

# EIA Form

## Section 1 - Details of the service

Q1. Title of the EIA: Write in the space below.

Home to School Transport Policy

Q2. Please complete the following:

Assessment Lead Officer: [REDACTED]

[REDACTED]

[REDACTED]

Telephone Number: 01925442759

Q3. Directorate. Select one option.

Education and Community Services

**And the Department: Write in the space below.**

Education Services - Planning and Participation

Q4. Date of assessment. Select from the calendar.

\* 26/01/2024

## Section 1 – Service change, decommissioning of the service, strategy, function or procedure

Q5. Please provide a description of the service, strategy, function or procedure. Write in the space below.

The home to school transport policy is a statutory requirement which provides clarity and transparency on WBC offer of funded travel assistance for pupils and young people accessing education in Warrington.

Q6. What is the purpose or aim and who implements it? Write in the space below.

The purpose of the home to school policy is to ensure families clearly understand eligibility of funded transport and can easily access the process for applying for transport.

**Q7. Why is the service/strategy/function/procedure being commissioned/changed/decommissioned? Write in the space below.**

The latest Department for Education Guidance (June 2023) states that Home to School Transport Policies should be regularly reviewed. The home to school transport policy and the service that delivers the policy was reviewed in 2023 (Jan to June 2023) which provided advice on how to improve the transport offer and ensure our policy was clear and transparent for families to be able to access the offer.

**Q8. In the space below include details of all those affected by the service/strategy/function or procedure.**

In some cases the proposal could affect all Warrington residents and/or Council staff. In the case of a specific service, strategy, function or procedure please include details of the customers and/or staff affected.

All families that potentially need to access home to school transport would be effected, from age 4 to 19yrs and up to 25 years for those young people with an Education, Health and Care plan

**Q9. Please complete the following:**

	Yes	No	Not sure
<b>Does the proposal link to other areas of the council's work?</b>	X		
<b>Could the proposal impact on other services, functions or procedures?</b>	X		

**In support of your answers to the above please provide further information in the space below.**

The offer of transport effects the corporate transport team, it also effects the SEND and EHC team, as well as Social Care (children and adults).

**Q10. How does it link to the Corporate Strategy and other major council policies? Write in the space below.**

Corporate Strategy see here / Equality, Diversity and Inclusion Strategy here

It links in with all four strategic priorities. It links in with supporting our most vulnerable families, safeguarding, upskilling, providing independence as well as links into our green strategy.

**Q11. How does the service, service change, strategy, function or procedure help the Council meet the requirements of the Public Sector Equality Duty? Write in the space below.**

The Public Sector Equality Duty is a legal requirement contained within the Equality Act 2010 which requires public authorities and others carrying out public functions to have due regard to the need to:-

Eliminate unlawful discrimination, harassment and victimisation Advance equality of opportunity between people who share a protected characteristic and those who do not Foster good relations between people who share a protected characteristic and those who do not The above aims may be more relevant to some proposals than others, and they may be more relevant to some protected characteristics than others. However, it is advisable that the proposal be assessed against each of the above aims.

The transport policy provides clarity on the support available for home to school transport assistance. This is for all pupils aged 4 to 18 years, and up to 25 years for those with an EHC plan. The support available could be one of a suite of available options, including bus pass, minibus, taxi, independent travel training, mileage, personal budget.

## Section 2 - Information

Q12. What information (qualitative and quantitative) and/or research have you used to commission/change/decommission the service, strategy, function or procedure? Write in the space below.

You should consider the information and research already available locally, regionally and nationally. This can include; performance monitoring information, inspection reports, desktop research (local, regional and national), equality monitoring information and Public Sector Equality Duty (PSED) information.

Information relating to relevant protected characteristics which are covered in the Equality Act 2010 can also be included. Protected characteristics are: - age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious or faith groups, sex (gender) and sexual orientation. In many cases a proposal will be relevant to more than one protected characteristic.

Please include details (including weblinks) of the information you have used to inform your proposal. You can also upload information by selecting the 'choose file' button below. (max 10 files)

The transport policy has been produced based on the latest transport guidance issued by the government: <https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>. Extended rights are in place for free school meal children. Account is also taken of the needs for children in care and SEND both with regards to eligibility but also in the transport offer put in place.

Q14. In the space below please include details of any gaps in information. Is it possible to undertake further research to fill these gaps? It is recommended that a proportional approach be undertaken. If the impact is likely to be significant for a specific protected group measures should be undertaken to collect the information.

The transport policy is based on the government guidance.

## Section 3 - Consultation and Feedback

Q15. What consultation and engagement activities have you undertaken and what did people tell you? Write in the space below.

Engagement is crucial to assessing the impact of your proposal on equality. There is no explicit requirement to engage people under the equality duty, but it will help you to understand the views of the people impacted by your proposal.

Details of any consultation and engagement activities you have undertaken should be included as follows; The type of consultation i.e. online survey, focus group, virtual consultation, face to face (please exclude personal information), customer satisfaction surveys etc. Evidence gathered from any associated consultations if this evidence is relevant to your proposal. Details of the number of respondents and a summary of the feedback received. If the proposal is likely to have a significant disproportionate impact, you must ensure that you have engaged with those likely to be affected by your proposals. In your consultation, you should clearly set out your proposals, reasons for the proposals and how you intend to mitigate any impact/s.

