



Equality Impact Assessment Record Form 2012-16

This form is to be used for recording the Equality Impact Assessment (EIA) of Council activities. It should be used in conjunction with the guidance on carrying out EIA in Appendix 2 of the Equality and Inclusion Scheme. The activities that may be subject to EIA are set out in the guidance.

EIA is particularly important in supporting the Council to make fair decisions. The Public Sector Equality Duty requires the Council to have regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations.

Using this form will help Council officers to carry out EIA in an effective and transparent way and provide decision-makers with full information on the potential impact of their decisions. The purpose is to avoid inadvertent disadvantage or discrimination resulting from decisions.

EIA is not a fixed process – it will vary according to the scale and type of activity. The form and guidance are designed to cover all eventualities. Officers should not be discouraged by the form, but should use their discretion in using it flexibly according to the activity they are assessing

EIA does not happen at a single point in time. It is an ongoing and integral part of the development of the activity or proposal. This EIA template should be kept open and live as a planning document, and updated as the activity or proposal progresses.

Section 1 – Service Details and Summary of EIA Activity

Title of activity:	Accessible Community Transport – Phase 2 (April 2013)
Lead Officer responsible for this EIA:	Gill Hutchinson
Telephone:	01325 388761
Service Group:	Place
Service or Team:	Sustainable Transport
Assistant Director accountable for this EIA	John Anderson
Who else will be involved in carrying out the EIA:	Sue Dobson, Sustainable Transport Manager

What stage has the EIA reached?

This table provides a 'cover note' of progress to be maintained as the EIA is developed over time.

Stage categories 1-3 listed below refer to the funnel model (see pages 5-7 of guidance on carrying out EIA). Note the stage reached and any consultation or engagement carried out. Simple activities may not need all these stages. Provide details of population/individuals affected in Section 2

Stage	Date	Summary of position
Stage 1: Initial Officer Assessment. Whole Population likely to be affected identified	6 February 2012	<p>The Local Motion project funded from the Department for Transport's Local Sustainable Transport Fund (LSTF) included a proposal to fund a two-year accessible taxi pilot project to better meet the needs of disabled people. Since the bid was submitted there have been a significant number of changes with regards to transport provision in Darlington.</p> <p>Ongoing discussions with the voluntary and community sector have identified that there is a lack of accessible community transport and/or a lack of information about potential transport options, which in turn compromises local people's opportunities to take an active role in their community. This raises the issue that there may already be significant unmet demand for accessible transport services.</p> <p>In January 2012 (Cabinet 13 September 2011 – Item 7d) a number of changes occurred to local bus services, as a result of registration changes to commercial bus services and the withdrawal of some supported bus service contracts. In June 2012 (Cabinet 22 February 2012 - Appendix 8/28), early morning supported bus journeys and the diversion of a bus service via Glebe Road were withdrawn and all remaining supported services, predominantly serving rural areas and some urban areas, such as the West End, Geneva Crescent and The Broadway, are to be withdrawn in December 2012.</p>

		<p>This could possibly result in urban and rural isolation with people unable to access vital services, such as employment and health appointments.</p> <p>These reductions in the provision of transport may create new unmet demand, especially if accessible vehicles are required.</p> <p>In addition Community Transport funding has been made available from Government to help provide community transport services within Darlington. The Community Transport Association (CTA) is also providing 6 free consultancy advice days.</p> <p>Therefore in order to consider the whole picture, the feasibility study was extended to look at taxi services and community transport solutions, for both urban and rural areas. This is a positive development as if there is greater demand there is a greater likelihood that the accessible transport pilot service will become self financing after 2 years. The solution will not directly replace any existing transport services, but will instead fill a bigger gap created by the changing context. The feasibility study also set out to identify the most cost effective options to spend the available funding in order to achieve value for money.</p> <p>In conclusion, people in areas who will not have a bus service wef 30 December 2012 will be affected by lack of accessible transport and may not have an alternative means of accessing key facilities e.g. access to employment.</p> <p>Community leaders of areas who will/no longer have a bus service will be required to bid for the funding DBC has received for Accessible community transport and if bids are received for these areas, it will be an improvement on the situation for many people, especially disabled people. (Separate EIA carried out as part of the withdrawal of funding for Supported Bus Services).</p>
<p>Stage 2: Further Assessment. Target Population likely to be affected identified</p>	<p>14/15 February 2012</p>	<p>The feasibility study undertaken by JMP involved stakeholder consultation to fully understand the nature of the issues, barriers and gaps in the provision (and distinguish between real and perceived), in order to accurately determine the demand for, and appropriate scope of, accessible transport solutions that can be piloted.</p> <p>Key stakeholder's attended consultation workshops held by JMP on 14/15 February 2012 to help determine the perceptions, current and future availability of and demand for accessible and community transport options in Darlington and surrounding rural areas.</p> <p>Key stakeholders comprised of transport operators, school transport, adult and social care transport, GOLD, DAD, Age UK, Cllr's of rural areas and community services.</p>

