

## Step 5 New and Emerging Policies

**Name of Lead Officer: Helen Hill**

**Portfolio: Environment & Regeneration**

**Business Unit: ITU**

**Name of Policy / Function being assessed: Bus Subsidy**

**For new and emerging strategies / policies / functions that will require approval at Director's Board or Cabinet, this equality impact assessment process should be completed during development, and prior to presentation at Director's Board.**

### 1. What is the scope of the policy/function/practice?

<p>Think about:</p> <ul style="list-style-type: none"> <li>• Explaining the policy or function to an outsider</li> <li>• What does it include?</li> <li>• What does it not include?</li> <li>• Who is it chiefly aimed at?</li> </ul>	<p>The Council subsidises some existing bus routes which would not be commercially viable for the private sector operators. This is to support the Councils responsibility to make suitable travel accessible to as many people as possible; optimising access to local facilities including healthcare, education and employment, and reducing social exclusion</p> <p>In Telford and Wrekin, 96% of the bus routes are normally commercially operated (by Arriva Midlands) and 4% are provided and subsidised by the council</p> <p>The council has to ensure that the limited funds available are spent in the most effective manner. It is therefore suggested that a policy is adopted to underpin the decision making process.</p>
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## 2. What is the purpose of the above?

<p>Think about</p> <ul style="list-style-type: none"> <li>• What is it trying to do?</li> <li>• What does it aim to achieve?</li> <li>• Would examples help to explain it?</li> </ul>	<p>Every case for subsidy has its merits, and there are many considerations to take into account but not all routes can be adopted. This policy is to ensure that all of the many objectives and requirements are properly and formally considered and weighed in reaching the final decision on which routes to fund. In effect the policy will set out the Councils rationale and methodology for route provision and subsidy in terms of value for money, accessibility and sustainability.</p>
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## 3. Who is defining or has defined the strategy policy / function and who implements it?

<p>Think about</p> <ul style="list-style-type: none"> <li>• Is it based on national guidelines or requirements?</li> <li>• Is it based on custom and practice?</li> <li>• Has it grown out of past policies?</li> <li>• Who is involved in its development? Managers/Staff/ elected members/service users?</li> </ul>	<p>This is a completely new policy that has been defined by senior council officers and officers in the Integrated Transport Unit (ITU). ITU and Northgate Kendric Ash (NKA consultants) have been involved in the development of the policy along with cabinet members.</p> <p>The policy proposals will go through CMT, CAP and to Cabinet on the 23<sup>rd</sup> March 2010</p> <p>The Policy will be adopted by the council and applied by Officers and members when deciding on which routes to subsidise.</p>
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## 4. Who are all of the groups of people or organisations that are affected by this policy or function? (for example: customers / service users / partners / staff)

<p>Think about</p> <ul style="list-style-type: none"> <li>• Internal and external people</li> <li>• Staff, partners, contractors, service users, potential service users, lead bodies,</li> <li>• national or regional bodies</li> <li>• Voluntary sector groups or organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Council Officers and Members</li> <li>• Bus users</li> <li>• Voluntary User Groups</li> <li>• Bus operators</li> <li>• Transport Commissioner</li> </ul>
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## 5. Who are the key people to be involved in the assessment process?

<p>Think about</p> <ul style="list-style-type: none"> <li>• A small team of people with sound knowledge and understanding of the policy or function</li> </ul>	<p>The Transport Steering Group will oversee the assessment process of the policy:</p> <p>Jonathan Rowe – Head of Environmental Services Helen Hill – Integrated Transport Unit</p>
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<ul style="list-style-type: none"> <li>Someone with understanding of the information / data related to this work</li> <li>Possibly a “critical friend”, someone who is one step removed from the policy or function who can ask questions you may not ask yourself.</li> </ul>	<p>Julia Copus- Finance Manager  Sarah Bass -Business Efficiency Team  Brian Cotter/Chris Marsh - NKA</p> <p>Integrated Transport officers will be involved in testing the policy</p>
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**6. What equality specific data is readily available to help the development of this policy?**

<p>Think about</p> <ul style="list-style-type: none"> <li>Profile of users</li> <li>Local statistics / census data</li> <li>Output information</li> <li>Local / National research</li> <li>Benchmarking information</li> <li>Complaints/Comments/</li> <li>Compliments</li> <li>Informal feedback</li> </ul> <p>Also think about how this data can be broken down to inform you about the different equality groups</p>	<p>No specific data is available but views of rural and urban bus users, senior citizens, disability and carers forum groups have been taken in to account.</p>
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**7. What are the particular issues for the groups below in relation to this policy?**

Age	General Access to bus services throughout the day
Disability	General Access to bus services throughout the day
Gender/Transgender	General Access to bus services throughout the day
Racial group	General Access to bus services throughout the day
Religion or belief	General Access to bus services throughout the day
Sexual orientation	General Access to bus services throughout the day
Location/ Urban / Rural	General Access to bus services throughout the day in areas where demand is low
Deprivation	General Access to bus services throughout the day

