



## 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.

<b>NAME OF NEW OR REVISED POLICY / FUNCTION / PROCEDURE</b>	Local Transport Plan (LTP)
<b>DIRECTORATE</b>	Environment
<b>SERVICE AREA</b>	Transport and Road Safety
<b>CONTACT OFFICER</b>	Gemma Thomas 01495 235214
<b>DATE POLICY WILL BE REVIEWED / REVISED NEXT</b>	To be determined by Welsh Government – the LTP contains 5 year programme of schemes to 2020

**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)*

A Local Transport Plan (LTP) is a statutory document that the Welsh Government requires every local authority in Wales to produce by the end of January 2015. LTPs must set out the local authority’s policies for ‘safe, integrated, efficient and economic transport facilities and services to, from and within their area’. LTPs across Wales will replace the current Regional Transport Plans, which expire on 31<sup>st</sup> March 2015. A draft LTP has been produced jointly by Blaenau Gwent, Caerphilly, Merthyr Tydfil, Rhondda Cynon Taf and Torfaen Councils. This has been called the South East Wales Valleys Local Transport Plan. The LTP sets out the local authorities’ priorities for transport schemes in the five year period 2015 to 2020, and the medium and longer term aspirations up to 2030. In line with guidance issued by the Welsh Government, the LTP does not include any trunk road or rail schemes.

**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.)*

The LTP sets down proposed improvements to the transport network in the South East Wales Valleys area for the benefit of local communities and businesses. The delivery of the schemes set out in the LTP will affect the public generally as all sections of the public will use the transport network to access employment, services, facilities etc. As such the LTP will affect all residents and visitors to the South East Wales Valleys area.

**IMPACT ON THE PUBLIC AND STAFF**

<p><b>3.</b></p>	<p><b>Does the policy / function / procedure ensure that everyone has an equal access to all the services available?</b>  <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>One of the overall goals of the LTP is to ‘promote social inclusion and equality, by providing a transport system that is safe, accessible and affordable to all sections of the community.’ In addition an objective of the LTP is ‘To improve access for all to employment opportunities, services, healthcare, education, tourism and leisure facilities’. The LTP promotes equality of opportunity through improving access to services and facilities e.g. access to jobs, healthcare, education etc. The focus upon schemes to improve access by public transport, walking and cycling will benefit those who do not have access to a car.</p> <p>Different sections of the community will have different transport and accessibility needs. It is important that such needs are understood and taken into account in the overall direction of the LTP and in the design of individual transport schemes that are delivered through this LTP. There will be the opportunity to consider the needs of all users, including more vulnerable groups, on a scheme by scheme basis as funding becomes available for scheme delivery.</p>
	<p><b><u>Actions required</u></b></p> <p>Issues of equal access to be considered on a scheme-by-scheme basis during the delivery of the LTP.</p>

<p><b>4.</b></p>	<p><b>What are the consequences of the policy for particular groups?</b>  <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>Different sections of the community will have different transport and accessibility needs. In terms of the consequences of the LTP for particular groups, it is considered that the impact of the schemes delivered through the LTP may affect people differently in terms of their disability, gender or age. It is important that such needs are understood and taken into account in the overall direction of the LTP and in the design of individual transport schemes that are delivered through this LTP. There will be the opportunity to consider the needs of all users, including more vulnerable groups, on a scheme by scheme basis as funding becomes available for scheme delivery.</p>
	<p><b><u>Actions required</u></b></p> <p>The impact of LTP schemes on particular groups, e.g. in terms of disability, gender or age, to be considered on a scheme-by-scheme basis during the delivery of the LTP.</p>

## INFORMATION COLLECTION

<b>5.</b>	<p><b>Is full information and analysis of users of the service available?</b>  <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>The LTP includes a monitoring and evaluation plan that identifies data sources for transport e.g. Welsh Transport Statistics, bus and rail patronage data, user satisfaction surveys etc.</p>
	<p><b><u>Actions required</u></b></p> <p>The LTP’s monitoring and evaluation plan will be reviewed following comments received through the consultation process (including those from equality/disability groups). Detail of relevant comments that were received in relation to monitoring and evaluation are included in the LTP Consultation Report.</p>

## CONSULTATION

<b>6.</b>	<p><b>What consultation has taken place?</b>  <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>The draft LTP has been through a period of consultation. Due to the short timescales in which the LTP had to be produced, the consultation period on the draft Plan was limited to 3 weeks. An email to key stakeholders was sent 2 weeks prior to the start of the consultation to notify them of the forthcoming consultation.</p> <p>The consultation included statutory consultees, key external stakeholders, CCBC Members and relevant officers, Town and Community Councils and equalities groups. There was also a WG requirement to consult with the Cardiff Capital Region Board and neighbouring local authorities. Each consultee was sent a copy of the draft LTP to review and provide comments. The LTP was also uploaded to the websites of the 5 LAs to enable the public to comment on the draft plan. A questionnaire was provided to assist people in responding to the consultation.</p> <p>The consultation draft LTP has been sent to equalities groups listed within CCBC’s Equalities Consultation and Monitoring Guidance for review and comment. The consultation draft has also been sent to CCBC officers with an equalities remit for wider dissemination to their contacts. In addition to the wider public circulation, the specific groups covered include the Older People’s Forum, youth groups, community groups representing people with physical and/or learning disabilities, the local Menter Iaith (Welsh language) voluntary organisation, Stonewall and organisations representing race and community cohesion issues.</p> <p>A response to the LTP consultation was received from the following equalities groups:</p> <ul style="list-style-type: none"> <li>- Disability Wales</li> <li>- Diverse Cymru</li> </ul>
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- Rhondda Cynon Taf Access Group
- RNIB Cymru and Guide Dogs for the Blind
- Sight Cymru

Some very detailed responses were received from the above groups that set down the key issues and barriers experienced by those with disabilities. From an equalities perspective, the consultation has highlighted that certain groups of the population may be more reliant on public transport. This includes disabled people (particularly those who are blind or partially sighted) who are often reliant on public transport for their everyday journeys, but also the young, elderly and those on low incomes.

