

Equality Impact Assessment Template – Policy, function or strategy

This document should be completed when a new policy, function or strategy is introduced or when a substantive change to an existing policy, function or strategy is recommended.

1. Policy, function or strategy		
a.	Name/description of the policy, function or strategy ¹	Change to administration of school transport privilege passes
b.	Responsible organisation(s)/Lead Service	Culture, Communities and Educational Resources Service
c.	Lead Officer	Tony McEwan, Head of Culture, Communities and Educational Resources
d.	Date of Impact Assessment	20.10.2023
e.	Partners/other Services involved in the development of the policy, function or strategy	Strathclyde Partnership for Transport
f.	Is the policy, function or strategy?	<input type="checkbox"/> New
		<input checked="" type="checkbox"/> Reviewed/Revised
g.	What is the purpose of the policy, function or strategy (include details of any new legislation which prompted the introduction of the policy, function or strategy or the substantive change to the policy, function or strategy)?	To allocate privilege passes for school transport to all pupils who secure a place via a ballot process. This previously had a charge but the proposal is to remove this. The Public Service Vehicles Accessibility Regulations 2000 refer.
h.	What are the intended outcomes of the policy, function or strategy?	To maximise capacity on buses
i.	Geographical area (Inverclyde-wide or a specific location)	Inverclyde wide

¹ Please attach details of the policy, function or strategy to this Template

j.	Which parts of the Equality Duty will the policy, function or strategy impact on?	<input type="checkbox"/>	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
		X	Advance equality of opportunity between people of different groups
		<input type="checkbox"/>	Foster good relations between people from different groups
k.	Will those who may be directly or indirectly affected by the policy, function or strategy be involved in its development?	Young people and parents/carers	

2. Does the policy, function or strategy impact on:		
	Yes	No
a. Protected Characteristics under The Equality Act 2010: Age; Care experienced; Disability; Gender Reassignment; Marriage and Civil Partnership; Pregnancy and Maternity; Race; Religion and Belief; Sex; Sexual Orientation (see Section 3)	X	
b. Reducing inequalities of outcome caused by socio-economic disadvantage – Fairer Scotland Duty ² (see Section 6)	X	
c. Inverclyde Alliance Partnership Plan 2023/33 ³ (see Section 7)	X	
d. Council Plan 2023/28 ⁴ (see Section 8)	X	

² [Fairer Scotland Duty: guidance for public bodies](#)

³ [Inverclyde Alliance Partnership Plan 2023/33](#)

⁴ [Council Plan 2023/28](#)

<p>3. If 'Yes' is selected for any part of Section 2, please populate the other relevant Sections of this Template.</p>		
<p>4. If 'No' is selected for <u>every part</u> of Section 2, please state the reasons for this.</p>		
<p>Please sign below and email a copy of this Template to Karen Barclay, Corporate Policy and Performance Officer:</p> <p><u>karen.barclay@inverclyde.gov.uk</u></p>		
<p>Signature:</p>	<p>Date:</p>	

<p>3. Impact – Protected Characteristics</p>						
<p>Which of the Protected Characteristics will the policy, function or strategy have an impact upon?</p>						
	Impact					
Protected Characteristic	Positive		Neutral	Negative		Reasons/Comments
	High	Low		High	Low	
Age		X				This has a positive impact because young people can access privilege passes for free.
Care experienced		X				This will mean that money is not a potential barrier to accessing a privilege pass and can also help families get to school, therefore reducing stress.
Disability			X			

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Gender Reassignment			X			
Marriage and Civil Partnership			X			
Pregnancy and Maternity			X			
Race			X			
Religion and Belief			X			
Sex		X				By removing the cost this will create less of a barrier to accessing a privilege pass. It will also reduce potential stress on families. More single parent families tend to be female.
Sexual Orientation			X			
Other groups to consider <ul style="list-style-type: none"> • Carers • The Armed Forces Covenant Duty 			X X			By removing the cost this will create less of a barrier to accessing a privilege pass. It will also reduce potential stress on families.

4. Which parts of the Equality Duty will the policy, function or strategy have an impact upon?	
<input type="checkbox"/>	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
X	Advance equality of opportunity between people from different groups
<input type="checkbox"/>	Foster good relations between people from different groups

5. Impact – Groups	
From the information you have highlighted above, describe the positive and negative impacts and the groups affected under The Equality Act 2010.	
<p style="text-align: center;">Positive impact + <i>(Describe groups affected.)</i></p> <p><u>Age; Care experienced</u>: This will have a positive impact upon young people.</p> <p><u>Carers/parents</u>: This will have a positive impact by removing the cost of the pass. This will mean that those who previously could not afford to pay will be able to access a pass if required.</p>	<p style="text-align: center;">Negative impact - <i>(Describe groups affected.)</i></p>

6. Impact – Fairer Scotland Duty

What impact will the policy, function or strategy have on reducing inequalities of outcome caused by socio-economic disadvantage?

Positive impact +	Neutral impact =	Negative impact -
X		
<p>Briefly describe how the policy, function or strategy will impact on reducing inequalities of outcome.</p> <p>This will have a positive impact by reducing the cost of the pass. This will mean that those who previously could not afford to pay will be able to access a pass if required.</p>		

7. Impact – Inverclyde Alliance Partnership Plan 2023/33

Which Themes from the Inverclyde Alliance Partnership Plan 2023/33 will the policy, function or strategy impact on?

