

COUNTY COUNCIL FULL EQUALITY IMPACT ASSESSMENT TEMPLATE

Stage of EIA	Description of Step	Checklist	Checklist
	Is this a new or an existing policy?	<p>Administration of Concessionary Travel Scheme (The English National Concessionary Travel Scheme)</p> <p>This is an existing function to be transferred from the six District Councils to Worcestershire County Council from 1st April 2011</p>	<p>The Districts currently offer discretionary enhancements funded from local resources. The County Council will receive funding for the statutory scheme only.</p>
Stage 1	Defining policy objectives and how they will be achieved	<p>The English National Concessionary Travel Scheme offers free travel on local bus services to eligible passholders. Eligibility is based on age (60 rising to 65 in line with changes to female pension entitlement) and disability.</p> <p>The statutory entitlement to eligible passholders of free travel between 09:30 and 23:00 on weekdays and all day on weekends and bank Holidays.</p> <p>The County Council has the ability</p>	<p>Through a statutory Concessionary Travel Scheme published on or before 1st December 2010.</p> <p>The County Council will not consult on a variety of schemes offered to users of Community Transport by District Council s as the District Councils will be able to continue funding these schemes using existing Well Being Powers.</p>

		<p>to fund discretionary enhancements within Worcestershire for Worcestershire residents over and above the statutory scheme</p> <p>Current enhancements funded by District Councils are:</p> <ul style="list-style-type: none"> • Free travel for companions to disabled pass holders who meet defined criteria (Six Districts) • Free Travel before 09:30 on weekdays (Bromsgrove, Malvern Hills, Redditch and Wychavon) • Transport Tokens are offered by Wychavon and Malvern Hills to defined groups of residents as an alternative to the bus pass 	
Stage 2	<p>Information gathering/consultation Detail existing data/research/consultation sources you will use.</p>	<p>The County Council has informed groups representing elderly, disabled and minorities to participate along with transport operators</p> <p>There has been a 3 month consultation and presentations have been made at a number of</p>	<p>Changes will be communicated to bus operators and residents following publication of the scheme on 1st December 2010.</p>

		meetings at which representatives of the elderly and disabled have been present	
	Do you consider these sources to be sufficient? Y/N	These sources are sufficient as they represent all relevant groups known to the District Councils and County Council	
	<p>What further user engagement (if any) do you need to undertake?</p> <p>The County Council's Consultation Strategy will assist you in identifying the appropriate methods to use for your consultation.</p> <p>*Person, group or organisation that has a direct or indirect stake in the policy because it can affect or be affected</p>	<p>The County Council will undertake the following activities following publication of the Draft Scheme on 1st December 2010:</p> <p>A Statutory 3 month period for consultation with bus operators</p> <p>Publication of leaflets and posters explaining the changes to the public. Posters will be displayed in public building, bus stations and on buses.</p> <p>Press releases to newspapers, radio and television stations to inform the public</p>	<p>How will you communicate the consultation results;</p> <ul style="list-style-type: none"> • To the public? By press release and via the Internet • Within the organisation? SID • To stake holders? By email and letter
Stage 3	Assessing the equality impact of your policy from evidence gathered.	From the information gathered, could the policy unlawfully discriminate or have a less favourable impact?	<p>If there is adverse impact could it be justified?</p> <p>The statutory minimum English</p>

