

SYMCA Equality Impact Assessment Form



As a public sector organisation, we need to ensure that all our strategies, policies, service, and functions both current and proposed have considered equality and diversity. In all appropriate instances we will need to carry out an equality impact assessment. These are assessments that public authorities often carry out prior to implementing a policy, with a view to ascertaining its potential impact on equality. They are not required by law, although are a way of facilitating and evidencing compliance with the Public Sector Equality Duty.

This form:

- can be used to prompt considerations when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation of where impacts are foreseen or why you do not consider an impact arises.

How to complete an SYMCA Equality Impact Assessment form:

- **Section 1 – [Initial Screening](#)** needs to be carried out for ALL SYMCA Impact Assessments; If after completing initial screening there are;
 - NO FORESEEN negative impacts,
 - The change proposed does not result in the reduction of a service

You DO NOT need to complete a Full Impact assessment.

- Submit initial screening and obtain signatory approvals in section 4
- **Section 2 – [Full Impact Analysis](#)** is to be completed where initial Screening identifies;
 - There will be Negative impacts
 - The proposed change involves the removal or reduction of a service
 - There are compliance issues

Please FULLY complete Section 2, 3, 4, and 5 (where appropriate.)

- **Section 3 – [Equality Impact Assessment Action Plan](#)** - provide summary Action Plan, overcoming or mitigating any impacts arising from the analysis.
- **Section 4 – [Signatory Approvals](#):** Please obtain relevant signatures
- **Section 5 – [Supporting Evidence](#):** Please attach any supporting evidence documentation such as consultation documents.

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Section 1 – Initial Screening

Title of function/service /policy/ procedure:	Bus Network Changes
Department function it belongs to:	Bus Services: Public Transport Operations
Lead Officer Name:	Nathan Broadhead
Board Sponsor Name:	Tim Taylor
Assessment Team: (please list names)	Eugene O'Hara, Nathan Broadhead, Paula Turner, Tiah Antcliffe
Is this function/service/ policy/ procedure:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing

What is the current function/service/policy/ procedure?
Existing bus network, comprising a network of commercial and tendered services
How is it proposed this will change? What are the proposed changes?
SYMCA has re-examined the application of its tendered services criteria and will look to prioritise services which give journeys for non-statutory school travel by the use of £5.1m over two years from available reserves for the protection of vulnerable services.
Why is this being proposed? (e.g. policy, deliverables, changes to systems and process, service delivery offer etc)
Several bus services are being withdrawn, or having frequencies reduced, across the region, as a result of decisions made by commercial bus operators. This follows the planned withdrawal of Government support funding from October 2022 which had been put in place during the Covid pandemic. As a result of the scale of these commercial withdrawals, the availability of commercial bus services will have a negative impact on all people with Protected Characteristics. The proposals in this report will secure bus services for school children providing a positive impact in mitigating the negative impacts of service withdrawals and reductions.

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Will this proposal affect people with protected characteristics and if so, in which group?	
Age: <i>Select the level of impact below:</i> Positive impact	Why do you consider it will have this effect? State any evidence you have, and explain what you feel the financial/non-financial impact might be.
	Positive impact. This will continue to allow young people to access education by bus services which would otherwise not be available
Disability: <i>Select the level of impact below:</i> No Impact	Why do you consider it will have this effect? State any evidence you have, and explain what you feel the financial/non-financial impact might be.
	Impact as rest of age group
Gender reassignment: <i>Select the level of impact below:</i> No Impact	Why do you consider it will have this effect? State any evidence you have, and explain what you feel the financial/non-financial impact might be.
	No impact
Marriage or civil partnership: <i>Select the level of impact below:</i> No Impact	Why do you consider it will have this effect? State any evidence you have, and explain what you feel the financial/non-financial impact might be.
	No impact
Pregnancy or maternity / parenting: <i>Select the level of impact below:</i> No Impact	Why do you consider it will have this effect? State any evidence you have, and explain what you feel the financial/non-financial impact might be.
	No impact
Race: <i>Select the level of impact below:</i> No Impact	Why do you consider it will have this effect? State any evidence you have, and explain what you feel the financial/non-financial impact might be.
	Impact as rest of age group
Religion or belief: <i>Select the level of impact below:</i> No Impact	Why do you consider it will have this effect? State any evidence you have, and explain what you feel the financial/non-financial impact might be.
	No impact
Sex (Gender): <i>Select the level of impact below:</i> No Impact	Why do you consider it will have this effect? State any evidence you have, and explain what you feel the financial/non-financial impact might be.
	No impact
Sexual orientation: <i>Select the level of impact below:</i> No Impact	Why do you consider it will have this effect? State any evidence you have, and explain what you feel the financial/non-financial impact might be.
	No impact
	Why do you consider it will have this effect? State any evidence you have, and explain what you feel the financial/non-financial impact might be.

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<p>Low-income households: <i>Select the level of impact below:</i> Positive impact</p>	<p>Positive impact. This will allow young people from low-income households to continue to access education by bus services which would otherwise not have been available, and so avoid additional expense</p>
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Is a FULL IMPACT ANALYSIS required?

No – There are no foreseen negative impacts.

Yes – You have identified that there are negative impacts, or a service is being removed/ reduced that requires further analysis.

Please complete the Full Impact Analysis.

Please note: if this impact assessment refers to removal of a service or legal compliance issues a full impact analysis must be completed.

