

## Equality Impact Assessment Form (EIA)

An Equality Impact Assessment (EIA) is an evidence-based approach designed to help organisations ensure that their policies, practices, events and decision-making processes are fair and do not present barriers to participation or disadvantage any protected groups from participation. This covers both strategic and operational activities.

The term 'policy', as used throughout this document, covers the range of functions, activities and decisions for which Sheffield City Region is responsible, including for example, strategic decision-making, arranging strategy & funding panels and meetings.

The EIA will help to ensure that:

- We understand the potential effects of the policy by assessing the impacts on different groups, both external and internal.
- Any adverse impacts are identified, and actions are planned to remove or mitigate them as far as is practicable.
- Decisions are transparent and based on evidence with clear reasoning.

### When might I need to complete an EIA?

Ideally, an EIA should form part of any new policy, event or funding activity and be factored in as early as one would for other considerations such as risk, budget or health and safety.

## How to complete the EIA Form

### Section 1: Initial Screening

The EIA should be carried out when the need for a new policy or practice is identified, or when an existing one is reviewed.

After completion of the initial screening in section 1, if no barriers or impact is identified, you will not be required to complete a full EIA.

Submit the EIA Form (with section 1 completed) to **whom?** and obtain signatory approvals in section 5.

### Section 2: Full EIA

This section must be completed when initial screening carried out in Section 1 identifies that there may be a negative impact to one or more groups. Please FULLY complete sections 2, 3, 4 and 5 as appropriate.

### **Section 3: EIA Action Plan**

This section must be completed in order to provide a summary Action Plan giving information in how negative impacts can be eliminated or mitigated.

### **Section 4: Supporting Evidence**

Please use this section to reference supporting evidence, such as consultation documents.

### **Section 5: Signatory Approvals**

This section must be completed by the approved Senior Officers - Statutory Officers? before proceeding with the policy/programme?????

# Section 1 – Initial Screening

<b>a</b>	<b>Name proposal.</b> <i>If a policy, list any associated policies</i>	SYMCA Enhanced Partnership Plan and Enhanced Partnership Scheme
<b>b</b>	<b>Type of proposal:</b>	New
<b>c</b>	<b>Name of department:</b>	Transport
<b>d</b>	<b>Lead Officer:</b>	Chloe Shepherd
<b>e</b>	<b>Date of EIA:</b>	01/03/22
<b>f</b>	<b>Names of those involved in the EIA (Should include at least two other people):</b>	Stephen Edwards and Martin Swales

## **g. Summary of the aims and objectives of the proposal – if this is an existing policy please state the current aims and objectives.**

Our own independent South Yorkshire Bus Review concluded that frequency on many parts of the network “is poor or has fallen dramatically”, that passengers are faced with an “overwhelming” range of tickets from competing companies and that over 60% of respondents were “dissatisfied” or “very dissatisfied” with bus reliability.

Without action, particularly in light of the impact of the pandemic, we will be faced with a bus system that is unsustainable over the longer term, doesn’t serve the communities or businesses of South Yorkshire, and that actually increases our reliance on the car. Turning this around requires a set of wide-ranging interventions.

We have worked to build these interventions into a bold package of measures within our Enhanced Partnership Plan (EPP) and Enhanced Partnership Scheme (EPS) that will drive patronage growth across South Yorkshire, support access to jobs and increases in productivity, act as a catalyst for greater inclusion as the cost of living increases, and tackle climate change.

With transformative investment from Government and in partnership with operators we will be able to deliver an ambitious programme of improvement.

## **h. What are the proposed changes (if an existing policy/funding activity/event)?**

With transformative investment from Government and in partnership with operators, we will be able to deliver;

1. A cap on daily and weekly fares and free travel for under 18s, plus access to cashless ticketing to create an easy to use system
2. A faster, more reliable, and more punctual system, helped by a system of bus priority measures and a review of routes and frequencies
3. A better bus experience from shelters to information, backed by a new customer charter
4. A new zero emission fleet and new on-demand bus services.

Through our initial Enhanced Partnership Scheme (EPS) we propose to deliver a series of activities arranged around 6 headline outputs – See appendix 2 (SYMCA EPS).

**i. Why is this being proposed (eg, policy, deliverables, changes to systems/processes)?**

The National Bus Strategy – ‘Bus Back Better’ published in 2021 set out a requirement for Local Transport Authorities to develop an EPP and enter Statutory arrangements in order to access a share of transformation funding, aimed at the longer term improvement of bus services.

In response the SYMCA developed an EPP and EPS in partnership with stakeholders and local operators that sets out the ambition for the region’s bus services and the interventions we propose to deliver.

**j. What equality information is available? Include any engagement undertaken and identify any information gaps you are aware of.**

The context came from the Bus Review, published in 2020, which included public consultation. This formed a large proportion of the input to the EPP and EPS and therefore built on this engagement already undertaken.

