

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	Extending internal transport provision for pupils with Additional Support Needs
b.	Responsible organisation(s)/Lead Service	Culture, Communities and Educational Resources
c.	Lead Officer	Tony McEwan, Head of Service
d.	Date of Impact Assessment	22 August 2025
e.	Partners/other Services involved in the development of the policy, function or strategy	Environment and Regeneration Services
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 extend the use of internal transport provision
h.	What are the intended outcomes of the policy, function or strategy?	To pilot change of provision
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?	No	

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)	No	
d. Council Plan 2023/28 ⁴ (see Section 8)	No	

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

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

⁴ [Council Plan 2023/28](#)

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

3. Impact – Protected Characteristics						
Which of the Protected Characteristics will the policy, function or strategy have an impact upon?						
	Impact					
Protected Characteristic	Positive		Neutral	Negative		Reasons/Comments
	High	Low		High	Low	
Age			x			
Care experienced			x			

Classification : Official

Disability		x				
Gender Reassignment			x			
Marriage and Civil Partnership			x			
Pregnancy and Maternity			x			
Race			x			
Religion and Belief			x			
Sex			x			
Sexual Orientation			x			
Other groups to consider <ul style="list-style-type: none">CarersThe Armed Forces Covenant Duty			x			

4. Which parts of the Equality Duty will the policy, function or strategy have an impact upon?	
<input checked="" type="checkbox"/>	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
<input type="checkbox"/>	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.	
<div>Positive impact + (Describe groups affected.)</div> <div>Children with Additional Support Needs who attend Craigmarloch School</div>	<div>Negative impact - (Describe groups affected.)</div>

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	
Briefly describe how the policy, function or strategy will impact on reducing inequalities of outcome.		

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?

<input type="checkbox"/>	Theme 1: Empowered people <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
<input type="checkbox"/>	Theme 2: Working people <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
<input type="checkbox"/>	Theme 3: Healthy people and places <ul style="list-style-type: none">• People live longer and healthier lives• Supportive systems are in place to prevent alcohol and drug misuse

	<ul style="list-style-type: none">• Our natural capital is looked after, and we are effectively adapting and mitigating the effects of climate change
x	Theme 4: A supportive place <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
□	Theme 5: A thriving place <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. <p>The pilot programme to extend internal transport provision for children with additional support needs will continue to ensure that our children and young people continue to be supported by a service which may be more sustainable.</p>	

8. Impact – Council Plan 2023/28

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

x	Theme 1: People <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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<input type="checkbox"/>	Theme 2: Place <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
<input type="checkbox"/>	Theme 3: Performance <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. <p>The pilot programme to extend internal transport provision for children with additional support needs will continue to ensure that our children and young people continue to be supported by a service which may be more sustainable.</p>	

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)	N/A
Research	N/A
Officers’ knowledge and experience (including feedback from frontline staff)	The work undertaken by a cross service working group looking at reducing the cost of ASN transport while having no detriment to service provision.
Equalities monitoring data	N/A
User feedback (including complaints)	N/A
Stakeholders	N/A
Other	

Are there information gaps and, if so, what are these?	No
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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	<input checked="" type="checkbox"/>	This is a pilot programme – if successful, it may result in further extension of internal transport provision.
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? Through the continued work of a cross-service working group reviewing transport provision for pupils with additional support needs.			

Classification : Official

When is the policy, function or strategy due to be implemented? August 2026
When will the policy, function or strategy be reviewed? August 2027
What resources are available for the implementation of the policy, function or strategy? Have these resources changed? Additional funding for the pilot being sought from Policy and Resources Committee

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.
N/A

Details of the Person(s) who completed the Assessment:	
Name:	Lorna Coote
Position:	Service Manager (Resources and FM)
Date:	22 August 2025
Authorised by:	
Name:	Tony McEwan
Position:	Head of Culture, Communities and Educational Resources
Date:	22 August 2025

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