Many comments received from the above groups were supportive of measures proposed by the LTP e.g. improvements to public transport and flexible transport, improved interchange, integrated ticketing etc. Comments also highlighted how the particular needs of certain groups need to be considered in the scheme development process e.g. the need to ensure adequate parking and access is provided for disabled people who are reliant on car travel, active travel routes should consider the needs of those who cannot walk or cycle or need to use adapted bikes, shared use routes/ spaces should consider the needs of those who are blind or partially sighted and the need for training on disability issues. ***The scheme development and delivery process will also need to consider the requirements of the Welsh language policies of the individual local authorities.***

**Actions required**

The section within the LTP on Equalities will be expanded to highlight some of the key issues raised by the above groups during the consultation e.g.

- The importance of transport and transport interchanges being accessible to those with disabilities (including sensory disabilities),
- The need for information to be provided in a range of accessible formats (including audio, large print, ***Braille, Welsh language***),
- The importance of improving issues of safety and security when using public transport and public transport interchanges (e.g. CCTV and help points),
- The need to ensure disabled people are appropriately consulted and actively engaged in the development of transport schemes to ensure access requirements are understood.

## MONITORING AND REVIEW

<b>7.</b>	<p><b>How will the policy be monitored?</b> <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>In line with the Welsh Government's LTP guidance, the LTP includes a monitoring and evaluation plan. This focuses on monitoring and evaluating the schemes and improvements that are delivered by the LTP. In terms of usage of the transport improvements that are delivered, the monitoring and evaluation plan's main focus is upon overall numbers of people using a new facility rather than usage by particular groups. A number of comments were received during the consultation process about the LTP's monitoring and evaluation plan. These include comments from the Welsh Government and equalities groups. In finalising the LTP, the monitoring and evaluation plan will be reviewed in light of the comments received.</p> <p>The Engineering Division's Service Request system will record any correspondence from the public in relation to any issues raised about the transport network or new facilities that are provided.</p>
	<p><b><u>Actions required</u></b></p> <p>The LTP's monitoring and evaluation plan will be reviewed following comments received through the consultation process (including those from equality/disability groups). Detail of relevant comments that were received about monitoring and evaluation are included in the LTP Consultation Report.</p>
<b>8.</b>	<p><b>How will the policy be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>In line with the Welsh Government's LTP guidance, the LTP includes a monitoring and evaluation plan. This focuses on monitoring and evaluating the schemes and improvements that are delivered by the LTP. In terms of usage of the transport improvements that are delivered, the monitoring and evaluation plan's main focus is upon overall numbers of people using a new facility rather than usage by particular groups. A number of comments were received during the consultation process about the LTP's monitoring and evaluation plan. These include comments from the Welsh Government and equalities groups. In finalising the LTP, the monitoring and evaluation plan will be reviewed in light of the comments received.</p>
	<p><b><u>Actions required</u></b></p> <p>The LTP's monitoring and evaluation plan to be reviewed following comments received through the consultation process (including those from equality/disability groups). Detail of relevant comments that were received about monitoring and evaluation are included in the LTP Consultation Report.</p>
<b>9.</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <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> <p>Comments were received from equalities groups during the consultation about</p>

	<p>the need for training. Specific comments from Sigt Cymru were ‘training for staff in how to best support travellers with disabilities is vital’ and ‘extensive training at every level would enable staff to understand the wider implications of accessibility’. A comment from Disability Wales was that ‘staff training such as disability equality training would go a long way to assist implementation of increasing safe behaviour awareness amongst staff and travellers’. These comments particularly refer to those working within the public transport sector i.e. for bus companies, at rail stations etc. However consideration should be given to equalities training for LA officers involved in the development and implementation of the LTP.</p>
	<p><b><u>Actions required</u></b></p> <p>Consider the benefits of equalities training for LA officers involved in the development and implementation of the LTP.</p>

<p><b>10.</b></p>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <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>This report will be an appendix to the Local Transport Plan Scrutiny/ Cabinet report. The EIA will be a supporting document to the LTP itself. This EIA and the responses received from equalities groups during the consultation will be considered during the delivery of the LTP.</p>
	<p><b><u>Actions required</u></b></p> <ul style="list-style-type: none"> <li>• EIA will be attached to the committee report as an appendix.</li> <li>• EIA, when completed, to be returned to <a href="mailto:equalities@caerphilly.gov.uk">equalities@caerphilly.gov.uk</a> for publishing on the Council's website.</li> </ul>

<b>Completed By:</b>	Gemma Thomas
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<b>Date:</b>	24.11.14
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<b>Position:</b>	Principal Engineer – Transport Strategy and Road Safety
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<b>Name of Head of Service:</b>	Terry Shaw
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