Assessment Summary – please provide a summary of the outcome here:

Negative impact (please tick):	<input type="checkbox"/>	High	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>		Low
Assessor's Name:	Click here to enter text.		Signed		Date		Eugene O'Hara



If there are **negative impacts** or a **removal of service** identified please complete [Section 2: Full Impact Analysis](#).



If there are **no negative impacts** identified please obtain the signatory approvals in [Section 4](#).

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Section 2 - Full Impact Analysis

Only complete this section if you have identified negative impacts, a service is being removed or if the impact is not clear from [Section 1: Initial Screening](#).

Proposed new /revised function/service/policy/ procedure: Give further details of the arrangements being made if applicable.

Add details to the Equality Impact Assessment Action Plan ([Section 3](#))

Consultation – Engagement is good practice and a useful tool to demonstrate that due regard has been paid. Please indicate the consultation/engagement carried out below:

Peer research?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Summary: Desktop research was undertaken on revised policies at other unitary authorities and councils in the wake of Covid.
Data study?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Summary: Route analysis has been undertaken to highlight network gaps
Statistics?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Summary: Patronage data has been reviewed where possible
Other research?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Summary: A full public engagement exercise is being undertaken by an independent provider to understand the priorities of the residents of South Yorkshire in relation to the challenges faced. This engagement will answer the questions below and will inform the Authority's decision regarding those services which can be funded within current financial limits

Which protected groups should be consulted with (tick all that apply) and identify numbers of people affected:

<input type="checkbox"/> Age	Number of people asked: Click here to enter text.	Number of people affected: Click here to enter text.	How are they affected? Click here to enter text.	Financial impact? Click here to enter text.
	Add in summary comments if needed: Click here to enter text.			
<input type="checkbox"/> Disability	Number of people asked: Click here to enter text.	Number of people affected: Click here to enter text.	How are they affected? Click here to enter text.	Financial impact? Click here to enter text.
	Add in summary comments if needed: Click here to enter text.			

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<input type="checkbox"/> Gender Reassignment	Number of people asked: Click here to enter text.	Number of people affected: Click here to enter text.	How are they affected? Click here to enter text.	Financial impact? Click here to enter text.
	Add in summary comments if needed: Click here to enter text.			
<input type="checkbox"/> Marriage or civil partnership	Number of people asked: Click here to enter text.	Number of people affected: Click here to enter text.	How are they affected? Click here to enter text.	Financial impact? Click here to enter text.
	Add in summary comments if needed: Click here to enter text.			
<input type="checkbox"/> Pregnancy or Maternity/Parenting	Number of people asked: Click here to enter text.	Number of people affected: Click here to enter text.	How are they affected? Click here to enter text.	Financial impact? Click here to enter text.
	Add in summary comments if needed: Click here to enter text.			
<input type="checkbox"/> Race	Number of people asked: Click here to enter text.	Number of people affected: Click here to enter text.	How are they affected? Click here to enter text.	Financial impact? Click here to enter text.
	Add in summary comments if needed: Click here to enter text.			
<input type="checkbox"/> Religion or belief	Number of people asked: Click here to enter text.	Number of people affected: Click here to enter text.	How are they affected? Click here to enter text.	Financial impact? Click here to enter text.
	Add in summary comments if needed: Click here to enter text.			
<input type="checkbox"/> Sex (Gender)	Number of people asked: Click here to enter text.	Number of people affected: Click here to enter text.	How are they affected? Click here to enter text.	Financial impact? Click here to enter text.
	Add in summary comments if needed: Click here to enter text.			
<input type="checkbox"/> Sexual Orientation	Number of people asked: Click here to enter text.	Number of people affected: Click here to enter text.	How are they affected? Click here to enter text.	Financial impact? Click here to enter text.
	Add in summary comments if needed: Click here to enter text.			
	Number of people asked:	Number of people affected:	How are they affected? Click here to enter text.	Financial impact? Click here to enter text.

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<input type="checkbox"/> Low income households	Click here to enter text.	Click here to enter text.		
	Add in summary comments if needed: Click here to enter text.			
<p>Give details of any consultation undertaken. Add resulting actions to the Equality Impact Assessment Action Plan (Section 3)</p> <p>A Public Consultation will be undertaken across the general public, including groups/individuals with Protected Characteristics.</p>				

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Section 3: Equality Impact Assessment Action Plan

PTAP theme it relates to: Select one from the drop down:	Protected group it impacts:	Impact Assessment Details:	Mitigating Action(s) identified:	Outcome(s) required:	Financial/ resource implications (if applicable):	Target Date:	Person responsible for identified action(s)
Networks, Services and Facilities	Age						
Networks, Services and Facilities	Disability						
Networks, Services and Facilities	Gender Reassignment						

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Networks, Services and Facilities	Marriage/Civil Partnership						
Networks, Services and Facilities	Pregnancy / Maternity						
Networks, Services and Facilities	Race						
Networks, Services and Facilities	Religion/Belief						
Networks, Services and Facilities	Sex (Gender)						

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Networks, Services and Facilities	Sexual orientation						
Networks, Services and Facilities	Low income households						

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Section 4: Signatory approvals

Board Sponsor responsible for Impact Assessment:	Tim Taylor		
Signed		Date	01/07/2022



Please now save this final version in your department folder here: O:\Equality Forum\Impact Assessments\

Section 5: Supporting Evidence

Please attach any supporting evidence such as consultation documents here. Potential sources of information are available in the guidance document.

Public Consultation tender document