

Appendix 3: Signed Equality Impact Assessment Forms

Department/Service		Places/REG	Equality Impact Assessment Form Template	
Ref			Officer responsible for the assessment	Sarah Gerrard
See Appendix 1				
Name of policy procedure function being assessed		Local Transport Plan 3		
			Start date of assessment	30/09/2010
Are there any other policies or procedures associated or linked with this one.		<ul style="list-style-type: none"> Sustainability Appraisal Scoping Report 		
Briefly describe the aims, objectives and outcomes of the policy / procedure / function		<p>The policies in LTP3 aim to resolve the transport issues for Cheshire East residents and improve through consultation with various stakeholders improve service delivery and support the objectives of the Sustainable Community Strategy (SCS) and the Local Development Framework (LDF).</p> <p>Residents of East Cheshire in general.</p>		
Who is intended to benefit from this policy – procedure – function?				
What factors could contribute to or detract from the outcomes?		<ul style="list-style-type: none"> Budgetary constraints Technological developments 		
Who are the main stakeholders in relation to the policy – procedure- function? (Please consider key equality groups)		Cheshire East Council, public transport operators, freight operators, local businesses/organisations, neighbouring local authorities, Local Area Partnerships (LAPs).		
Who is responsible for the policy – procedure – function?		Strategic Highways and Transportation Manager		
To take us forward in:				
(a) eliminating discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;				
(b) advancing equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;				
(c) fostering good relations between persons who share a relevant protected characteristic and persons who do not share it				
Please identify any impact (Positive / Negative) this policy, procedure, function or service will have on the following protected characteristics:				

Age - Is there an impact?	Yes	<p>Positive impact – There is a positive impact for both older and young members of the Cheshire East population. East Cheshire has an ageing population and there is a particular policy set out in LTP3 to meet the needs of older people travelling – “Policy O1 Targeted Action for Older People: Work with stakeholders to ensure that transport provision and facilities meet the needs of older people”. It is a very similar case when considering the transportation needs of children and young people with 2 policies set in place within LTP3. “Policy Y1 Travel to Education: Work with schools and colleges to enable sustainable travel to education, including appropriate provision for those eligible for free or assisted transport.” “Policy Y2 Targeted Action for Children and Young People: Work with stakeholders to ensure that transport provision and facilities meet the needs of children and young people.”</p>
Carers – Is there an impact?	Yes	<p>Positive impact – Within the LTP there is no specific policy targeting transport needs of carers, however by considering the needs of elderly and disabled individuals this will in turn, have a positive impact on their carers.</p>
Disability - Is there an impact?	Yes	<p>Positive impact - Facilities to help people with a disability to use the public transport system are considered to be essential and have been considered as part of the LTP with a specific dedicated policy for this issue – “Policy C3 Access for All: Consider the diverse range of needs concerning disabled people and other groups who experience difficulties using the transport system.”</p>
Gender (Including pregnancy and Maternity, Marriage)?	No	<p>No adverse impact – The policies contained within the LTP have no adverse effect on a particular gender as the LTP process applies to all Cheshire East residents. However, policies to improve public transport safety and security will particularly benefit women but are targeted to all.</p>

Gypsies & Travellers - Is there an impact?		No	No adverse impact – none of the policies within LTP3 highlight an impact on gypsies and travellers.
Race – Is there an impact?	Yes		No adverse impact - The LTP does contain policies to improve accessibility for all and improve crime/anti-social behaviour. Improvements to public transport safety and security have the potential to positively impact on minority groups. However one action is the need to be able to produce the LTP in other formats on request to make it accessible for all.
Religion & Belief- Is there an Impact?		No	No adverse impact – The LTP3 policies hold no discrimination against any religious groups or individuals with different beliefs.
Sexual Orientation -Is there an impact?		No	No adverse impact – There is no evidence to suggest that the transportation policies outlined in the LTP have an adverse effect on individuals with different sexual orientations.
Transgender - Is there an impact?		No	No adverse impact – There is no adverse impact of these policies for transgender individuals.
Other socio-economic disadvantaged groups (including white individuals, families and communities) Is there an impact?	Yes		Positive impact – The LTP policies are aiming to meet the needs of all Cheshire East residents including other disadvantaged groups not already mentioned above, specifically the following – "Policy C2 Accessibility of Services: Work with partner organisations and local communities to make key services easier to access with a particular focus on disadvantaged groups and areas, including people living in rural areas, older people, young people and those without access to a car."
Please give details of any other potential impacts of this policy (i.e. Poverty & deprivation, community cohesion, environmental)	Yes		A positive impact on the environment is outlined in the Sustainability Appraisal Scoping report.


