able to meet educational need unless the C&YP qualifies under statutory requirements.
- Introduction of a Contribution Charge (CC) from those in receipt of assistance where the Council does not have a statutory obligation to provide free assistance to eligible individuals, such as those in post 16 education. Slough currently does not request a contribution for

travel assistance for those aged 16-18 (and 19 if continuing their course). However, free travel for those that meet the statutory eligibility threshold is only required for those of compulsory school age (5-16) and those in post 16 education aged 19 and over, unless continuing their education course at the age of 18 into their 19th birthday. Many local authorities charge a contribution where free travel is not necessary, e.g. Hertfordshire £1,554, Buckinghamshire £1,179, Essex £900 and Wiltshire £850. This not only generates an income but can also reduce demand with families able to find alternative ways to facilitate attendance. Introduction of a CC for Non-Compulsory School Age Travel will ensure that Slough is complying with the policy and statute and operating in line with many of our neighbouring authorities.

Obviously, the majority of people impacted on will be those with Special Education Needs as well as some who will lose support to attend faith or same sex schools.

By reviewing applications it ensures only those C&YP we have a statutory and policy duty to, receive assistance.

The plan will ensure that the service is provided in a way that is the most efficient, effective, and economic but also one which meets the needs of those who require it in a way that enables and empowers them and helps develop their resilience and independence.

Additionally, the service will now ensure that all support is equitable and consistent, and the

	<p>application process based on policy.</p> <p>NB: Home To School Travel and Post 16 Travel Assistance is not a universal service, it should only ever have been open to those who meet the criteria. The old policy was not statute compliant and was overly generous and extended services to those who had no legal right to it. Additionally, many people were given services, often after appeal, that were at odds with the old policy. These things both conspired to ensure that there are a cohort of people getting a service who won't in the future. The savings in this plan ensure a continued focus on the needs and circumstances of individual Children and Young (C&YP) when identifying the most appropriate travel assistance for those who have a right to it as set out in policy and statute. Some existing service users will lose entitlement, but this will be relatively small group, for some others they will get a service more suited to their long-term needs.</p>
Date sent to Finance	14 th December 2022
Version number and date of update	Version 3
Version 3. 14 th December 2022.	

SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1

Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal

- If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.
- Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal

	<table><tr><th>Equality Characteristic</th><th>Current or expected make up of service users</th><th>Over-represented or Under-represented relative to overall size in local population?</th></tr><tr><td>Gender</td><td>796 Services users aged 4 to 24 (25th birthday). 29% = female 71% = male</td><td>Female users are underrepresented. However, they will not be impacted on more than males due to this process which will apply equally to both sexes. Both males and</td></tr></table>	Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	796 Services users aged 4 to 24 (25 th birthday). 29% = female 71% = male	Female users are underrepresented. However, they will not be impacted on more than males due to this process which will apply equally to both sexes. Both males and
Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?					
Gender	796 Services users aged 4 to 24 (25 th birthday). 29% = female 71% = male	Female users are underrepresented. However, they will not be impacted on more than males due to this process which will apply equally to both sexes. Both males and					

			females attending same sex or religious schools will lose their support if there is a suitable school closer to their home that could meet their education needs.
	Ethnicity	No bearing on determining eligibility.	
	Disability	There are currently 1,695 people aged 0-25 on an Education, Health and Care Plans (EHCPs) in Slough. AN EHCP is for children with a special educational need and/or disability. 83% of those who receive support with their travel (organised and funded by the council) have an EHCP.	
	Sexual orientation	No bearing on determining eligibility.	
	Age	In line with guidance and local policy, all service users are students up to the	

		<p>25th birthday (end of academic year in which they are 25),.</p> <p>Total - 796</p> <ul style="list-style-type: none"> • Nursery - 1% • Primary – 31% • Secondary – 49% • Post 16 – 19% 	
	Religion or belief	<p>Legally no bearing on eligibility. However, 27% of service users do not have an EHCP. Of those who do not have an EHCP 20 C&YP attend a faith or same sex school which may not be the nearest School to their home address which can provide the appropriate level of education. Those with no statutory right to a service will lose their access to the service.</p>	<p>There is only a small proportion of C&YP in this group, 2.5%, who attend single religion schools. Both males and females attending same sex or religious schools will lose their support if there is a suitable school closer to their home that could meet their education needs.</p>
	Gender Identity	No bearing on determining eligibility.	