Workshops were held to discuss:

- the needs of older people and those with disabilities
- issues surrounding rural accessibility
- providers of community services

The findings from this consultation and research carried out by JMP are contained within the report 'Accessible Transport Study - Report 1 – Findings from research and consultation & emerging options'.

JMP produced a second report (Report 2 – option development and appraisal) describing 6 potential options for accessible community transport, which were developed following the research and consultation with key stakeholders. A high level appraisal of the options was carried out against a rigorous set of assessment criteria.

On 23 May 2012 three consultation events were held involving those who took part in the initial consultation as well as local people, in order to develop a solution that would be supported and used. The 6 potential options were presented and discussions were held in order for those present to feedback on these options. A summary of the feedback from the consultation events was sent to those who attended the workshops. (*Appendix the detailed feedback*). There were a number of clearly defined needs and some possible solutions arising from the consultation, it was also clear that there were certain groups who could be instrumental in taking a bid forward, which is set out below:

- A clear need to increase the availability of accessible taxis at all times. This would help to better meet the needs of people using wheelchairs and those that are accompanied by a guide/hearing dog. In addition it could provide a service to other users who may wish to have support from drivers who have received additional training in meeting the needs of older or disabled people. **DAD and Evolution.**
- A service for people living in the West End of Darlington who currently have use of service 16 and 20. About 80% of current trips are made by concessionary pass holders i.e. predominantly older and/or disabled people. The service needs to be timetabled rather than having to make a booking. It needs to be able to cope with the current levels of demand i.e. 1000 trips per week, with capacity to grow. It needs to attract fare paying passengers to make it sustainable. **West End Partnership.**
- Services to provide transport to those communities that will not have public transport from December 2012. These include Sadberge, Bishopton, Great Stainton, Little Stainton, Brafferton, School Aycliffe and Neasham, and to a lesser extent Heighington (will still have service 1 to part of the village) and Hurworth (have a daytime

		<p>but no evening service). Consideration needs to be given to how these communities could be served through either one solution with communities working together on a wider universal solution or a number of very small solutions that are targeted to local needs. The current numbers of people travelling by bus are very small. Association of Parish Councils.</p> <p>The next stage of the process was for these community groups to work together in order to start to develop plans and business cases in order to bid for the grant funding available. It was recognised that some specialist expertise would be required to assist the groups in this process and as such the Community Transport Association's 6 days of consultancy, was utilised. A 'leader' from each identified group was encouraged to involve whoever they needed in the development of their proposals, including potential operators, and these groups were invited to take part in a workshop hosted by the CTA, which took place on 25 and 26 July 2012, one for each of the options outlined above. A press release was issued to this effect, inviting any other interested group to take part in a workshop. The Sustainable Transport Manager and External Funding Officer attended these workshops in order to give specialist expertise where required. The CTA guided the groups through compiling the business case pro-forma and also went through the assessment criteria which would be used to evaluate the bids. The CTA were made available to the groups both prior to and following on from the workshops in order to give any advice needed for the groups to develop any aspect of their business cases.</p>
<p>Stage 3: Further Assessment. Individuals likely to be affected identified</p>		<p>Applicants submitting a pro-forma business case for grant funding will be required to provide details as to who will be using their identified accessible community transport. This might include users of existing services to be replaced and local people that have signed up to use a particular service.</p> <p>It will be the users of any new community transport service that will be positively affected by the introduction of accessible community transport.</p> <p>Patronage of current supported bus services shows that there is a high level of concessionary travel, this includes both those eligible on the grounds of age or eligible disabled. It is also known that there are young people in the rural villages who access schools and colleges in the urban area.</p>
<p>Stage 4: Analysis of Findings</p>		<p>Detailed information re consultation with stakeholders can be found within the JMP report 'Findings from research and consultation'.</p>
<p>Stage 5: Sign-Off</p>		
<p>Stage 6: Reporting and Action Planning</p>		