Consultation was carried out on the transport policy. This was a web based survey which was sent to all schools in Warrington and all SEND providers asking that they share with their parents and staff. It was shared with council education services staff, and the parents and carers forum for SEND. Paper copies were offered for those that couldn't access the online survey, however nobody requested a paper copy. There were 17 responses in total.

Q16. Is there any feedback from other local and/or external regional/national consultations that could be included in your assessment? If so write in the space below.

As a result of the consultation feedback we are reviewing the wording in the policy to ensure it is clear and in plain English.

## Section 4 - Review of information, consultation feedback and equality analysis

Q18. From the list below select the characteristics that you wish to submit information and feedback for.

The questions that follow will ask for a short summary of the information and consultation feedback you have gathered in relation to the protected characteristics you have selected.

From the list below select all that apply. If the information and consultation feedback is the same for the protected characteristics, please select 'combine characteristics' ONLY

Age

Experience of the care system as a child or young person

Disability

Religion and belief

### Protected characteristic - AGE

**Q19. AGE- What do you know?**

Summary of information used to inform the proposal. Please write in the space below.

The transport policy is in place for children accessing school - aged 4 to 18 years and up to 25 years with an EHC plan. Different ages have different eligibility, such as the distance from school pre 8 years is two miles, and this extends to three miles if over 8 years old, unless they are a free school meal child (then it remains two miles).

**Q20. AGE - What did people tell you?**

Summary of customer and/or staff feedback. Please write in the space below.

The policy includes advice on the different eligibilities based on age, and how the extended rights affect pupils who are eligible for free school meals.

**Q21. AGE - What does this mean?**

What impact have you identified from the information and feedback? Please select one option in each row.

	Positive impact	Negative impact	No impact	Don't know / not sure
Actual impact			X	
Potential impact			X	

**Comments:**

No change as this was the status in the existing transport policy.

## Protected characteristic - DISABILITY

**Q28. DISABILITY - What do you know?**

Summary of information used to inform the proposal. Please write in the space below.

Extended rights are in place for SEND children up to 18 years, and if they have an EHC plan up to 25 years. This means that transport is put in place based on the needs of the pupil and what is available within the available offer to meet those needs. The offers in the new transport policy have extended to include personal budgets.

**Q29. DISABILITY - What did people tell you?**

Summary of customer and/or staff feedback. Please write in the space below.

No issues raised. The list of offers will be in place to meet the transport needs of the individual pupils.

**Q30. DISABILITY - What does this mean?**

What impact have you identified from the information and feedback? Please select one option in each row.

	Positive impact	Negative impact	No impact	Don't know / not sure
Actual impact				X
Potential impact	X			

**Comments:**

The eligibility has not changed, however the transport offer made available could be different based on the individual pupils needs.

## Protected characteristic - RELIGION AND BELIEF

Q46. RELIGION AND BELIEF - What do you know?

Summary of information used to inform the proposal. Please write in the space below.

This is an existing characteristic in the transport policy with regards to accessing a school place based on religion. It has not changed.

Q47. RELIGION AND BELIEF - What did people tell you?

Summary of customer and/or staff feedback. Please write in the space below.

No issues raised. Not changed.

Q48. RELIGION AND BELIEF - What does this mean?

What impact have you identified from the information and feedback? Please select one option in each row.

	Positive impact	Negative impact	No impact	Don't know / not sure
Actual impact			X	
Potential impact			X	

## Section 5 - Justification, Mitigation and Actions

Q59. Please provide justification for the proposal if negative impacts have been identified?

Be specific about negative impacts so decision-makers have a concrete sense of potential effects. Instead of "the policy is likely to disadvantage older women", say how many or what percentage are likely to be affected, how, and to what extent.

Write in the space below.

none identified

Q60. If there are any actions that could be undertaken to mitigate, reduce or remove negative impacts then please write in the space below.

Please include if all available options been explored, and details of alternative options and why they couldn't be considered.

none identified

Q61. If positive impacts have been identified are there any actions that could be undertaken to further enhance the benefit of the proposal?

Write in the space below.

We want to ensure that transport put in place for pupils aids access to school but also encourages independence.

## Section 6 - Monitoring and Review

Q62. How will the impact of the service, service change, decommissioning of the service, strategy, function or procedure be monitored?

This could include regular performance monitoring information, analysis of complaints, equality monitoring data etc. Include information on whether actions to mitigate negative impacts have achieved their desired outcome.

Please write in the space below.

The government guidance asks that the transport policy for home to school transport is reviewed annually.

Q63. Provide details of who is responsible for reviewing the impacts of the EIA.

**Responsible Officer for reviewing the EIA:** [REDACTED]

**Department:** Education Services

Q64. Date of review. Select from the calendar.

The date for the review of the EIA, this could be a specific date or it could be reviewed on an ongoing basis if there is a significant impact on a specific group of people.

Generally it is recommended that the EIA be reviewed 6 months after it has been signed off.

\* 31/12/2024

## Section 7 - Sign Off - Home to School Transport Policy

When completed this EIA must be signed off by a senior manager within your Department (Assistant Director or above).

In the space below please enter a name and email address of whom the EIA will be signed off by. A copy of this completed EIA will be sent to them via email.

**NAME:** [REDACTED]

[REDACTED] [REDACTED]