Could the impact constitute unlawful discrimination in relation to any of the Equality Duties		No		
Does this policy – procedure – function have any effect on good relations between the council and the community	Yes			The aim of the LTP is to provide effective service delivery to all Cheshire East residents therefore should have a positive effect on relations between the council and community.
Do you require further data/information/intelligence to support decision making?	Yes			The next stage of the LTP process is public consultation which is due to commence on 18 th October 2010. (please note if you answer yes or no you will still be required to complete the Data Methods/Collection to Support Decision Making Section)
Please specify any question(s)/issues/concerns/actions identified as a result the assessment. What needs to be done?				Action – requirement for the LTP to be available in other formats on request.


Data Methods/Collection to Support Decision Making			
Please indicate what methods of research, information and intelligence will be/have been used e.g. consultation, reports, comparisons with similar organisations	Internally – Member consultation, collection of baseline data in Sustainability Appraisal scoping and reporting, working groups.		Externally – Public satisfaction surveys, public consultation, stakeholder consultation.

Please state who will be/who was involved/engaged/consulted	Internal - Strategic Highways and Transportation, Safer & Stronger Communities, Planning & Housing, Economic Development, Services for Adults, Health & Wellbeing Services, Services for Children & Families, Local Area Partnership managers, Councillors.	External – A full consultee list including contacts for neighbouring authorities, Community and Voluntary Sector and Health / PCT & NHS Trust etc is available on request.
Please indicate any significant expected costs & resource requirements for completing the data collection	None anticipated	

Equalities Impact Assessment (EIA) Action Plan: Making Changes					
REF	Action	Responsible Person/s	Action Deadline	Tasks	Progress
	Requirement for the LTP to be available in other formats on request.	Jenny Lees and Paul Griffiths	Ongoing		Ongoing
Please state the date the policy/procedure/function will be reassessed? (generally 1-3 yrs)				Comments/Date:	

--	--

Signed (Service Manager)  Date... 5/10/10.....

Signed (Head of Section)  Date... 4/10/2010.....

Once you have completed this section please email it to the Equality and Inclusion Team. The Equality and Inclusion Team will convene a quarterly meeting of the Fairness and Inclusion Group (FIG) who will quality check our EIA's to ensure we have considered everyone. We plan to send approximately 2-5% of our completed EIAs Forms to the (FIG).

Quarterly Progress and monitoring

REF	Action	Progress	Completed

Once you have completed your progress report, please email it to the Equality and Inclusion Team. Make a copy of the progress report template so you can present an update in three months time.

Once you have completed your quarterly progress report, please email it to the Equality and Inclusion Team

Measuring Impact & Reporting

Ref	Action	Impact	Outcome	Review Date
	The changes that you have made to remove the gaps you have identified (simply	What has been the overall impact of making the particular changes?	What are the concrete results of having changed your policy or service? Could include improved	

	cut and paste these from the action plan).	(could include wider community involvement in policy development or greater use of service by diverse communities).	service use, reductions in complaints or increased satisfaction. These will be based on detailed data and should outline how the changes have brought about improvements for different communities and groups	

Once you have completed your impact report, please email it to the Equality and Inclusion Team. The Equality and Inclusion Team will prepare an annual report for Corporate Management Team and Cabinet on our progress.

Appendix 1

Service Reference Index

Service Reference Index				
Safer & Stronger – SSC	Regeneration – REG	Planning & Housing – PAH	Legal & Democratic Services – LAD	
Children & Families – CHI	Adults – ADU	Health & Wellbeing – HWB	Human Resources & Organisational Development – HROD	
Policy & Performance – PAP	Corporate Improvement - CI	Environmental – ENV	Borough Treasurer & Head of Assets – BTA	