

Equality Impact Assessment Record

EIA Guidance

Please ensure that you have read the Council's EIA Guidance booklet, available on Boris, before starting work on your EIA, it should be read in conjunction with this form. If anything is unclear please contact your departmental equality representative listed below. This form is designed to summarise the findings of your EIA. Please also keep a record of your other discussions in producing the impact assessment.

Drafting your EIA

The boxes in this form are designed to expand please ensure that you add data, consultation results and other information to back up any assertions that you make. A draft of this record form must be sent to the Councils Equality Officer Abby Thomas and your departmental equality representative(s) (listed below) who will send you comments on it before it is finalised and signed off by your Chief Officer. This step is important to check the quality and consistency of EIAs across the Council.

Departmental Equality Representatives

ECC Jane Eaton
CS Abby Thomas

SCL Graham Symonds and Margaret Gent
CXO Stephanie Boodhna

Publishing

The Council is legally required to publish this EIA record form on the Councils website. Please send a copy of the final version of the EIA record form to the Councils Equality Officer Abby Thomas to publish.

Date of EIA	June 2010
Directorate	Corporate Services
Part One - Initial Screening Record	
1. Activity to be assessed	Award of home to school transport and ad hoc transport (HTST) services framework agreements.
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing
4. Who are the members of the EIA team?	Head of Transport Provision Principal Procurement Officer Transport Co-ordinator Project Manager Head of Service – Learning difficulties and disabilities Assistant Borough Solicitor Parent / Carer Berkshire Autistic Society Kennel Lane School
5. Initial screening assessment.	<p>1. Does the activity have the potential to cause adverse impact or discriminate against different groups in the Councils workforce or the community?</p> <p>Yes – Some pupils transported on HTST find any change very challenging. This might include a change of vehicle, driver, escort, other passengers or pick up time.</p> <p>2. Does the activity make a positive contribution to equalities?</p> <p>Yes – The award of this contract will support eligible pupils to attend educational establishments thereby furthering their learning, social</p>

	interactions and well being.
6. Did Part 1: Initial Screening indicate that a full EIA was necessary?	<p>If the answer to question one above is 'yes' then it is necessary to go ahead with a full Equality Impact Assessment.</p> <p><input checked="" type="checkbox"/> Yes – full EIA completed and recorded below.</p> <p><input type="checkbox"/> No – full EIA not completed record ends here, please ensure this record is signed by the Chief Officer in box 19 overleaf and then email to abby.thomas@bracknell-forest.gov.uk</p>

Part Two - Full EIA Record		
7. Who is the activity designed to benefit/target?	<p>The purpose of the activity is to: Award framework agreements for the supply of home to school transport and other ad hoc transport services.</p> <p>The activity is designed for: The resultant frameworks will benefit eligible pupils, residents and staff.</p>	
8. Summarise the information gathered for this EIA including research and consultation to establish what impact the activity has on different equality groups.	<p>There is a project group that has been set up with the express intention of including relevant stakeholders in the development of the documentation for the tender process. This group includes representatives from –</p> <p>Kennel Lane School Parent / carer Berkshire Autistic Society</p> <p>As of June 2010, the Council provides transport services for nearly 900 eligible pupils, with around 500 pupils covered by the above contracts including 19 wheelchair users and 44 pupils in the autistic spectrum. The additional 400 pupils are transported on registered bus routes which are not part of this procurement process. There are 114 routes which are in 15 "bundles" based on end location. The largest numbers of transported pupils, attend Kennel Lane School, with 30 routes terminating there every school day.</p> <p>There are nearly 32,000 vehicle journeys per annum, approximately 175,000 passenger journeys, with the average passengers per journey at 5.5.</p> <p>The contract management currently includes termly meetings with all contractors, a termly working group with parents and the largest contractor and other parental groups. The contract changes in 2007 resulted in 10 complaints but parental satisfaction with the services provided has increased over time, achieving 96% for 2009.</p>	
9. A) With regard to the equalities themes, which groups does the activity impact upon? B) Might any of these groups be adversely impacted? If you have not got sufficient information to make a judgement,	A) Groups Impacted <input type="checkbox"/> Race and ethnicity <input checked="" type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Age <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion or belief <input type="checkbox"/> Other - please specify <input type="checkbox"/> Other - please specify <input type="checkbox"/> Other - please specify <input type="checkbox"/> Other - please specify	B) Groups impacted adversely <input type="checkbox"/> Race and ethnicity <input checked="" type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Age <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion or belief <input type="checkbox"/> Other - please specify <input type="checkbox"/> Other - please specify <input type="checkbox"/> Other - please specify <input type="checkbox"/> Other - please specify

