

Template for Impact Assessment Level 2: Full impact assessment

Subject of assessment:	Revision of the Home to School Transport Policy to be introduced for new pupils to the area and be applicable in a phased manner to all other pupils at transition age with effect from September 2016.			
Coverage:	Service-specific			
This is a decision relating to:	<input type="checkbox"/> Strategy	<input checked="" type="checkbox"/> Policy	Service	<input type="checkbox"/> Function
	<input type="checkbox"/> Process/procedure	<input type="checkbox"/> Programme	<input type="checkbox"/> Project	<input type="checkbox"/> Review
	<input type="checkbox"/> Organisational change	<input type="checkbox"/> Other (please state)		
It is a:	New approach:	<input type="checkbox"/>	Revision of an existing approach:	<input checked="" type="checkbox"/>
It is driven by:	Legislation:	<input type="checkbox"/>	Local or corporate requirements:	<input checked="" type="checkbox"/>
Description	<p>Key aims, objectives and activities</p> <p>Aim - To assess the potential impact of the proposal to update the current Home to School Transport Policy for the 2016/2017 academic year.</p> <p>Objectives;</p> <ol style="list-style-type: none"> To ensure that the policy is clear and understandable for practitioners and residents alike. To revise the current policy to ensure that the Council still meets its statutory duties. <p>Statutory drivers</p> <p>A number of statutory duties, guidance, legislation and regulations are relevant to this proposal which will be considered; these include but are not limited to the Education Act (1996) and the Equality Act 2010. Under the Education Act (1996) The Council has a statutory duty to provide free home to school transport to eligible pupils residing in Middlesbrough. The revised policy ensures that the Council still meets its statutory duties.</p> <p>Differences from any previous approach</p> <p>The current policy has been longstanding, receiving sporadic desktop reviews in line with legislative updates. The revised policy clearly outlines what the Council has a statutory duty and will continue to provide to eligible service users, the home to school element of the passenger transport service. Consultation with service users and their advocates has been undertaken due to practices around the application of the current policy, which will be perceived as policy change to residents and schools. Consultation included contacting all users affected and their families, schools, Parents4change advocacy group and the SEND and VL Commission. Currently some children and vulnerable (0-25) receive transport allocations which they are not entitled to, based on the in-correct application of the current policy. This decision will address incorrect application of the Home to School Transport Policy. As a result, statutory thresholds will be applied and there will be no transport for those within statutory walking distances or under 5s, unless there is an EHCP / SEND specified transport requirement.</p> <p>Key stakeholders and intended beneficiaries (internal and external as appropriate)</p> <ul style="list-style-type: none"> Service Users and their families and/or carers – There are currently 1503 clients transported via the passenger transport team. Professionals who work with service users – the requirement for a cultural change in assessing the transport needs for eligible residents. <p>Intended outcomes</p> <p>To ensure consistent application of the Council's Home to School Transport policy.</p>			
Live date:	July 2017 - the end of this academic year, dates will vary slightly depending on school term dates			
Lifespan:	N/a.			
Date of next review:	A desktop review of the outcomes for individuals would be undertaken 12 months from implementation.			

