

Equality Impact and Needs Assessment Form



NB: Use the electronic MS Word template. Add additional rows and increase box size as required. Make sure your final document is suitable for publishing.

A) Description

Name of service, function, policy (or other) being assessed

Transport Co-ordination Service (Transport Teams Mainstream and Specialist)

Directorate or organisation responsible (and service, if it is a policy)

Environment, Economy and Culture Directorate

Date of assessment (DD/MM/YY)

27:10:08

Date next assessment due (3 years)

27:10:11

Names and/or job titles of people carrying out the assessment

David Harvey Business Development Team Leader Transport Co-ordination Service

Accountable person (e.g. Head of Service)

Bruce Thompson

Date EINA Form approved by accountable person (e.g. Head of Service)

13/11/09

1. What are the aims or main purpose of the service, function or policy?
What does it provide and how does it provide it?
How does it provide it?

1. To provide appropriate transport as requested by DCC client Directorates including for transporting clients with special needs (physical and learning difficulties).

2. Location or any other relevant information

Across Devon and where appropriate into other Authorities.

3. List any key policies or procedures to be reviewed as part of this assessment.

CYPS and ACS policies govern these issues. CYPS Directorate School Transport Policy recently reviewed.
CYPS Code of Conduct for Pupils.
TCS Guidance for Drivers and Contractors

4. Who is intended to benefit from the service, function or policy?
 All clients as defined by funding body.
5. Who are the stakeholders? What is their interest?
 Bodies requesting transport for clients. Commercial Groups: Operators
 Regulatory: Local Authorities and other groups e.g. Community Transport groups
 Community: Interest Groups, etc
 Internal clients to DCC i.e. Children & Young People's Services and Adult Services who procure the service to meet individual needs.
6. Are there any concerns at this stage which indicate the possibility of inequalities/negative impacts? For example: complaints, comments, research, outcomes of a scrutiny review. Please describe:
 Nil

B) Relevance – Note: if not relevant, do not complete this form

Select **all** that apply:

		Scale of relevance	
7. Service or function that people use.	X	Low	Section C applies
8. Discretion is exercised, or potential for people to experience different outcomes or level of satisfaction.	x	Medium	
9. Employment policy – where discretion is not exercised.		Medium	Sections C & E apply
10. Employment policy – where discretion is exercised (e.g. recruitment or disciplinary process).		High	
11. Concerns at a local, regional or national level of discrimination/inequalities.		High	
12. Major change such as the closure, removal or transfer of an entire service/provision.		High	
13. Community and regeneration strategies, local area agreements and organisational or directorate/partnership strategies/plans.		High	

Other:

State why it is relevant:

How relevant (high, medium or low?):

Mark 'X' to confirm which strands are relevant to the review:

Age	x	Disability	x
Gender (men and women)	x	Race/ethnicity	
Trans-gender		Religion/belief	x
Sexual orientation		Other (state below)	x

Any other (such as Human Rights, people on low incomes and specific sub-strands requiring particular focus such as Travellers and Gypsies, Deaf people):

People who are unable to communicate in English, will need reasonable adjustment

- A) CYPS and ACS Directorate policies alone govern these issues.
- B) There is a level of provision based on denominational grounds.

14 What information (monitoring or consultation data) have you got and what is it telling you? *Required where relevance is Medium or High.*

TCS operate and annual client questionnaire. This has not reported any significant negative or positive impacts.

D) Assessment

15 Describe any NEGATIVE impacts (actual or potential):

Strand/community	Impact (<i>how they may be affected</i>). Include assessment of risk (likelihood and severity).

16 Describe any POSITIVE impacts:

Strand/community	Impact (<i>how they may be affected</i>)
Learning difficulties	Travel Training to travel independently within the community.
All disabilities	The community becomes aware of commercially available services.
All strands	Findings support a competent level of service
	Devon Access Wallet

17 Provide any information about NEUTRAL impacts that have been identified (there is neither a positive or negative impact):

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E) Consultation

18 Did you carry out any consultations? *Required where relevance is High.*

TCS Annual Client questionnaire

19 Who was consulted? Include your findings in 15, 16 and 17 above.

Survey of all Transport Co-ordination Service Customers (bodies which arrange transport for clients)

20 Describe other research, studies or information used to assist with the assessment and include your findings above:

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F) Conclusions

	Action/objective/target OR Justification	Resources required	Timescale	I/R/S/O
a)	Continue current annual reporting mechanism to ensure service is compliant.	No additional resources required for existing mechanisms	February, annually	S
b)	If report identifies weaknesses and shortcomings remedial action will be taken.	Resources funded by CYPS and ACS as appropriate	As appropriate	
c)				

(I) Taking immediate effect.

(R) Recommended to Council/Directors through a Committee or other Report*.

(S) Added to the Service Plan.

(O) Added to the Fair for All Programme (as an organisational improvement)**

- DELETE THESE NOTES FROM YOUR FINAL DOCUMENT -

Conclusion notes:

*Summarise your findings in the report. Make the full assessment available for further information.

**The Corporate Equality Officer will extract any cross-cutting organisational improvements.

Use the table to:

- Explain what and how negative impacts have been reduced or removed and positive impacts improved or included. Mark these as having taken immediate effect (I) if this is the case.
- State final decisions or recommendations which may include making immediate changes, justifying a decision, stopping or proceeding with a new policy or adding objectives/targets to the service plan (long term changes). Provide timescales or dates and 'resources required' where appropriate.
- State what ongoing monitoring systems will be set up.

Don't forget to add actions to your service plan, where relevant.

Send your form to the person responsible for equality in your directorate for publishing on the website at: www.devon.gov.uk/equality_impact_needs_assess.