	<p>Decision should be based on 4 factors:</p> <ul style="list-style-type: none"> • Aims of the policy • Evidence collected • Results of both formal/informal consultation • Pros and cons of alternative approaches to delivering policy objectives <p>*See 'what should be done if adverse impact is identified?' to help with your decision.</p>	<p>A decision not to fund discretionary enhancements will impact on elderly and disabled residents who use local bus services prior to 09:30 on weekdays mainly affecting those in work and disabled people in post 16 education</p> <p>If discrimination is unlawful, what will you do?</p> <p>Not applicable as this is a statutory scheme complying with minimum national standards</p> <p>If adverse impact is found to exist, Please describe what this impact is:</p> <p>Disabled and elderly residents who use public transport to travel to work and disabled people in post 16 education.</p> <p>Pass holders travelling to early morning medical appointments</p>	<p>National Concessionary Travel Scheme is funded by central government through the formula grant. It is estimated that operation of the core scheme will cost £5.1m in 2011-12 although then level of funding has yet to be announced.</p> <p>The funding required to provide a county wide pre 09:30 discretionary enhancement amounts to £550,000 per annum and would come from the existing public transport subsidy leading to a reduction in bus services that are available to all residents.</p> <p>Free travel for Companions of disabled pass holders meeting enhanced eligibility requirements is estimated to cost £20,000 per annum and it is recommended to provide this enhancement based upon the results of the consultation.</p> <p>To comply with legislation , the County Council must offer a uniform scheme across the county</p>
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		<p>District Councils will no longer be able to offset the cost of transport tokens against the Concessionary Travel Scheme</p> <p>The withdrawal of free companion travel would have a disproportionate affect on those disabled residents who qualify and over 80% of journeys made to medical services and day centres by that category of pass holder would not be possible without the provision for companion travel</p> <p>What groups could potentially be disadvantaged?</p> <p>Elderly and disabled pass holders in general with a disproportionately negative impact on holders of companion entitlement.</p> <p>Approximately 75% of companion</p>	<p>by applying consistent criteria across all areas of the county.</p> <p>Were District Councils prepared to fund local enhancements, the County Council cannot include mixed provision of any discretionary enhancements within the statutory scheme unless all six Districts were prepared to cross fund provision of that enhancement.</p> <p>As the level of funding is uncertain and there is a risk over the level and cost of take up, it is not recommended to offer transport tokens as an alternative to the bus pass</p> <p>If 'yes', what are your reasons and what evidence did you base this decision on?(for example: positive action to target particular parts of community)</p> <p>A decision to maintain a provision for Companions can be sustained within anticipated budgets.</p>
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		<p>journeys are to medical facilities or day Centres.</p> <p>Describe the degree of negative impact and the number of people likely to be affected*:</p> <p>65% of respondents represented residents with disability</p> <p>39% of respondents were in work.</p> <p>The median age of respondents was 62</p> <p>74% of respondents use the pre 09:30 enhancement</p> <p>25% of respondents use their pass for travelling to work or education.</p> <p>78% of group respondents use their passes for doctors or medical</p>	<p>Providing a pre 09:30 enhancement would have serious implications for general public transport in the county as the only source of funding is the bus subsidy budget.</p> <p>If adverse impact cannot be justified, what will you do to rectify the position? (for example - what alternative ways could you achieve the aims of your policy?)</p> <p>It is recommended that the right for disabled pass holders who meet the criteria retain their right to be accompanied by a Companion free of charge for journeys commencing in Worcestershire..</p> <p>We are working with colleagues in District Councils to assist them to maintain provision of the pre 09:30 using their Well being powers by negotiating with bus operators and providing administrative support..</p>
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		<p>appointments</p> <p>38.6% of respondents would delay their journey after 09:30 while 45% would not make the journey at all.</p>	<p>Where provision cannot be maintained, the County Council will approach bus operators to provide discounted tickets to Concessionary Travel Pass holders who travel before 09:30 on weekdays.</p>
		<p>Will the policy have any positive impacts for particular groups?</p>	<p>No as it maintains the status quo at best</p>
<p>Stage 4</p>	<p>Action Planning and Time Frames</p> <p>Please complete your EIA Action Plan template (Annex D)</p>	<p>What equality objectives and targets have you developed?</p> <p>Concessionary bus journeys are monitored monthly and the numbers of passes issued are monitored bi monthly</p> <p>Have you attached a timescale to your targets? If yes, what?</p> <p>yes</p> <p>Have the equality objectives and targets been included in</p>	<p>Have these objectives/ targets been incorporated into your monitoring and performance management system? Y/N</p> <p>Concessionary Travel demand this is a KPI</p> <p>How often will they be monitored and by whom?</p> <p>Concessionary Travel demand is monitored monthly within the Transportation Services Unit</p>

