

Impact Assessment template

Step 1: Screening for relevance

<p>Name of a policy / procedure / function / project / decision:</p> <p>Date:</p>	<p>Integration of pre booked passenger transport services: Service commissioning.</p>
<p>Lead Officer:</p>	
<p>External Challenger:</p>	
<p>Other members of team undertaking Impact Assessment:</p>	<p>Representation from: Community Partners Cheshire, Age UK Cheshire, Vale Royal Disability Service, Cheshire Community Action, North West Ambulance Service, Central & Eastern Cheshire Primary Care Trust, Cheshire West Citizens Advice Bureau, Cheshire West & Chester Council, (Integrated Transport Service, Equality & Diversity, Northwich & Rural North Area team, Adult Social Care & Health, Children & Young People Service, Ellesmere Port & Neston Community Transport.</p> <p>Other stakeholders: Stroke Association, Community Companion scheme, representation, Client representation from Community Partners Cheshire, Carers – both formal and informal, staff and volunteers</p>

Main aims, purpose and outcomes and how does it fit in with the wider aims of the organisation:

This work aims to improve access to services and facilities in urban and rural areas, particularly for residents of a wide age range, who have difficulty (Or are unable) to use main stream public transport services. Travel patterns for accessing personal care are anticipated to become more diverse as a consequence of personalised budgets enabling a greater choice on how and where those facilities are obtained from.

Please delete guidance notes (*in italic*) after completion

To increase the availability of pre booked passenger transport services, providing greater access to services and facilities, enabling social inclusion and active lifestyles for those otherwise unable to make those trips using main stream public transport because of disability, mobility impairment or absence of suitable alternative transport. This will be achieved by:

A Combining the planning and vehicle use of social care transport for children, adults with learning difficulties, older people, dial a ride and non emergency patient transport services provided by the National Health Service. (NHS) This will reduce duplicated use of vehicles serving similar places but not carrying each other's passengers and will help to meet growing demand through making better use of vehicles.

B This complex and integrated network of passenger trips will need to be planned using sophisticated software, with capability of receiving passenger trip requests received on behalf of NWS and Cheshire West and Chester Council, (CWAC) using technology from different providers (i.e. Cleric and Trapeze) with interface between these to be established. This will enable trips using vehicles of all these service providers on a shared use basis. The specialist planning team within the Integrated Transport Service (ITS) already plans trips for social care and children, (representing the largest number of these people) using software capable of administering this cross service joint work, and would therefore form the basis of this team by absorbing this function for dial a ride and potentially non emergency patient transport services. North West Ambulance Service (NWS) manages a similar function for its work activities

C To investigate the scope to develop a range of sustainable and cost effective solutions to help increase independence and mobility for those requiring assisted transport provision. For example, independent travel training, volunteer drivers helping children with special needs with day time transport for a variety of purposes, travel attendants, and similar roles for the voluntary sector.

D Introduce a process for determining transport charges for Day Care by Adult Social Care & Health (ASC&H) within the Fairer Charging Policy, whilst creating a suitable transport service for enabling access to a wide choice of care facilities.

E To consider relevant opportunities for developing use of discretionary elements of the concessionary travel scheme to help achieve the above aims, (And others) with recognition of the associated implications of budget impact and budget re alignment within CWAC.

F There are currently eight **community car schemes** funded by Cheshire West and Chester Council. (CWAC) This work seeks to encourage greater and diversified use of these schemes by transport commissioners, and attracting more volunteer activity. This equality impact assessment needs to consider issues relating to a proposed procurement exercise for these schemes by CWAC.

G To increase community and service user focused outcomes through service modernization, whilst maintaining expenditure within financial constraints. This

includes scope to deliver sustainable improvements through efficiency gains across services within CWAC, with external organizations and new opportunities for income generation.

H To support development and diversify of the role of the third sector, making a greater overall contribution to work areas, and encouraging social enterprise.

This impact assessment needs to consider whether there are any differential impacts on particular groups for whom these services are provided. Although some issues will relate to both the service integration work and **community car schemes**, it is important to consider issues that are unique to either of these. This assessment also includes impacts on organizations currently providing these services, and how those impacts can be managed.

Stakeholders: Cheshire West & Chester Council, (Members, Integrated Transport Service, Resources Department, Children & Young people Service, Adult Social Care & Health, Area Manager Northwich & Rural North) Central & Eastern Cheshire Primary Care Trust, North West Ambulance Service, Community Partners Cheshire, Cheshire Community Action, Age U.K. Cheshire, Vale Royal Disability Services, Service users, Ellesmere Port & Neston Community Transport.

Is the above relevant to equality and diversity?

Yes No

Quick check:

- | | | |
|--|-------|-----------------------------|
| ✓ <i>Is the policy (function, procedure etc.) concerned with people?</i> | Yes ✓ | No <input type="checkbox"/> |
| ✓ <i>Is the policy (function, procedure etc.) outward looking (i.e. community, employees, partners)</i> | Yes ✓ | No <input type="checkbox"/> |
| ✓ <i>Does the policy (function etc.) involve face to face contact?</i> | Yes ✓ | No <input type="checkbox"/> |
| ✓ <i>Does it include making decisions based on someone's individual characteristics, circumstances or needs?</i> | Yes ✓ | No <input type="checkbox"/> |
| ✓ <i>Is there history of long-established pattern of unequal outcomes? (and do I have enough evidence to prove otherwise?)</i> | Yes ✓ | No <input type="checkbox"/> |
| ✓ <i>Is the policy (function, procedure....) likely to have a significant impact on someone's life, health or wellbeing?</i> | Yes ✓ | No <input type="checkbox"/> |

Exit the process if you answered No to all of the above questions, otherwise please continue.