Section 2 – The Activity and Supporting Information

Details of the activity (including the main purpose and aims)

There is currently a lack of accessible and community transport in Darlington and its neighbouring rural districts. This, coupled with a lack of information about potential options, as well as perceived barriers to accessible travel is thought to be restricting local people's ability to access services, facilities, leisure and social opportunities. This is the case for people in both urban and rural areas, and particularly for those with mobility difficulties. The aim of the study is to identify solutions that can be used by all residents in local communities – rather than the provision of a bespoke, specialist service – to maximise patronage and financial sustainability in the long term.

Local community groups will be able to bid for funding in order to operate an accessible community transport service by following a bid process.

Update – funding was awarded to DAD for 'Equal Access to Taxi Services: Unlocking the Potential' in October 2012; funding was awarded to eVOLution for the West End Bus for the Community: 'The Pink Bus' in October 2012

Who will be affected by the activity?

See the guidance on carrying out equality impact assessment and particularly pages 5-7 on the funnel model. This section links to and follows on from the staging table in Section 1. Provide details of the groups and numbers of people affected below, updating the table as the EIA develops and the understanding of who will be affected emerges in more detail.

Whole population

The whole population will be those people living within areas of the Borough that are no longer served by bus, or those people who are due to lose their supported bus service wef 30 December 2012 (listed below). The people within these areas that relied on the bus for access to services will be affected positively if a bid is received for their area and if it is considered sustainable and awarded funding.

- Neasham
- Geneva Crescent/Parkside
- Sadberge
- Bishopton
- Great/Little Stainton
- Brafferton
- School Aycliffe – **now served by Bus Service 116**
- Parts of Heighington - **now served by Bus Service 116**
- Lingfield (The Broadway)
- Inner West End (Milbank Road, Abbey Road, Cleveland Terrace) – **now served by The Pink Bus Service 16**
- Hummersknott - **now served by The Pink Bus Service 16**
- Glebe Road - **now served by The Pink Bus Service 16**

If a bid is received for an accessible taxi service then disabled people throughout Darlington will be positively affected by the introduction of additional accessible transport – **to be served by DAD's Equal Access to Taxi Services Scheme**

Target population

The purpose of any accessible community transport service is to address the transport needs of a particular community group, in this case those living in rural and urban areas of Darlington, who do/will not have a bus service with effect from 30 December 2012; and specifically disabled people that need to access an accessible taxi service. The target populations are therefore those that live in rural/urban areas that no longer have a bus service and disabled people across the Borough.

Update – following the award of funding to two projects the target population is now those that live in rural/urban areas that no longer have a bus service, specifically

- Neasham
- Geneva Crescent/Parkside
- Sadberge
- Bishopton
- Great/Little Stainton
- Brafferton
- Lingfield (The Broadway)

Individuals

The individuals affected will be identified by the community groups who have submitted the bids. The bid pro-forma and assessment criteria require the bidders to identify those people who need to use accessible transport within the bid area. These identified people will be positively affected by the implementation of any accessible community transport.

It may be that a bid is not received for an area which will no longer be served by bus, and therefore the people living within this area, will not be positively affected.