	Pregnancy/Maternity	No bearing on determining eligibility.	
	Marriage/Civil Partnership	No bearing on determining eligibility.	
2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	<p>Approximately 80% of those receiving Home to School Transport have an Education, Health and Care Plan which denotes they have a special education need (though not necessarily a disability) therefore within this group C&YP with a disability are a higher proportion than they would appear in the general population. Therefore, the proposed savings impact on those with this particular protected characteristic. However, the policy change has already been consulted upon, had an EIA and been through cabinet and it is the implementation of the policy that will drive the savings in the business case and savings plan. There is nothing additional and the council will still be delivering its statutory duty to these C&YP.</p> <p>The primary principle of the statutory requirements, guidance and the policy is to ensure children and young people can access their education placements, where statutory eligibility thresholds are met or it is identified as necessary (in order to facilitate attendance) then assistance with travel must be provided. This will not change because of these savings. Assistance will continue to be available to these groups, with the type of assistance reflecting individual needs/circumstances.</p> <p>Additionally, Slough has been providing support for some C&YP to travel to same sex and/or re single religion schools. Both males and females attending same sex or religious schools will lose their support if there is a suitable school closer to their home that could meet their education needs.</p>		

2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.	No
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2.4	Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?
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	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled ¹ people (consider different types of physical, learning or mental disabilities)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

People in particular age groups (consider in particular children, under 21s and over 65s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regarding sex approximately 70% of users of HTST are male but it is expected that the changes will impact on both male and female service users equally. Obviously 2.5% attending same sex and/or single religion school so there will be an impact on these services users. However, again it is likely to be impact on males and females equally. Regarding religion although this will impact on the very small number who attend a particular religious school (when another establishment that could meet their needs is nearer) overall it will not impact on religion per se. All service users will be assessed on their own need/merit and will receive support in line with their needs as per statute and agreed policy. Religion will have no bearing on a decision as such, the decision will be in regard to meeting a duty as set out in statute and policy.

Essentially where pupils are studying at an establishment that was chosen by parents rather than the local authority, and other school's closer to their home could meet the C&YP's educational needs, it will be the parent's responsibility to provide the transport. This is the law and the policy, prior to the newly agreed policy Slough was providing a service that they had not duty to provide.

NB: Anyone who is advised that they have lost a service or will be getting a different service will be told at least 4 before the start of the new term and will be able to appeal the decision.

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	Provide brief reasons on how you have come to this decision?
	<p>A full EIA is not required as there is no major change to the home to school transport service that may impact on a particular protected characteristic. Additionally, the policy changes that will drive the savings business case and action plan have already been subject to an EIA, a consultation, and a decision at cabinet. The agreed policy, and thus the procedures that sit behind this business case, will not permit children to be excluded on grounds of race, ethnicity, disability, sexual orientation, gender, or faith. All children will continue to have statutory needs met.</p> <p>These approaches to reducing costs have been taken to ensure more efficient, effective, and economic services that best meet the needs to the C&YP entitled to them. Only those C&YP who are not entitled to a service will lose it. Additionally some C&YP will be provided with a different services, one that empowers and enables them and best prepares them for adulthood and ensures they become more resilient and less dependent.</p> <p>NB: A detailed EIA, based on the consultation exercise, was completed when the decision to update the policy and bring it in line with statute was made (at Cabinet in October). These savings proposals are merely the monetarisation of the expect results of that policy change.</p>

If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.