Cheshire West & Chester Council

Step 2: Scoping

What do you already know about the policy (decision etc), what are the main issues you need to consider: <i>(Prompts: promotion of equality in the areas of age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, or human rights; meeting the needs of different communities and groups; outcomes of any relevant consultation already undertaken; examples of good practice in this area)</i>				
Target group / area	Main issues (<i>bullet points</i>)	Evidence and data currently available (<i>qualitative & quantitative</i>)	Consultation / involvement carried out	Further information needed to undertake the assessment
Race and Ethnicity <i>(including Gypsy and Travellers; migrant workers, asylum seekers etc.)</i>	To make the services available to minority groups and to encourage their use.		Y/N N	
Disability <i>(as defined by the DDA: ..."someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities)</i>	Service providers need to demonstrate and apply a full understanding of the needs of those with a disability.	Many people with a disability use these services.	Y/N Y	
Gender / Gender reassignment			Y/N	
Religion and belief			Y/N	
Sexual orientation <i>(inc. heterosexual, lesbian, gay, bi-sexual)</i>			Y/N	
Age Children and young people Adults Younger older people Older older people	Service providers need to provide a range of services meeting the needs of these groups / areas.		Y/N Y	
			Y/N Y	
Rural communities	Service providers need to provide a range of services meeting the needs of these groups / areas.		Y/N Y	
Areas of deprivation	Service providers need to provide a range of services meeting the needs		Y/N	

Please delete guidance notes (*in italic*) after completion

	of these groups / areas.		Y	
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Step 3: Assessing impact and strengthening the policy

Target group / area	Is the policy (function etc.) likely to have an adverse impact on any of the groups? If yes please comment <i>Please start by considering the aspects below</i>	Are there any particularly positive impacts of the policy (function etc.) on any of the groups you would like to highlight?	Please rate the impact taking into account any measures already in place to reduce the potential impact highlighted in the previous column. High -significant potential impact, risk of exposure, history of complaints, no mitigating measures in place or no evidence available, urgent need for consultation with service users, general public, employees Medium -some potential impact, some mitigating measures in place but no evidence available how effective they are, would be beneficial to consult with service users, general public etc. but not urgent Low -almost bordering with non relevance to the EIA process (heavily legislation led - very little discretion exercised, limited public facing aspect			Future actions that may need to take place to further reduce the impact.
			High	Medium	Low	
Race and Ethnicity <i>(including Gypsy and Travellers; migrant workers, asylum seekers etc.)</i>	No				✓	
Disability <i>(as defined by the DDA: ..."someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities)</i>	No	Many users of these services have a disability and may have no alternative transport. The transport providers will have specialist training, equipment and skills to meet these needs.	✓			Periodic review of training, Liaison with representative stakeholders.

Gender / Gender reassignment	N/A					
Religion and belief	N/A					
Sexual orientation <i>(includes heterosexual, lesbian, gay, bi-sexual)</i>	N/A					
Age Children and young people	No				✓	
Adults	No			✓		
Younger older people	No	Will enable more access to services, facilities and choice of social care.		✓		
Older older people	No	Will enable more access to services, facilities and choice of social care.		✓		
Rural communities Service availability (access)	No	Potential increased service availability with specialist service providers.		✓		Recognition of the importance of maximising information and awareness of any service / process change, ensuring service providers help to meet these needs.
Cost of service delivery and costs to community to access the service	No			✓		
Impact on quality and character of the natural rural landscape and residents	N/A					

Impact on people wishing to visit the countryside	N/A					
Areas of deprivation		This work will improve service availability to these communities.		✓		
Human rights			No Rating Needed			

Step 4: Health and wellbeing

	Race and Ethnicity	Disability	Gender / Gender reassignment	Religion and belief	Sexual orientation	Rural communities	Areas of deprivation	Age
Is the policy (function etc.) likely to have the potential to impact on human health (pls. comment). If yes please specify.		✓ To enable improved access to health care and inclusive life styles.				✓ To enable improved access to health care and inclusive life styles.	✓ To enable improved access to health care and inclusive life styles.	
Will there be a significant impact on any of the following lifestyle related variables? Pls. comment	Physical activity							
	Smoking, Drugs or alcohol use							
	Sexual behaviour							
	Accidents and stress at home or work							
	Diet							
Is there likely to be a significant demand on any of the following health and social care services?	Social services Primary care YES							
	Community services YES							
	Primary / hospital care/ A&E / Need for medicines etc. YES							

Step 5: Procurement and partnership

Is this project due to be carried out wholly or partly by contractors?	Y/N Y – anticipate a combination of provision by Cheshire West and Chester Council., Public Health Sector and third sector organisations.
If yes, what steps did you take to ensure that any partner organisation you work with complies with equality and human rights legislation, specifically in relation to:	
• tendering and specifications	
• awards process	
• contract clauses	
• monitoring and performance measures	Use and demonstration of established policies and procedures.

Step 6: Making a decision and actions

What practical actions do you recommend to reduce, justify or remove any adverse/negative impact?		
Action	Lead Officer	Deadline
Engagement with relevant stakeholders regards service commissioning, design and periodic monitoring and analysis.	Gerard Rhodes Barbara Crane	Ongoing

Step 7: Monitoring and review

How will you monitor the impact and effectiveness of this policy (function etc.)?	Through liaison with stakeholders, service users (and their representatives) service providers and relevant forums.
Next review of the policy (function etc.)	
Summer 2012.	

Step 8 Signing off; Overview and Scrutiny involvement; Publishing

Lead Officer:		
Approved by Head of Service:		
Overview and Scrutiny involvement		
Date:		
Comments / Actions emerging from challenge session	Lead Officer	Deadline

All Impact Assessments are publicly available from a designated area of the Council’s website, please forward the completed EIA to the Equality and Diversity Managers for publishing.