What data, research and other evidence or information is available which is relevant to the EIA?

Supported Bus Services EIA - Cabinet 22 February 2012 – Appendix 12a/28

Withdrawal of subsidy for supported bus services (January 2012) - Cabinet 13 September 2011 – Item 7d

Withdrawal of subsidy for supported bus services (June 2012) - Cabinet 22 February 2012 - Appendix 8/28

LSTF Bid to Department for Transport – Cabinet 19 July 2011

Accessible Transport Study – JMP Report 1 – Findings from research and consultation & emerging options

Accessible Transport Study – JMP Report 2 – Option Development and Appraisal

Feedback from accessible community transport workshop sessions - May 2012

Section 3: Officer Assessment

Use this table to record your views on potential impact on protected characteristics. As the activity and the assessment develop your views may change – record them here. It is important to be searching and honest about this – many Council activities are planned to be of positive benefit to identified target groups but can often have the potential for inadvertent effects on other groups.

Protected Characteristics	Potential Impact Positive/Negative/ Not Applicable			Potential level of impact				Summary of Impact
Age	P			H				High positive impact in some areas where it is likely that DBC will receive bids for accessible community transport.
Race			NA				nil	
Sex			NA				nil	
Gender Reassignment			NA				nil	
Disability (summary of detail on next page)	P			H				The grant for accessible community transport will be an improvement on the current situation.
Religion or belief	P					L		There is potential for residents to be use accessible community transport to travel to religious worship.
Sexual Orientation			NA				nil	
Pregnancy or maternity			NA				nil	
Marriage/ Civil Partnership			NA				nil	

Please include consideration of any local social inclusion groups and their needs and issues under the appropriate Protected Characteristic – for example, Gypsies and Travellers under the Race characteristic, or Young People Leaving Care under the Age characteristic. Priority local groups, needs and issues are reviewed annually in the Equality Analysis.

Section 3: Officer Assessment - continued

The Equality Act requires the Council to have due regard to disabled people's impairments when making decisions about activities. Assess the potential effects of the activity on people with the following impairments. Summarise the overall effects across all impairments in the Disability section of the table on the previous page.

Mobility Impairment	P			H				Accessible vehicles.
Visual impairment	P				M			Possibility of training of drivers on disability awareness.
Hearing impairment	P				M			As above.
Learning Disability	P				M			As above.
Mental Health	P			H				Those who are currently suffering from social isolation will feel the benefit of accessible transport in order to access services.
Long Term Limiting Illness	P				M			Accessible Vehicles.
Rural Areas	P			H				Those who are currently suffering from rural isolation will feel the benefit of accessible transport in order to access services.

Cumulative Impacts

The officer responsible for this EIA should seek input from the Corporate Equalities Group on the potential for this activity to combine with other recent, current or proposed activities, both Council and in the external environment, to result in more severe impacts on people with protected characteristics through their cumulative effects. The Corporate Equalities Group will provide the content for this section of the EIA.

Change activities

Potential cumulative impacts

Mary Hall.

Section 4: Engagement Decision

The decision about who to engage with, and how and when to engage, is the key to effective EIA. Please see pages 7 to 9 of the guidance on carrying out equality impact assessment (Appendix 2 of the Equality and Inclusion Scheme) for guidance on the engagement decision.

Is engagement with affected people with protected characteristics required, now or during the further development of the activity?	Yes
If YES, proceed to the next section. If NO, briefly summarise below the reasons why you have reached this conclusion.	

If you have come to the conclusion that engagement is not required, seek ratification from the Corporate Equalities Group through your service Equalities Co-ordinator.

If engagement is not required but the officer assessment has identified changes that should be made to the activity, please complete Sections 7 and 8. If not the assessment can be signed-off at Section 9.

Any reports to decision-makers during the development of the activity, for example feasibility or options appraisal reports, should include content on the latest thinking and findings of the EIA even though, like the activity, further development of the EIA may be required before final reporting.