In refining the EPP, engagement was sought from individuals who represent the views of disability groups, public transport users, business forums, National Parks as well as neighbouring authorities. Further consultation was held in January 2022 with the public to ensure the EPP and EPS are reflective of the wants and needs of the public. The public consultation showed broad support for the vision and ambition of the EPP and EPS.

**k. What are the arrangements for monitoring and reviewing the actual impact of the proposal?**

The EPP is a ‘living document’ that contains targets. Progress against these targets must be reported annually in public facing documents. The data required for monitoring the targets is from a combination of sources including online surveys that are openly available and bus operator data that is currently collected by SYPTE. Due to the reporting requirements and the availability of the monitoring data, reviewing the impact of the EPP will be a transparent process that ensures those involved are held accountable for delivery.

**l. Will this proposal affect people with protected characteristics and, if so, in which group?**

<b>Characteristic</b>	<b>Impact Level</b>	<b>State any evidence you have, and explain what you feel the impact may be</b>
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Age	Positive	<p>Activity 27 outlines plans to develop a consistent offer for under 21s, provide free travel to under 18's and develop additional concessions/discounts for target segments (such as apprentices) as well as discounts for particular ticket types to stimulate recovery.</p> <p>Our EPS states that we will implement short term discounts for selected customer segments (current possibilities include U18s), subject to funding from BSIP being confirmed.</p> <p>We will also implement a cap on daily and weekly fares to ensure best value across all ticket types for all passengers.</p>
Disability	Positive	<p>Activity 34 will see the roll out of additional AV equipment on vehicles and Activity 22 envisages the implementation of a booked assistance system and availability/resource at bus interchanges and interchange hubs</p> <p>Our EPS states we will develop new forum for passenger representation, to include bus user groups, representatives of disabled people and local business groups (SYPT/SYMCA).</p>
Gender reassignment	Positive	<p>Activity 15 includes a commitment to renew safety and security efforts across the network to promote a feeling of personal safety for all, including the extension of the existing "Safe Places" scheme</p>
Marriage/Civil Partnership	None	Click or tap here to enter text.
Pregnancy/Maternity	None	Click or tap here to enter text.

Race	None	Click or tap here to enter text.
Religion/Belief	None	Click or tap here to enter text.
Sex	Positive	Given a disproportionate number of public transport users are female, improvements to bus services will have positive impacts for women.
Sexual Orientation	None	

<b>m. Is a full EIA required?</b>	No - there are no foreseen negative impacts - GO TO SECTION 4
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**EIA Summary – please provide a summary of the outcome here:**

Activity 14 details the plans for a new Customer Charter to reflect new quality standards and a consistently high level of service. A draft Customer Charter is being developed, which will then be discussed and agreed with operators, stakeholders and passenger groups with implementation planned from April 2022. This Charter will bring benefits for all sections of society and there are no foreseen negative impacts as a result of delivering our EPP and EPS.

**Level of negative impact (please tick one):**

High
  Medium
  Low

**Lead Officer Name:** Chloe Shepherd

**Lead Office Signature:** \_\_\_\_\_

**Date:** 01/03/22

## Section 2 – Full Impact Analysis

Only complete this section if you have identified one or more potential NEGATIVE impacts in Section 1 above.

**a. Give further details of the proposed new/revised policy/event/funding arrangement.** *Information from this section should be used to complete the EIA Action Plan in Section 3*

Click or tap here to enter text.

**b. Research – please indicate the research which has been carried out**

Peer research	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<b>Summary</b>	Click or tap here to enter text.
Data study	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<b>Summary</b>	Click or tap here to enter text.
Statistics	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<b>Summary</b>	Click or tap here to enter text.
Other	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<b>Summary</b>	Click or tap here to enter text.

**c. Consultation – Which protected groups have been consulted with?**

Characteristic	No of people asked	No of people affected	Summary/ How are they affected?
Age			Click or tap here to enter text.
Disability			Click or tap here to enter text.
Gender Reassignment			Click or tap here to enter text.



Characteristic	No of people asked	No of people affected	Summary/ How are they affected?
Marriage/ Civil Partnership			Click or tap here to enter text.
Pregnancy/Maternity			Click or tap here to enter text.
Race			Click or tap here to enter text.
Religion/Belief			Click or tap here to enter text.
Sex (Gender)			Click or tap here to enter text.
Sexual Orientation			Click or tap here to enter text.

**d. Please give details of any consultation undertaken**

Click or tap here to enter text.



## Section 4 – Supporting Evidence

Please list the supporting evidence and annexes in this section.  
Supporting evidence, eg, consultation forms, should be attached to this document.

Annex No	Annex Name
1	SYMCA EPP
2	SYMCA EPS

## Section 5 – Signatory Approvals

Name of board  
sponsor for EIA:

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Name of board where  
approval given:

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Signature:

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Date of approval:

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