SECTION 3: ASSESSING THE IMPACT

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean / Black British							

	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative effects
		Eliminate discrimination	Advance equality	Good relations				
Sexual Orientation	Lesbian, gay men, bisexual							
Age	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16)							
Gender Reassignment								
Impact due to pregnancy/maternity								
Groups with particular faiths and beliefs								
People on low incomes								

SECTION 4: ACTION PLAN

4.1

Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.

NB. Add any additional rows, if required.

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
Route Optimisation – A Review of Transport Routes will be completed by end of January. Any service users who	All Service Users using these routes. Many of whom will have a special educational	To ensure that routes are fully considered and optimised and pick up points (as opposed to home pick up) are used when appropriate. This will ensure that	Education and Inclusion Staff, Fleet and Procurement staff,	Sabi Hothi (Sabi leading but supported by Nigel Jakubowski, Fleet Manager).	31 st January 2023 and 31 st March 2023.	

	have been identified as being able to use pick up will be notified not later than the end of March 2023.	need and/or disability.	service users are empowered and enabled and start to develop more independence.				
	<p>A detailed Review of Escort Provision will be completed by the end of January 2023.</p> <p>All service users affected, those, that in future, will be on a route with no escort, to be notified no later than end of April 2023.</p> <p>Change in service delivery will only come into effect from 1st September 2023 (for the school year 9/23-4/24).</p>	All Service Users using these routes. Many of whom will have a special educational need and/or disability.	<p>To ensure that the need for escorts on individual routes with individual groups of service users are fully considered and escorts withdrawn off some routes as appropriate.</p> <p>This will ensure that service users are empowered and enabled and start to develop more independence.</p>	Education and Inclusion Staff, Fleet and Procurement staff,	Sabi Hothi (Sabi leading but supported by Nigel Jakubowski, Fleet Manager).	31 st January 2023. and 30th April 2023. 1 st September 2023	Green

	<p>Eligibility Change, a detailed review of historic entitlement will be undertaken. This will fully consider each individual needs against the policy. This will be completed by the end of January 2023. All service users who will lose eligibility to be notified no later than the end of April 2023.</p> <p>Change in service delivery will only come into effect from 1st September 2023 (for the school year 9/23-4/24).</p>	All applicable Service Users using these routes, some of whom may have a special educational need and/or disability.	To ensure only those individuals with a right (as per legislation and policy) will receive a service and to ensure that those who do receive a service receive the one that best meets their long term needs.	Education and Inclusion Staff	Sabi Hothi	31 st January 2023. and 30 th April 2023. 1 st September 2023	Green
	An Eligibility Change, introduction of a Contribution Charge, a	All applicable Service Users, some of whom	To ensure only those individuals with a right (as per legislation and	Education and Inclusion Staff	Sabi Hothi	28 th February 2023 and	Green

	<p>detailed review of existing cases who may be able to pay a charge to be completed by the end of February 2023.</p> <p>A Mechanism for payment will be developed and implemented and applications for 23/24 open by the end of March 2023.</p> <p>All service users who are to be charged to be notified no later than the end of April 2023.</p> <p>Change in service delivery will only come into effect from 1st September 2023 (for the school year 9/23-4/24).</p>	may have a special educational need and/or disability.	policy) will receive a service and to ensure that those who do receive a service receive the one that best meets their long-term needs.			<p>31st March 2023 and 30th April 2023 and 1st September 2023</p>		
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	<p>An Eligibility Change, Ceasing Faith/Same Sex School Travel. As the plan is for all existing eligibility to end & no new eligibility to be agreed, as per policy a detailed review to be conducted and concluded no later than the end of January.</p> <p>All children and young people currently receiving this support will be notified that it is ceasing no later than the end of April 2023.</p> <p>Change in service delivery will only come into effect from 1st September 2023 (for the school year 9/23-</p>	All applicable Service Users	To ensure only those individuals with a right (as per legislation and policy) will receive a service and to ensure that those who do receive a service receive the one that best meets their long-term needs.	Education and Inclusion Staff	Sabi Hothi	31 st January 2023 and 30th April 2023 and 1 st September 2023	Green	
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	4/24).							
	<p>The provision of Travel Bursaries as a travel option A potential Eligibility Change A detailed review will be carried out and all potential recipients identified by 31st January 2023. All service users who may be eligible will be notified no later than the end of February 2023. All service users who have opted into this scheme to receive 1st Payment, 1 Month in Advance, in early August 2023.</p>	<p>All applicable Service Users who decide they wish to opt into the scheme and receive a bursary as opposed to an offer of transport.</p>	<p>To ensure that service users and their families can make a decision on how best to support their child to attend an educational establishment.</p>	<p>Education and Inclusion Staff</p>	<p>Sabi Hothi</p>	<p>31st January 2023 and 28th February and 30th April 2023 and 5th August September 2023</p>	<p>Green</p>	