Assessment issue	Impacts identified					Rationale and supporting evidence
	None	Positive	Negative		Uncertain	
			Justified	Mitigated		
Human Rights						
Engagement with Convention Rights (as set out in section 1, appendix 2 of the Impact Assessment Policy).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explanatory text. Outline the evidence supporting the assessment. Do not simply quote research or report titles.
Equality						
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Because of the nature of the service provided it is particularly relevant to the age and disability protected characteristics. As set out in the accompanying documentation and the description of this email.</p> <p>Age and disability appropriate processes such as independent travel training will be put in place to manage the transition and mitigate impacts such as a change in modes of transport or the removal of transport due to ineligibility. Individual transport assessments will be undertaken by Middlesbrough Council's transport needs assessor and the results be recommended to various departments requesting transport or the multi-agency education health and care plan panel. In some cases, those who have been accessing the service, but who do not meet the eligibility criteria when it is correctly applied, would no longer be able to access transport from the Council. In this case, they will be supported to access alternative transport.</p> <p>Following completion of the consultation process there are no concerns that application of the policy could have a disproportionate adverse impact. It is judged that the impact has been fully mitigated by the measures outlined above. Evidence used to inform this assessment includes the consultation process, analysis of service users and the intended outcomes the service should be achieved.</p>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dependants / caring responsibilities**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The service is relevant to those with caring responsibilities. Following completion of the consultation process there are no concerns that application of the policy could have a disproportionate adverse impact. There are appropriate measures in place to support carers in line with statutory duties and these will continue to be met.</p> <p>Evidence used to inform this assessment includes the consultation process, analysis of service users and the intended outcomes the service should be achieved.</p>
Gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>There were no concerns that the proposal could have a disproportionate adverse impact on individuals or groups because they held one or more of these protected characteristics.</p>
Pregnancy / maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Assessment issue	Impacts identified					Rationale and supporting evidence
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			Justified	Mitigated		
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence used to inform this assessment includes the consultation process, analysis of service users and the intended outcomes the service should be achieved.
Religion or belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Marriage / civil partnership**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Criminal record / offending past**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

** Indicates this is not included within the single equality duty placed upon public authorities by the Equality Act. See guidance for further details.

Assessment issue	Impacts identified					Rationale and supporting evidence
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Community cohesion						
Individual communities / neighbourhoods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The policy revisions will provide a shift in focus that will see positive integrated opportunities for individuals within the provision of education. There is no evidence to indicate that service users and / or the wider community have any concerns about the impact of the transport policy on community cohesion. Evidence used to inform this assessment includes the consultation process, analysis of service users and the intended outcomes the service should be achieved.
Relations between communities / neighbourhoods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Middlesbrough 2025 – The Vision for Middlesbrough						
Theme 1 – A Fairer Middlesbrough • Health Impact Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy is in line with the Mayor's Priorities of a Fairer Middlesbrough set out in the Mayor's Vision. Access to education is the key to good life chances for all, and ensures that local people have access to the best education to enable them to achieve the right qualifications and skills.
Theme 2 – A Safer Middlesbrough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Theme 3 – A Stronger Middlesbrough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sustainability • One Planet Living principles • Climate Change risk assessment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The policy will reduce the amount of vehicle journeys undertaken by the Council.
Organisational management / Change Programme						
Partnership working	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The policy will provide savings to support the change programme and it will align provision with the target operating model for the Council as described by the Change Strategy.
Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accommodation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Assessment issue	Impacts identified					Rationale and supporting evidence
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			Justified	Mitigated		
ICT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are no concerns that the policy could have an adverse impact on the Council's ICT.

Next steps:

- If the answer to some questions remains Uncertain, then further work must be undertaken to clarify impacts. Repeat the process until there is certainty, but ensure that the amount of work undertaken is proportionate to the decision required. No relevant report should be submitted for approval until there is a satisfactory level of certainty around the impacts of the recommended decision.
- Be sure that any likely differential impacts identified through the process (positive or negative) are well evidenced and clearly marked in the template.
- Where the impact is negative, be clear that this can be justified with the justification outlined. If it cannot, the recommended decision must be reviewed.
- Where negative impacts are unjustified and *unavoidable*, actions must be put in place to remove or mitigate impacts. These should be listed in the action plan below.
- The results of the IA process (including changes made to the proposed approach and further actions) should be outlined the main body of the report, and the completed IA template appended to that report.

Further actions		Lead	Deadline
Mitigating actions	Individual transport assessments will be undertaken by Middlesbrough Council's transport needs assessor and the results be recommended to various departments requesting transport or the multi-agency education health and care plan panel. In some cases, those who have been accessing the service, but who do not meet the eligibility criteria when it is correctly applied, would no longer be able to access transport from the Council. In this case, they will be supported to access alternative transport.	Various	Ongoing
Promotion	The policy will be published on the council's website. Families and carers have been contacted and advised of the proposed policy changes	Craig Cowley	January 2017
Monitoring and evaluation	12 month post implementation desk top review	Craig Cowley	July 2018

Assessment completed by:	Craig Cowley	Head of Service:	David Carter
Date:	6 th February 2017	Date:	6 th February 2017