The findings of the officer assessment should be included in any reports to decision-makers. These may be feasibility or options appraisal reports where the activity is at an early stage of development, but it is essential that any equality findings are taken into account in formal decisions at all stages of development of the activity.

Section 5 – Involvement and Engagement Planning

<p>Has the assessment shown that the activity will treat any groups of people with protected characteristics differently from other people? Yes</p>
<p>There will potentially be a positive impact on people living in areas for which a bid is submitted, if a bid is not submitted for a particular area, then the people within this area will not be positively impacted upon.</p>
<p>Will the differential treatment advance equality and inclusion for people with protected characteristics? Yes</p>
<p>Yes, see above. If a bid is received for an accessible taxi service, then this will advance equality, especially if other measures re accessible taxis are addressed within the bid, e.g. suggested improvements re disability awareness training.</p> <p>Update – being achieved in terms of addressing characteristics relating to disability through the DAD Taxi Service Scheme; achieved for those with protected characteristics in some urban and rural areas through new accessible bus services (16 and 116)</p>
<p>Will the differential treatment cause or increase disadvantage for people with protected characteristics? Yes/No</p>
<p>This depends on the specific detail in an applicant’s bid. Some of the affected areas may not be served by accessible community transport.</p> <p>Update – there are still some people in the target area that are still not served by accessible community transport.</p> <ul style="list-style-type: none"> • Neasham • Geneva Crescent/Parkside • Sadberge • Bishopton • Great/Little Stainton • Brafferton • Lingfield (The Broadway)

From the above, prepare a simple plan using the template overleaf for involving and engaging with the organisations, groups and individuals likely to be affected by the activity.

There may be several stages of involvement and engagement, particularly for more complex activities. Initially it may be possible to identify and engage only with stakeholder and representative organisations for the people with protected characteristics who may be affected. Further development of the activity may be required before the individuals who will be affected can be identified.

The Involvement and Engagement Plan should evolve accordingly, with new engagement proposals added as they are identified.

Involvement and Engagement Plan			
Which organisations, groups and individuals do you need to involve or engage and how?			
Date of plan entry	Organisation, Group or Individuals	Date of event or activity	Type of activity – venue, channels, method and staffing
30/01/2012	DAD	14/02/12 + 23/05/12	<p>14/15 02/12 - Group workshop in order to establish the baseline situation in terms of transport provision in Darlington, and to see if accessible community transport would work in principle in the areas which do not have bus services- held by JMP.</p> <p>23/05/12 – Group workshops to present 6 options for accessible community transport base on findings from initial workshops and collect feedback on the options.</p> <p>Workshops were also held with community groups led by the Community Transport Associated in July, with a view to developing their bids.</p>
30/01/2012	GOLD	14/02/12 + 23/05/12	
30/01/2012	Age UK	14/02/12 + 23/05/12	
30/01/2012	Parish Councillor's	14/02/12 + 23/05/12	
30/01/2012	DBC Learning Disability Partnership	15/02/12 + 23/05/12	
30/01/2012	DBC Adult Social Services	15/02/12 + 23/05/12	
30/01/2012	DDYCA	14/02/12 + 23/05/12	
30/01/2012	Evolution	14/02/12 + 23/05/12	
30/01/2012	Volunteer Car Driver Schemes	15/02/12 + 23/05/12	
30/01/2012	Local People	23/05/12	
31/10/2012	Parish Councillors, eVOLution, Ward Councillors	8/11/2012	Meeting with CTA to explore different options to meet the needs of those people living in Hurworth, Neasham, Bishopton, Great Stainton, Little Stainton and Sadberge

Engagement to identify impacts works best in face-to-face and small group settings

Section 6: Engagement Findings – For full details on consultation, please see JMP report 1 – .