	<p>An Eligibility Change, a detailed review of all service users to see who could successfully undergo Independent Travel Training. Review to be concluded no later than the end of February 2023. All those service users who could receive travel training to be notified by end of March 2023. Successful identification of options for a system to deliver travel training by the end of March 2023. All to be notified with a date for travel training to commenced no later than the end of May 2023. A system to be commissioned and</p>	<p>All applicable Service Users, all of whom will have a special educational need and/or disability.</p>	<p>To ensure that the needs of service users are fully considered and those most suitable for travel training are developed and supported to be more independent. This will ensure that service users are empowered and enabled and start to develop and become less dependent, this will better prepare these service users for adulthood. This will ensure that these service users will receive a service that best meets their long-term needs.</p>	<p>Education and Inclusion Staff, Fleet and Procurement staff,</p>	<p>Sabi Hothi (Sabi leading but supported by Savio de Crux, AD Ops, Place).</p>	<p>28th February and 31st March 2023 and 31st May 2023 30th June September 2023</p>	<p>Green</p>	
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	<p>ready to go live by the of June 2023.</p> <p>Travel training to commence with 1st Cohort by the 1st September 2023. Successful delivery and completion of training of initial cohort of learners by end of December 2024</p>							
	<p>Data to be collected regarding the impact of changes. Data, especially equalities data, particularly regarding the protected characteristics of those who lose or have a changed service, to be collected, monitored and reported on</p>	All Service Users	To see if any groups are disproportionately affected by the changes to the service.	Education and Inclusion Staff,	Sabi Hothi	Ongoing from 1 st January 2023	Green	

	quarterly. Additionally data regarding the protected characteristics of those who appeal a decision and the outcomes of those appeals to be collected, monitored and reported on quarterly,							
	Review of the impact of the policy and these savings to be carried out in June 2025.	All applicable Service Users	<p>To check the following:</p> <ul style="list-style-type: none"> • Is the policy being adhered to. • Is the policy and the resulting savings still ensuring the service is equitable. • Have any particular groups been overly negatively affected/disadvanta 	Education and Inclusion Staff, Fleet and Procurement staff,	Sabi Hothi (Sabi leading but supported by Savio de Crux, AD Ops, Place).	31 st May 2025	Green	

			ged. Has the policy resulted in more or less savings than envisaged and if so why?.					