X	<p>Theme 1: Empowered people</p> <ul style="list-style-type: none"> • Communities can have their voices heard, and influence the places and services that affect them • Gaps in outcomes linked to poverty are reduced
X	<p>Theme 2: Working people</p> <ul style="list-style-type: none"> • More people will be in sustained employment, with fair pay and conditions • Poverty related gaps are addressed, so young people can have the skills for learning, life and work • Businesses are supported and encouraged to reduce their carbon footprint and develop green jobs
X	<p>Theme 3: Healthy people and places</p> <ul style="list-style-type: none"> • People live longer and healthier lives • Supportive systems are in place to prevent alcohol and drug misuse

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	<ul style="list-style-type: none"> • Our natural capital is looked after, and we are effectively adapting and mitigating the effects of climate change
<input type="checkbox"/>	<p>Theme 4: A supportive place</p> <ul style="list-style-type: none"> • Vulnerable adults and children are protected and supported, ensuring they can live safely and independently • We recognise where people are affected by trauma, and respond in ways that prevent further harm and support recovery • Public protection and community safety are improved through targeting our resources to reduce the risk of offending and harm
<input type="checkbox"/>	<p>Theme 5: A thriving place</p> <ul style="list-style-type: none"> • Growth in our working age population by encouraging people to stay here, and attracting new people to settle here • Development of strong community-based services that respond to local need • Homes are energy efficient and fuel poverty is reduced • Increased use of active travel and sustainable transport options • Easy access to attractive and safe public spaces, and high-quality arts and cultural opportunities

Briefly describe how the policy, function or strategy will impact on the Inverclyde Alliance Partnership Plan 2023/22 Themes.

Themes 1 and 2 are linked to the removal of a charge.

Theme 3 because maximising the use of buses will have a positive impact on the environment.

8. Impact – Council Plan 2023/28

Which Themes from the Council Plan 2023/28 will the policy, function or strategy impact on?

<input checked="" type="checkbox"/>	<p>Theme 1: People</p> <ul style="list-style-type: none"> • Our young people have the best start in life through high quality support and education • Gaps in outcomes linked to poverty are reduced • People are supported to improve their health and wellbeing • More people will be in employment, with fair pay and conditions • Our most vulnerable families and residents are safeguarded and supported
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Classification : Official

□	<p>Theme 2: Place</p> <ul style="list-style-type: none"> • Communities are thriving, growing and sustainable • Our strategic housing function is robust • Our economy and skills base are developed • We have a sufficient supply of business premises • Our natural environment is protected
X	<p>Theme 3: Performance</p> <ul style="list-style-type: none"> • High quality and innovative services are provided, giving value for money • Our employees are supported and developed

Briefly describe how the policy, function or strategy will impact on the Council Plan 2023/28 Themes.

Theme 1 because it helps young people access school.
 Theme 3 because it means the Council gets value for money from the bus travel (i.e. spare places are used).

9. Evidence

What evidence do you have to help identify any potential impacts of the policy, function or strategy?

Note: Evidence could include information from consultations, surveys, the Citizens’ Panel, focus groups, interviews, projects, user feedback, complaints, Officers’ knowledge and experience, equalities monitoring data, publications, research, reports, and local and national groups.

Evidence	Details
Consultation/engagement (including any carried out while developing the policy, function or strategy)	Usages of the privilege passes over the last few years has been monitored.

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Research	Other authorities are now opting not to charge for this pass.			
Officers' knowledge and experience (including feedback from frontline staff)	Although the spaces are minimal there is usually interest in the provision.			
Equalities monitoring data	A small number of privilege passes are made available each year:			
	Year	Granted	Declined	Withdrawn
	2019/20	20	32	3
	2020/21	11	0	0
	2021/22	9	14	1
	2022/23	7	0	0
2023/24	9	10	0	
User feedback (including complaints)				
Stakeholders				
Other				
Are there information gaps and, if so, what are these?	It is not known how many people previously did not apply for a pass because it was too expensive.			

10. Consequences of Analysis

What steps will you take in response to the findings of your analysis? Please select at least one of the following and provide a brief explanation.

a.	Continue development with no changes	X	
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Classification : Official

b.	Continue development with minor alterations	<input type="checkbox"/>	
c.	Continue development with major changes	<input type="checkbox"/>	
d.	Discontinue development and consider alternatives (where relevant)	<input type="checkbox"/>	

How will the effect of the policy, function or strategy be monitored following implementation?
It will be monitored on an annual basis.

When is the policy, function or strategy due to be implemented?
As soon as possible after the 7 November 2023 meeting of the Education and Communities Committee.

When will the policy, function or strategy be reviewed?
The removal of the charge will be reviewed alongside any transport review.

What resources are available for the implementation of the policy, function or strategy? Have these resources changed?
There is a cost to the implementation of this due to loss of income.

11. Please use the space below to detail any other matters arising from the Equality Impact Assessment process, including what action could be taken to mitigate the impact of the policy, function or strategy.

The Public Service Vehicles Accessibility Regulations 2000 were introduced principally to improve accessibility for disabled people to access public transport.

Details of the Person(s) who completed the Assessment:	
Name:	Tony McEwan
Position:	Head of Culture, Communities and Educational Resources
Date:	20.10.2023
Authorised by:	
Name:	Ruth Binks
Position:	Corporate Director Education Communities and Organisational Development
Date:	29.11.2023

Please send a copy of the completed Template to Karen Barclay, Corporate Policy and Performance Officer at karen.barclay@inverclyde.gov.uk.