	Date/summary of engagement carried out	Summary of impacts identified
Age	14/15 Feb 2012 23 May 2012	Initial stakeholder consultation carried out by JMP as part of the feasibility study focussed on the current situation. Therefore, people recorded impacts regarding the impending withdrawal of all supported bus services. Options for accessible community transport were presented by JMP at the consultation event, which was open to local people, in May. Detailed feedback from this event can be found in the document 'Feedback from accessible community transport workshop sessions - may 2012'.
Disability		
Mobility Impairment		
Visual impairment		
Hearing impairment		
Learning Disability		
Mental Health		
Long Term Limiting Illness		
Other – Rural + some urban Areas		
Religion or belief		
Sex		
Gender Reassignment	n/a	
Race	n/a	
Sexual Orientation	n/a	
Pregnancy or maternity	n/a	
Marriage / Civil Partnership	n/a	

Section 6: Engagement Findings – Continued

Drawing on the engagement findings and your understanding of the effects of the activity, indicate how it will contribute, if at all, to the three strands of the Public Sector Equality Duty

a) How will the proposal help to eliminate discrimination, harassment and victimisation?

Any implemented accessible community transport will be an alternative to local bus services and may be the only viable option for transport for some people who do not have a local bus service.

The accessible community transport will enable people to access health, leisure etc.

b) How will the proposal help to advance equality of opportunity?

The bids will help to give transport choices.

c) How will the proposal help to foster good relations?

The bid process will draw people in local communities together for the common good. Those communities will have to work together in order for any accessible transport solution to be sustainable after the initial two year funding.

During the engagement process were there any suggestions on how to avoid, minimise or mitigate any negative impacts? If so please give details.

Community leaders in Darlington were invited to submit bids for accessible community transport funding, therefore, mitigating the impact upon those who will no longer be able to rely on local bus services.

This completes the assessment, but there will be further work to do to contribute to the reporting and implementation stages of the activity. First, though, it is important to draw a line under the assessment to maintain a separation between assessment of impacts and any proposals to manage those impacts. The assessment should therefore be signed-off at this stage.

Section 7 - Sign-off when assessment is completed

Officer Completing the Form:		
Signed	Name:	Gill Hutchinson
	Date:	1 October 2012
	Job Title:	Sustainable Transport Officer
Assistant Director:		
Signed	Name:	
	Date:	
	Service:	

Section 8 – Reporting of Findings and Recommendations to Decision Makers

The findings of the EIA may be reported to decision-makers at several stages during the development of an activity. For example, the initial officer assessment findings may be included in a feasibility report or options appraisal to be considered by the Transformation Board or Chief Officers' Executive.

Any report for formal decisions by Cabinet or Council should include the latest findings of the EIA, even if these are at a relatively early stage. The report recommending final approval of the activity should await and include the findings of the completed EIA. The report should present clearly the impacts that have been identified through the engagement process, including potential cumulative impacts.

The report may include recommendations based on the findings of the EIA, but these should be separate from the reporting of impacts. Recommendations will be developed separately from the EIA and arise from considering equalities impacts combined with other aspects of the activity such as finance, the benefits of the activity, and so on.

Based on the EIA findings, the report may consider the options in the table below, but the report must contain a clear statement of the impacts so that decision-makers can understand the effects of the decision that is being recommended.

What does the review of the information show?	
a)	No negative impact on people because of their protected characteristics - continue with the activity and monitor progress on implementation
b)	Negative impact identified – recommend continuing with the activity; clearly specify the people affected and the impacts, and providing reasons and supporting evidence for the decision to continue
c)	Negative impact identified - adjust the activity in light of the identified impact to avoid, minimise or mitigate the impact
d)	Negative impact identified - stop activity and provide an explanation why

Section 9 – Action Plan and Performance Management

The report to decision-makers, and the decision made may require actions to be taken to avoid, minimise or mitigate the negative impacts of the activity. Option C in the table in Section 8, combined with mitigation measures that may have been highlighted during engagement and listed in Section 6 (if adopted) will require action planning to implement them.

Any actions to address equalities impacts should be listed below, with performance management review proposals, to complete the full EIA.

What is the negative impact?	Actions required to reduce/eliminate the negative impact (if applicable)	Who will lead on action	Target completion date

Performance Management	
Date of the next review of the EIA	
How often will the EIA action plan be reviewed?	
Who will carry out this review?	