**8. How are you proposing to address the above issues within the policy?**

Age	Ensure the policy weightings cover not only residential requirements but community social facilities such as community centres that are accessed by older people
Disability	Ensure the policy weightings cover not only residential requirements but community social facilities such as community centres that are accessed by disabled people
Gender/Transgender	Ensure the policy weightings cover not only residential requirements but community social facilities such as community centres that are accessed by voluntary groups
Racial group	Ensure the policy weightings cover not only residential requirements but community social facilities such as community centres that are accessed by voluntary groups
Religion or belief	Ensure the policy weightings cover not only residential requirements but community social facilities such as community centres that are accessed by voluntary groups
Sexual orientation	Ensure the policy weightings cover not only residential requirements but community social facilities such as community centres that are accessed by voluntary groups
Location/ Urban / Rural	Ensure that the policy does not unduly discriminate against location
Deprivation	Ensure that the policy does not unduly discriminate against location

**9. Before you finalise your policy, who are you consulting with or planning to consult with?**

<p>Think about:</p> <ul style="list-style-type: none"> <li>• Who are you consulting with as part of the development process.</li> <li>• Can you monitor your consultees to assess if all groups are being reached?</li> <li>• Is it one particular Equality and Diversity strand of customer (i.e. disabled people) that your amendments need to focus on</li> <li>• Do you need to involve partner agencies/ staff members / national organisations in this consultation exercise?</li> <li>• What is your time scale?</li> <li>• Do you need to speak to the Council's Consultation, Research &amp; Information Manager? ( Extension 80132)</li> </ul>	<p>The policy proposal will be considered by CMT and CAPS and ratified by Cabinet on the 23<sup>rd</sup> March 2010</p> <p>The current subsidised routes are subject to competitive tender action in April and the policy is to be in place to support this process.</p>
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**10. What format is your consultation taking / going to take?**

The council needs to take a co-	Meeting have been held with bus operators
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<p>ordinated approach to consulting with the community , therefore please liaise with your PEG reps / CALM Group in ACC / and recorded your consultation on the Consultation Register?</p> <p>Think about</p> <ul style="list-style-type: none"> <li>• Have you already got a group you participate with (for example a bus users group that is representative of the identified groups you wish to consult with)</li> <li>• Have you discussed with your PEG members whether a joint approach could be made?</li> <li>• Have you identified any overlap with other service areas /partnerships where joint consultation could take place</li> <li>• Are you aware of the council's consultation strategy and support available through policy? (for example community panel)</li> <li>• Have you planned that it may take more than one consultation exercise to get the information you are after?</li> </ul>	<p>and bus users groups as well as Senior Citizen and Disability Forums to discuss the proposal of a policy and what it should consider. They outcomes of these meetings have been reflected in the final report and development of the policy.</p>
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**11. How are you planning to give feedback to the people who have been consulted?**

<p>Think about</p> <ul style="list-style-type: none"> <li>• Letting the consultees aware of where the documentation will be published</li> <li>• Asking the consultees if they would be willing to be “critical friends” in the future</li> </ul>	<p>Feedback will be give following agreement to proceed at the scheduled forum meetings of the rural bus users group, bus users group, senior citizens forum and disability forum.</p> <p>Feedback will also be given to the bus operators during the re tendering process.</p>
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**12. How are you going to monitor the equality impact of this policy or function on customers in the future?**

<p>Think about</p> <ul style="list-style-type: none"><li>• Monitoring forms</li><li>• User information</li><li>• Output information</li><li>• Local / national research</li><li>• Benchmarking information</li><li>• Complaints/comments/compliments</li><li>• Informal feedback</li><li>• User groups</li></ul>	<p>Through the existing national indicators and feedback from the various forums</p>
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**13. What do you anticipate the longer term equalities outcomes will be as a result of this EIA?**

A more considered and sustainable approach to subsidising bus routes which will prove best value for the money spent.

## **Sign Off Process for Assessments completed at Step 5**

### **Head of Service Approval**

The outcomes of equality impact assessments need to be built into best practice within Portfolios. Within your Portfolio there will be a mechanism for ensuring that outcomes and awareness of any issues to be addressed are fed into existing management structures at Head of Service level. Heads of Service should be aware of the outcomes of your EIA before its approval at PEG

### **Approval at PEG**

Your PEG is responsible for keeping records of EIAs to be conducted and completed and for "signing off" the EIA.

Dates of PEG meetings and the details of PEG Lead Officers are available on the Intranet. Please keep your PEG Lead informed on progress with your EIA.

### **Inclusion in Report to Directors / Cabinet**

The Council's report format contains a section on equality and diversity issues. This is where you will identify any issues that have arisen so decision makers are aware of them. *(insert link to Council's report format)*

### **Finally, summary report.**

The Council has a legal duty to publish the outcomes of EIAs and will meet this duty by placing summary reports on the Council's website. A Summary Report Template is available for you to "cut and paste" key points from your assessment for publication. Please send your summary report to your PEG Lead.

A [summary report template](#) is available to help with this process.

**Thank you for strengthening the Council's work on equality and diversity by conducting this equality impact assessment**

**Equality Impact Assessment Completion Sheet**

To be completed at the end of:

**Step 5** – for new and emerging policies

**Name of Lead Officer**.....

**Portfolio**.....

**Name of Policy / Function**

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**The Equality Impact Assessment for the above has been completed to the end of Step 5**

**Date approved at PEG**

**End of Step 5**