

Guidance

Please read the [Equality and Consultation Analysis Guidance Note](#) for help in completing this form. For further information and support to complete this form, please contact – **equalities**: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112) or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939) in the Chief Executive’s Policy Team; or for **consultation**: Helen Shankster (Helen.Shankster@coventry.gov.uk 024 7683 4371) in the Insight Team.

About the project

Project or review School and College Travel Assistance – Special Educational Needs and Disabilities – Policy Changes
 Service Education and Inclusion
 Directorate People

About the person completing this form

Name Adrian Coles
 Role Programme Delivery Manager
 Email Adrian.Coles@coventry.gov.uk
 Telephone 024 76 83 3551
 Date section 1a completed 30/10/2014

1. Provide brief details of the aims of the project / review

To change the school and college travel assistance policy for pupils with Special Educational Needs and to mitigate the impact of these changes on pupils and their families where possible.

Impact on service users

2. What are the possible impacts of this project / review on the following groups?



Assess the impact of this project / review on people with the following [protected characteristics](#); and agreed local priority groups. Please complete using local service level data and when citing reasons, consider both local and national data and evidence. Under ‘Mitigating Actions’ outline briefly what actions could be put in place to lessen any negative impact on protected groups.

Protected characteristic

Impacts

Mitigating actions

Age

Positive impacts: State your reasons for positive impact, if any.
Negative impacts: State your reasons / evidence for negative impact.
Commentary: The proposed changes will impact different age groups (i.e. 0-5 year olds, 5-8 year olds, 8-16 year olds and 16+ year olds) in different ways. Details of these impacts are shown in the consultation document.

It will be the responsibility of parents of children impacted to transport their children. Overall mitigation includes: additional resource for independent travel training, promotion of independence early and for later life and introduction of formal process

Protected characteristic	Impacts	Mitigating actions
Disability	<p>Positive impacts: There are opportunities for independent travel training for those impacted by the changes.</p> <p>Negative impacts: The proposed changes could lead to an estimated 270 children and young people not receiving travel assistance and an estimated 65 young people 16+years old being charged for transport.</p> <p>Commentary:</p>	Overall mitigating actions as set out for age protected characteristic.
Gender	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Commentary: Significantly higher proportion of boys compared to girls will be impacted by changes (e.g. boy/girl gender percentages in special schools is 77%/23%)</p>	Overall mitigating actions as set out for age protected characteristic.
Gender Reassignment	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Commentary: There are no specific impacts on gender reassignment.</p>	No specific impact on gender reassignment therefore no specific mitigation. Overall mitigating actions as set out for age protected characteristic.
Marriage/Civil Partnership	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Commentary: There are no specific impacts on marriage/civil partnership.</p>	No specific impact marriage/civil partnership therefore no specific mitigation. Overall mitigating actions as set out for age protected characteristic
Pregnancy/Maternity	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Commentary: The age profile of those receiving transport means that there are likely to be some pregnant mothers whose children may no longer receive travel assistance</p>	Overall mitigating actions as set out for age protected characteristic.
Race	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Commentary: Proportion of those affected by changes is likely to be reasonably in line with population race proportions (e.g. 56% in special schools identified as White British and 53% of Coventry child population identified as White British)</p>	Overall mitigating actions as set out for age protected characteristic.


Protected characteristic	Impacts	Mitigating actions
Religion/Belief	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Commentary: Proportion of those affected by changes is likely to be reasonably in line with population religion/belief proportions (e.g. 29% in special schools identified as Christian and 21% of Coventry child population identified as Christian)</p>	Overall mitigating actions as set out for age protected characteristic.
Sexual Orientation	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Commentary: There are no specific disproportionate impacts regarding sexual orientation.</p>	No specific impact on sexual orientation therefore no specific mitigation. Overall mitigating actions as set out for age protected characteristic
Looked After Children	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Commentary: Disproportionately high number of looked after children are in special schools – approximately 5%.</p>	Overall mitigating actions as set out for age protected characteristic.
Carers	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Commentary: No specific disproportionate impacts concerning carers.</p>	No specific impact on carers therefore no specific mitigation. Overall mitigating actions as set out for age protected characteristic
Deprivation (e.g. income, educational attainment, worklessness)	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Commentary: There is strong correlation between high incidence SEND and social disadvantage.</p>	Overall mitigating actions as set out for age protected characteristic.

3. Have you considered social value requirements as part of this project/review?

There is no intention to outsource/commission this service so social value requirements do not apply to this project/review.

Impact on the workforce

4. How many staff belong to the following categories?

	Contact the HR Change Management Team (Marion O'Brien, Marion.O'Brien@coventry.gov.uk 024 7683 2454) for management information on the workforce affected by this project/review.
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It is estimated that 20 or more drivers and escorts may be affected. Only a proportion of these are internal Council employed staff, some routes are commissioned and provided by the private sector. There is potential that some of the internal staff may have applied to leave under the Early Retirement/Voluntary Redundancy scheme.

As we do not know which employees and or contractors would be affected, we cannot assess the impact of these changes on the protected characteristics of these groups.

5. What are the likely impact of this project / review on different groups of staff?

Impact on different groups of staff (drivers and escorts) is as noted above.

6. Do you plan to undertake formal consultation as part of this project?

Yes No

If no, please outline your reasons for this.

7. Has a report to elected members been prepared in relation to this work?

Yes No

Web link to the report: Report in process of being prepared – report will go to Cabinet Member for Education meeting on 12th November 2014

Next steps

Please send the completed pre-consultation form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939). This form will also be shared with Public Health, who will be in touch in relation to determining the impact of this project/review on health.

1b

Post-consultation



The section below should be completed following consultation.

Name What is your name?

Date section 1b completed Choose a date.

8. Please update the equality impacts on service users (question 2) as required.



Please update this table to reflect any new information that may have come to light during the consultation process. Under mitigating actions, please identify the directly responsible individual (Council officer or named person in an external provider) responsible for completing the action and timescales for doing so.

9. What were the key findings from the consultation process?

Please state the key findings.

10. Have any of the preferred delivery options or service model(s) changed following the consultation?

Yes No

If yes, please state what has changed.

11. Have any of the preferred delivery options or service model(s) changed in order to promote health outcomes?

Yes No

If yes, please state what has changed and what health outcomes are being promoted.

12. Please update the equality impact on the workforce (question 4) as required.



Please update this table to reflect any new information that may have come to light during the consultation process and any changes to the workforce.

13. Following consultation, please indicate which of the following best describes the equality impact of this review/project.

There will be **no** equality impact if the proposed option is implemented

- There will be **positive** equality impact if the proposed option is implemented
- There will be **negative** equality impact if the proposed option is implemented but this can be objectively justified

14. Will this form be used to compile a Programme Level Analysis (Part 2)?

Yes No

If yes, please state the name of the programme: Enter the name of the programme.

15. Approvals from Director and Cabinet Member

Name	Date
Director: Name of Director.	Click here to enter date agreed.
Cabinet Member: Name of Cabinet Member.	Click here to enter date agreed.

16. Please detail below any committees, boards or panels that have considered this analysis.

Name	Date	Chair	Decision taken
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.

Next steps

Please send the completed pre-consultation form to the Chief Executive’s Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian.

Version control

Version	Date	Summary of Changes (Author)
1.0.0	17 July 2014	Initial release (Jaspal Mann)
1.0.1	05 August 2014	Added protected characteristic of Disability under section 2 (Si Chun Lam)