EQUALITY IMPACT ASSESSMENT TEMPLATE

SUMMARY RAG RATING

<p>The outcome of this EIA has been assessed to be:</p> <p>(delete as applicable – see Appendix A)</p>	
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SECTION 1:

Title	Education & Inclusion Staff Restructure
<p>What are you analysing?</p> <ul style="list-style-type: none"> What is the policy/project/activity/strategy looking to achieve? Who is it intended to benefit? Are any specific groups targeted by this decision? What results are intended? 	<p>Staff restructure of the Education and Inclusion Service.</p> <p>Improved efficiency of the service in order to distinguish its statutory children's functions.</p> <p>Staff restructure fit for purpose.</p>
Date sent to Finance	6 th January 2023
Version number and date of update	Version 1

SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i> <i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i> 																				
	<table border="1"> <thead> <tr> <th data-bbox="488 1171 855 1503">Equality Characteristic</th><th data-bbox="855 1171 1169 1503">Current or expected make up of service users</th><th data-bbox="1169 1171 1490 1503">Over-represented or Under-represented relative to overall size in local population?</th></tr> </thead> <tbody> <tr> <td data-bbox="488 1503 855 1615">Gender</td><td data-bbox="855 1503 1169 1615">Internal review</td><td data-bbox="1169 1503 1490 1615"></td></tr> <tr> <td data-bbox="488 1615 855 1727">Ethnicity</td><td data-bbox="855 1615 1169 1727">Internal review</td><td data-bbox="1169 1615 1490 1727"></td></tr> <tr> <td data-bbox="488 1727 855 1839">Disability</td><td data-bbox="855 1727 1169 1839">Internal review</td><td data-bbox="1169 1727 1490 1839"></td></tr> <tr> <td data-bbox="488 1839 855 1951">Sexual orientation</td><td data-bbox="855 1839 1169 1951">Internal review</td><td data-bbox="1169 1839 1490 1951"></td></tr> <tr> <td data-bbox="488 1951 855 2033">Age</td><td data-bbox="855 1951 1169 2033">Internal review</td><td data-bbox="1169 1951 1490 2033"></td></tr> </tbody> </table>			Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	Internal review		Ethnicity	Internal review		Disability	Internal review		Sexual orientation	Internal review		Age	Internal review	
Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?																			
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Ethnicity	Internal review																				
Disability	Internal review																				
Sexual orientation	Internal review																				
Age	Internal review																				

	Religion or belief	Internal review	
	Gender Identity	Internal review	
	Pregnancy/Maternity	Internal review	
	Marriage/Civil Partnership	Internal review	
2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	No		
2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the</i>	No		

service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.

2.4 Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?

	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled ² people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

² Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

	Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal				
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
2.6	Provide brief reasons on how you have come to this decision?				
	This proposal affects the staffing of the department rather than the outward facing service delivery to end users. It will require an EIA to be undertaken with respect to internal staff, for which a separate staff restructure EIA will be produced, but as far as outward facing clients are concerned there are no equality implications.				

If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.

SECTION 3: ASSESSING THE IMPACT

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean / Black British							

	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative effects
		Eliminate discrimination	Advance equality	Good relations				
Sexual Orientation	Lesbian, gay men, bisexual							
Age	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16)							
Gender Reassignment								
Impact due to pregnancy/maternity								
Groups with particular faiths and beliefs								
People on low incomes								



SECTION 4: ACTION PLAN

4.1	<p>Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.</p> <p><i>Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.</i></p> <p>NB. Add any additional rows, if required.</p>						
	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG

Appendix A

Equality Impact Assessment Decision Rating Guide

PLEASE SEE PAGE 1 FOR THE RATING OF THIS PROPOSAL

Decision	Action	Risk
As a result of performing the EIA, there is a risk that a disproportionately negative impact (direct, indirect, unintentional or otherwise) exists to one or more of the nine groups of people who share a protected characteristic under the Equality Act 2010. It is not clear if mitigating actions are possible.	Further advice should be taken	Red 
As a result of performing the EIA, there is a risk that a disproportionately negative impact (as described above) exists to one or more of the nine groups of people who share a protected characteristic under the Equality Act 2010. However, this risk may be removed or reduced by implementing mitigating actions.	Proceed pending agreement of mitigating action	Amber 
As a result of performing the EIA, the proposal does not appear to have any disproportionate negative impact on people who share a protected characteristics or anticipated impacts will be either positive or neutral.	Proceed	Green: 