

Impact Assessment template

Step 1: Screening for relevance

Name of a policy / procedure / function / project / decision:	Community Car Schemes
Directorate / Service:	Community & Environment Directorate.
Date:	November 2010.
Lead Officer:	Barbara Crane & Gerard Rhodes
External Challenger:	Equality and Diversity
Other members of team undertaking Impact Assessment:	<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 seeks to increase the consistency and use of community car schemes funded by Cheshire West and Chester Council (CWAC) through commissioning these services from a single umbrella organisation supported by locality providers. Additionally, to improve collaboration both within CWAC and external organisations on the commissioning and use of volunteer car schemes.

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

An important part of the work is to retain and attract volunteer drivers, recognising their full and distinct strengths and role in providing this important service.

There is a need to increase community and service user focused outcomes through service modernization, whilst maintaining expenditure within financial constraints, supplemented by payments from service users.

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

This impact assessment needs to consider whether there are any differential impacts on particular groups for whom these services are provided, and on organizations currently providing these services, and how these will be managed.

Is the above relevant to equality and diversity?

Yes No

Quick check:

- | | | |
|--|---|-----------------------------|
| ✓ <i>Is the policy (function, procedure etc.) concerned with people?</i> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| ✓ <i>Is the policy (function, procedure etc.) outward looking (i.e. community, employees, partners)</i> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| ✓ <i>Does the policy (function etc.) involve face to face contact?</i> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| ✓ <i>Does it include making decisions based on someone's individual characteristics, circumstances or needs?</i> | Yes <input checked="" type="checkbox"/> | 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 <input checked="" type="checkbox"/> | 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 <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

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

Step 2: Scoping

What do you already know about the policy (decision etc), what are the main issues you need to consider:

(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)

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>	N/A	N/A.	N/A	N/A
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>	<ul style="list-style-type: none"> • Community car schemes are provided by vehicles owned by volunteers, and are therefore unable to be accessible to all. • Current arrangements have resulted in inconsistencies between each of the community car schemes. • To ensure that arrangements for 	Information from existing community car scheme providers.	N	Engagement with service users as this work progresses towards implementation

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

	<p>booking to use the services are accessible to those with mobility or communication constraints.</p> <ul style="list-style-type: none"> To minimise unnecessary anxiety about service continuity. To have a clear understanding of transport needs currently met, of unmet needs and changing future travel needs. Ensure that the user's needs are fully known and understood. 	<p>Whilst there is evidence available for some specific areas e.g. health, there are gaps in this evidence.</p> <p>Information from existing community car scheme providers</p>		<p>Need to be explicit about changes to service</p> <p>There is a need to obtain further information regards needs not currently met by the community car schemes.</p>
Gender / Gender reassignment	N/A	N/A	N/A	N/A
Religion and belief	N/A	N/A	N/A	N/A
Sexual orientation (<i>inc. heterosexual, lesbian, gay, bi-sexual</i>)	N/A	N/A	N/A	N/A
Age Children and young people	N/A	N/A	N/A	N/A
Adults	Improve the provision and role of community car	Information from existing community	N	Engagement with service users as this

	schemes to meet the full needs of vulnerable members of the community who are unable to use other transport services to meet their requirements.	car scheme providers		work progresses towards implementation
Younger older people	Improve the provision and role of community car schemes to meet the full needs of vulnerable members of the community who are unable to use other transport services to meet their requirements.	Information from existing community car scheme providers	N	Engagement with service users as this work progresses towards implementation
Older older people	Improve the provision and role of community car schemes to meet the full needs of vulnerable members of the community who are unable to use other transport services to meet their requirements.	Information from existing community car scheme providers	N	Engagement with service users as this work progresses towards implementation
Rural communities	To encourage participation of volunteers for the community car scheme to “self help” extend service availability for these communities.		N	Engagement with service users as this work progresses towards implementation
Areas of deprivation	To help ensure that services are affordable to	Census Data	N	Engagement with service users as this

	those needing to use them. It is recognised that deprivation can be an issue within more affluent areas.			work progresses towards implementation
--	---	--	--	--

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> <ul style="list-style-type: none"> • <i>Promoting good community relations</i> • <i>Safety</i> • <i>Environment and access to services</i> • <i>Economic well-being</i> 	Are there any particularly positive impacts of the policy (function etc.) on any of the groups you would like to highlight? Also any measures that may currently be in place.	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>	N/A	N/A			N/A	N/A
Disability <i>(as defined by</i>	No Change	An increased and diversified		X		To minimise unnecessary