<p>go to box 17 and list the actions that you will take to collect further information.</p>			
<p>10. What evidence is there to suggest an impact/adverse impact?</p>	<p>Previous experience from the last tender process in 2007 resulted in ten various complaints from Parent / Carers. These complaints included -</p> <ul style="list-style-type: none"> • 3 x Concern about new pick up time. • 1 x Concern about where passenger was sitting in the vehicle due to the proximity of other passengers. • 1 x Concern about size of vehicle. • 1 x Concern about cleanliness of vehicle interior. • 1 x New operator did not provide child seat. • 2 x General concern about process and lack of information. • 1 x Parent concerned with change of driver. • 1 x Compliment on new operator and service <p>This represented 2.5% of the pupils transported.</p>		
<p>11. On what grounds can impact or adverse impact be justified?</p>	<p>The Council must follow the Public Contracts Regulations and tender for these services where above £156,442. In addition the Council's own contract standing orders require competitive tendering above £100k.</p>		
<p>12. Have any examples of good practice been identified as part of the EIA?</p>	<p>No</p>		
<p>13. What actions are you currently undertaking to address issues for any of the groups impacted/adversely impacted?</p>	<p>We ensure that contractors' staff are adequately trained and clear on acceptable behaviour when transporting pupils, residents and staff.</p> <p>All contractors' staff who transport pupils or residents are required to provide Enhanced Criminal Records Bureau checks.</p> <p>Following the last tender process stakeholder involvement has been significantly increased for this tender to ensure carefully planned transfer of contractors from a Parent / Pupil perspective.</p>		
<p>14. What actions will you take to reduce or remove any differential/adverse impact?</p>	<p>The tender will be advertised on the Official Journal of The European Union (OJEU) and South East Business Portal websites. It will also be advertised in the local press. These actions will ensure transparency of tendering process.</p> <p>We will ensure that the necessary training and CRB checks continue.</p> <p>During pre-qualification we will ensure that the contractors comply with the relevant equality legislation and have adequate policies in place to reduce discrimination. As many contractors' will be Small and Medium Enterprises the associated Council guidance will be made available to tenderers. The new frameworks will include annual monitoring of the contractors' staffing profile to highlight significant changes.</p> <p>The framework terms and conditions will be reviewed to ensure adequacy of equality terms and expanded if necessary.</p> <p>Following the contract award the Integrated Transport Unit will work with the successful contractors to facilitate the transfer of drivers and</p>		

	<p>escorts in order for the impact of any change to be kept to a minimum.</p> <p>There is the possibility that for some routes TUPE will apply therefore the drivers/escorts may move between contractors. If possible, the staff will be kept on the same routes thereby ensuring consistency for pupils.</p> <p>Careful planning and communication of hand over to new contractors and their drivers / escorts.</p>	
15. Into which action plan/s will these actions be incorporated?	There is no specific action plan for this EIA but there is a detailed procurement plan and project plan which will be approved by the Executive Member and Director of Corporate Services.	
16. Who is responsible for the action plan?	Head of Transport Provision	
17. Chief Officers signature.	<p>Name</p> <p>Signature..... <i>W. Sanders</i> 19/7/10</p>	
18. Which PMR will this EIA be reported in?	<u>Corporate Services</u>	