		<p>your service plan? Y/N</p> <p>yes</p>	<p>Who will sign this off?</p> <p>Transportation Services Manager</p>
<p>Stage 5</p>	<p>Publication</p> <p>This is a legal requirement so you MUST send your EIA results for publishing.</p> <p>*This is for accessibility purposes for lengthy EIA's.</p>	<p>Have you sent a copy of this assessment to the Corporate Equality and Diversity Team for publication on the website?</p> <p>Yes</p> <p>Have you logged your EIA onto the Listening to our communities - consultation and community engagement webpage?</p> <p>Yes, the consultation closed on 11th November 2010.</p>	<p>Have you sent a copy of this assessment to your Directorate Equalities Lead?</p> <p>Yes</p> <p>Has an executive summary been prepared*?</p> <p>Yes</p>
<p>Stage 6</p>	<p>Monitoring and Review</p>	<p>How will you monitor/evaluate the policy?</p> <p>Ongoing monitoring of pass numbers issued and numbers of concessionary journeys</p>	<p>Who will be responsible for monitoring?</p> <p>Wayne Arthur – Transport Systems Manager</p>

		<p>Have you planned policy reviews? If so, how often?</p> <p>Monthly Partnership Meetings</p>	<p>How will you use the monitoring results?</p> <p>To revise the scheme for 2012-13</p>
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Signed (Completing Officer: *W. Arthur*

Date: 12 November 2010

Signed (Lead Officer)service manager?.....

Date.....

WORCESTERSHIRE COUNTY COUNCIL EQUALITY IMPACT ASSESSMENT ACTION PLAN TEMPLATE

What are your key objectives/targets?	Will this help to remove potential for adverse impact?	Will this prevent unlawful discrimination?	Does this promote equality of opportunity?
1 To publish the Worcestershire Concessionary Travel Scheme for 2011-12 by 1 st December 2010 following the transfer of responsibilities as Travel Concession Authority from District Councils to the County Council.	This is a statutory duty and will meet or exceed the minimum statutory concession	This is a statutory duty and will meet or exceed the minimum statutory concession	This is a statutory duty and will meet or exceed the minimum statutory concession
2 To work with District Councils to mitigate to assist them in continuing to provide any discretionary enhancement in place before 1 st April 2011 that the county council is unable to provide on a uniform basis across the county.	Yes	There is no unlawful discrimination as the statutory minimum scheme will be provided	The provision of free travel for elderly and disabled residents helps to promote equality of opportunity.
3 To work with bus operators to provide discounted concessionary fares to bus pass holders where the District and County Councils are unable to offer free travel	Yes	There is no unlawful discrimination as the statutory minimum scheme will be provided	Discounted travel will mitigate against the impact on the most vulnerable groups

Target/Objective	Specific Actions needed	How will you know when this is achieved?	What resources/costs will be involved?	Who is responsible for this action?	Completion Date	Cross reference to service/strategic plan/CAA theme (if any)
1 To publish the 2011-12 Scheme	Cabinet approval	25 th November cabinet meeting	Scheme Cost £5.1m funded by central government. Enhancements could cost over £550k	W. Arthur	1 st December 2010	
2 To establish any District funded provision and to assist the Districts in implementing local provision	Decisions by District Councils	Confirmation by District Council	Funding provision by Districts	District Councils W. Arthur	3 rd March 2011	
3 Negotiations with bus operators	Decisions by District Councils	Agreements with relevant bus operators	Funding provision by Districts	District Councils W. Arthur	31 st March 2011	
4 Communication Plan	Worcestershire Scheme published Decisions by bus operators	Communications issued	£5k estimated	P. Whittaker & W. Arthur	31 st March 2011	