



EQUALITY IMPACT ASSESSMENT FORM

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

NAME OF NEW OR REVISED POLICY / FUNCTION / PROCEDURE	Transport Eligibility Criteria
DIRECTORATE	Social Services
SERVICE AREA	Adult Services
CONTACT OFFICER	Jo Williams Assistant Director
DATE POLICY WILL BE REVIEWED / REVISED NEXT	May 2015

PURPOSE OF THE POLICY / FUNCTION / PROCEDURE

1. What is the policy / function / procedure intended to achieve?
(Please give a brief description of the purpose of the new or updated policy / function / procedure)

The introduction of eligibility criteria for the provision of transport for new users in adult service and where increase in existing service is identified. Policy is intended to promote people's independence.

The focus is on enabling people to be as independent as possible to enable them to access their own communities and services, via provision of maximization and utilisation of benefits, access to public transport via transport training, and/or use of concessionary bus passes.

The use of adapted taxis and volunteer drivers is also promoted to give individuals greater choice and control.

2. Who are the service users for whom the policy / function / procedure has been developed?
(Who will be directly affected by the delivery of this policy / function / procedure? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)

Introduction of the criteria will impact on all new adult service users aged over 18 and their informal carers and where an increase in service is identified.

Criteria will specifically impact on access transport to attend college, day centres and respite care services.

Service users can have physical disabilities, learning disabilities, mental health problems and /or be elderly frail.

IMPACT ON THE PUBLIC AND STAFF

3.	<p>Does the policy / function / procedure ensure that everyone has an equal access to all the services available? <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The policy will be applied to all new at adult service users and where an increase in service is identified.</p> <p>These individuals will have their benefits maximised to include mobility allowance where applicable, they will be offered travel training where appropriate to enable them to access public transport.</p> <p>They will be supported to have choice and control over their own transport arrangements via use of taxis and volunteer drivers.</p>
	<p><u>Actions required</u></p> <p>Dissemination of criteria to assessment and care management staff reinforcing their role to promote independence for individuals.</p>
4.	<p>What are the consequences of the policy for particular groups? <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>The criteria will take into account people's individual circumstances and backgrounds and be applied equitably across all relevant client groups.</p>
	<p><u>Actions required</u></p>

INFORMATION COLLECTION

5.	<p>Is full information and analysis of users of the service available? <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service?)</i></p> <p>Full information of all current service users accessing transport is available. Assessment for transport is part of each persons individual assessment should it required to facilitate access to specific services for which they have been assessed as eligible to receive/attend.</p>
	<p><u>Actions required</u></p>

CONSULTATION

6.	<p>What consultation has taken place? <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this policy / function / procedure? Has the Council's Equalities groups/staff been consulted?)</i></p> <p>Councils Equalities staff have been consulted. Consultation with Caerphilly People's First has been undertaken. Consultation with elected members will take place at the Health Social Care and Well-Being Scrutiny Committee to be held on Tuesday 13th May 2014.</p>
	<p><u>Actions required</u></p> <p>Report to Scrutiny Committee May 2014</p> <p>Consultation with service users and representative groups post scrutiny committee</p>

MONITORING AND REVIEW

7.	<p>How will the policy be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community? Are comments or complaints systems set up to record issues by Equalities category?)</i></p> <p>Team managers signing off assessments for provision of transport will monitor implementation of the criteria at an individual case manager level.</p> <p>Any complaints received will be dealt with and recorded by the Customer Services team which includes monitoring via equality.</p>
	<p><u>Actions required</u></p>

8.	<p>How will the policy be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Policy will be reviewed annually including analysis from transport of use which will include rural and urban locations. Usage will be broken down into client categories and facilities accessed.</p>
	<p><u>Actions required</u></p>

9.	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equality training of some sort?)</i></p>
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	Awareness raising will be required for all assessment and care manager staff, plus staff who work in provider services.
	<p><u>Actions required</u></p> <p>Launch of Criteria when agreed</p>

10.	<p>What wider use will you make of this Equality Impact Assessment? <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>To inform consultation process</p>
	<p><u>Actions required</u></p> <ul style="list-style-type: none"> EIA, when completed, to be returned to equalities@caerphilly.gov.uk for publishing on the Council's website.

Completed By:	Jo Williams
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Date:	9 th April 2014
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Position:	Assistant Director
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Name of Head of Service:	David Street
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