<p><i>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></p>		<p>role of the voluntary sector through community car schemes. This should help attract and retain volunteers whilst improving their ability to support their community.</p> <p>Safety: Transport providers are required to comply with a variety of requirements for the safe use of drivers, vehicles and vetting processes.</p> <p>Economic well-being: Improving access to facilities will support local business and help enable support vibrant communities.</p>				<p>anxiety about service continuity.</p>
<p>Gender / Gender reassignment</p>	<p>N/A</p>	<p>N/A</p>			<p>N/A</p>	<p>N/A</p>
<p>Religion and belief</p>	<p>N/A</p>	<p>N/A</p>			<p>N/A</p>	<p>N/A</p>
<p>Sexual orientation <i>(includes heterosexual, lesbian, gay, bi-sexual)</i></p>	<p>N/A</p>	<p>N/A</p>			<p>N/A</p>	<p>N/A</p>

Age Children and young people	N/A	N/A			N/A	N/A
Adults	Changes to charge to service users or reimbursement to volunteer drivers.	Increase of reimbursement to drivers will help retain and attract volunteers.		X		Changes to be agreed with CWAC in advance
Younger older people	Changes to charge to service users or reimbursement to volunteer drivers.	Increase of reimbursement to drivers will help retain and attract volunteers. Potentially a greater and more diversified role for the voluntary sector.		X		Changes to be agreed with CWAC in advance
Older older people	Changes to charge to service users or reimbursement to volunteer drivers.	Increase of reimbursement to drivers will help retain and attract volunteers.		X		Changes to be agreed with CWAC in advance
Rural communities Service availability (access)	No Change	Collaboration and consistency may enable improved service availability.			X	
Cost of service delivery and costs to	No Change	Economies of scale, consistency and increased service availability.				

community to access the service						
Impact on quality and character of the natural rural landscape and residents	N/A	N/A				N/A
Impact on people wishing to visit the countryside	N/A	N/A				N/A
Areas of deprivation	Greater impact of changes to charge to service users or reimbursement to volunteer drivers.	Greater impact of increase of reimbursement to drivers will help retain and attract volunteers.			X	Changes to be agreed with CWAC in advance
Human rights	N/A	N/A	No Rating Needed			N/A
Volunteers within the organisation	Risk of loss of some volunteers resulting from any changes to current practice.	Changes to reimbursement rate and roles undertaken.		X		Engagement with existing drivers.

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.	N/A	No Change	N/A	N/A	N/A	Aims to improve access to care facilities and enable engaging, inclusive, independent and active life styles.	Aims to improve access to care facilities and enable engaging, inclusive, independent and active life styles.	No Change
Will there be a significant impact on any of the following lifestyle related variables? Pls. comment	Physical activity- No Change							
	Smoking, Drugs or alcohol use- N/A							
	Sexual behaviour- N/A							
	Accidents and stress at home or work- N/A							
	Diet- No Change							
Is there likely to be a significant demand on any of the following health and social care services?	Social services Primary care- No Change							
	Community services- No Change							
	Primary / hospital care/ A&E / Need for medicines etc. No Change							

Step 5: Procurement and partnership

Is this project due to be carried out wholly or partly by contractors?	Community car schemes funded by CWAC are currently provided by five third sector organizations. These organizations are being given an opportunity to produce a proposal to CWAC to continue providing community car schemes on a collaborative basis, achieving a combination of financial efficiencies and service modernisation.
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:	
<ul style="list-style-type: none"> tendering and specifications 	Community car scheme providers were invited to a meeting whereby CWAC described elements and requirements for the future provision of these schemes in future funding agreements. These organizations were invited to comment on these to help ensure they reflected the needs of users and supported volunteers.
<ul style="list-style-type: none"> awards process 	Included within the above response for “tendering and specifications”.
<ul style="list-style-type: none"> contract clauses 	Included within the above response for “tendering and specifications”.
<ul style="list-style-type: none"> monitoring and performance measures 	Included within the above response for “tendering and specifications”.

Step 6: Making a decision and actions

What practical actions do you recommend to reduce, justify or remove any adverse/negative impact? Reflect these actions in the E&D part of the Directorate Business plans.		
Action	Lead Officer	Deadline
Review of actions stated above	Barbara Crane & Gerard Rhodes	Ongoing

Step 7: Monitoring and review

How will you monitor the impact and effectiveness of this policy (function etc.)?	Regular recording and monitoring of usage, issues raised, satisfaction and financial performance.
---	---

Next review of the policy (function etc.)	Annually
---	----------

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.