

EIA Title				
Did you use the EIA Screening Tool? (Please tick or specify)	Yes (Please attach upon submission)	X	No	

1. Explaining the matter being assessed

What policy, function or service change are you assessing?	Change to the review process in Surrey's home to school travel and transport policies			
Why does this EIA need to be completed?	This proposal will provide parent/carers with the opportunity to present their case at Stage 2 transport reviews and this has the potential to impact on some people from the protected groups identified in the Equality Act 2010.			
Who is affected by the proposals outlined above?	<p>The service does not monitor protected status amongst applicants for home to school/college travel and transport but it is likely that some applicants will fall within the protected groups. For most, belonging to a protected group will not lead to this proposal having either a negative or positive affect. However three groups may be either negatively or positively affected as a result of this proposal:</p> <ul style="list-style-type: none"> parent/carers with a disability may be affected because they may have difficulty in taking up the opportunity to represent themselves verbally at the Stage 2 review parent/carers with full time contract types may be affected because they may be limited in the times that they can attend a review parent/carers with social identity characteristics relating to their education and skills may prefer to present their case verbally rather than in writing 			
How does your service proposal support the outcomes in the Community Vision for Surrey 2030?	N/A			
Are there any specific geographies in Surrey where this will make an impact? (Please tick or specify)	County Wide	X	Runnymede	
	Elmbridge		Spelthorne	
	Epsom and Ewell		Surrey Heath	
	Guildford		Tandridge	
	Mole Valley		Waverley	
	Reigate and Banstead		Woking	
	Not Applicable			
Briefly list what evidence you have gathered on the impact of your proposals?	<p>County Divisions (please specify if appropriate):</p> <p>The number of requests for Stage 2 reviews is low with 22 cases being considered at Stage 2 during the 2018/19 academic year. The service does not monitor protected status amongst applicants for home to school/college travel but given the number of Stage 2 reviews the impact of this proposal is anticipated to be low.</p>			



2. Service Users / Residents

There are 10 protected characteristics to consider in your proposal. These are:

1. Age including younger and older people
2. Disability
3. Gender reassignment
4. Pregnancy and maternity
5. Race including ethnic or national origins, colour or nationality
6. Religion or belief including lack of belief
7. Sex
8. Sexual orientation
9. Marriage/civil partnerships
10. Carers protected by association

Though not included in the Equality Act 2010, Surrey County Council recognises that socio-economic disadvantage is a significant contributor to inequality across the County and therefore regards this as an additional factor.

Therefore, if relevant, you will need to include information on this. Please refer to the EIA guidance if you are unclear as to what this is.

Disability						
What information (data) do you have on affected service users/residents with this characteristic?						
The service does not monitor protected status amongst applicants for home to school/college travel and so no information is available. However given the low number of Stage 2 reviews the impact of this proposal is anticipated to be low.						
Impacts (Please tick or specify)	Positive		Negative	X	Both	
Impacts identified	Supporting evidence		How will you maximise positive/minimise negative impacts?		When will this be implemented by?	Owner
Parent/carers with a disability may have difficulty in taking up the opportunity to represent themselves verbally at the Stage 2 review	Feedback from the appeals service		Stage 2 transport case review form to be updated to ask applicants if they have a disability or have any other concerns regarding access for which they might need assistance or special arrangements, such as a signer or interpreter.		1 January 2020	Claire Potier – Service Manager for Admissions & Transport
What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decisions makers need to be aware of						
The appeals service already ensure that building and room accessibility issues are considered when managing school admission appeals and they will apply the same consideration to Stage 2 reviews for home to school travel assistance.						
Any negative impacts that cannot be mitigated? Please identify impact and explain why						
None currently identified						

Socio-economic disadvantage

What information (data) do you have on affected service users/residents with this characteristic?

The service does not monitor protected status amongst applicants for home to school/college travel and so no information is available. However given the low number of Stage 2 reviews the impact of this proposal is anticipated to be low.

Impacts (Please tick or specify)	Positive		Negative		Both	X
	Impacts identified		Supporting evidence	How will you maximise positive/minimise negative impacts?	When will this be implemented by?	Owner
Parent/carers with full time contract types may be limited in the times that they can attend a review			Feedback from the appeals service	Stage 2 transport case review form to be updated to ask applicants if there are any times of the day that would suit them better	1 January 2020	Claire Potier – Service Manager for Admissions & Transport
Parent/carers with social identity characteristics relating to their education and skills may prefer to present their case verbally rather than in writing			Anecdotal evidence	The review process will be designed and implemented to ensure that parent/carers with low level education and skills are not dissuaded or disadvantaged from presenting their case verbally at the review	1 January 2020	Claire Potier – Service Manager for Admissions & Transport

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decisions makers need to be aware of

The appeals service already take into account the home address when deciding what order to list school admission appeals i.e. putting those living closer first to make travel easier and requiring them to take less time off work and they will apply the same consideration to Stage 2 reviews for home to school travel assistance.

Any negative impacts that cannot be mitigated? Please identify impact and explain why

None currently identified

3. Amendments to the proposals

CHANGE	REASON FOR CHANGE
None	No changes have been made as a result of this EIA. The Stage 2 review process will be kept under review to ensure that any other negative impacts that might be identified to a person with a protected characteristic are addressed.

5. Recommendation

Based your assessment, please indicate which course of action you are recommending to decision makers. You should explain your recommendation in the in the blank box below.

Outcome Number	Description	Tick
Outcome One	No major change to the policy/service/function required. This EIA has not identified any potential for discrimination or negative impact, and all opportunities to promote equality have been undertaken	X
Outcome Two	Adjust the policy/service/function to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?	
Outcome Three	Continue the policy/service/function despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are: <ul style="list-style-type: none"> • Sufficient plans to stop or minimise the negative impact • Mitigating actions for any remaining negative impacts plans to monitor the actual impact. 	
Outcome Four	Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination (For guidance on what is unlawful discrimination, refer to the Equality and Human Rights Commission's guidance and Codes of Practice on the Equality Act concerning employment, goods and services and equal pay, available here).	
<i>Please use the box on the right to explain the rationale for your recommendation</i>	No specific changes to the proposal are required as a result of this EIA.	



6a. Version Control

Version Number	Purpose/Change	Author	Date
V1	EIA as part of report to Cabinet Member for All Age Learning	Claire Potier – Service Manager Admissions & Transport	25/11/2019

The above provides historical data about each update made to the Equality Impact Assessment. Please do include the name of the author, date and notes about changes made – so that you are able to refer back to what changes have been made throughout this iterative process. For further information, please see the EIA Guidance document on version control.

6b. Approval

	Name	Date approved
Approved by*	Head of Service	
	Executive Director	
	Cabinet Member	
	Directorate Equality Group	

EIA Author	Claire Potier – Service Manager Admissions & Transport
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*Secure approval from the appropriate level of management based on nature of issue and scale of change being assessed.

6c. EIA Team

Name	Job Title	Organisation	Team Role

If you would like this information in large print, Braille, on CD or in another language please contact us on:

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