

PART A - Initial Equality Screening Assessment

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality and diversity.

A **screening** process can help judge relevance and provide a record of both the process and decision. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality and diversity
- whether or not equality and diversity is being/has already been considered, and
- whether or not it is necessary to carry out an Equality Analysis (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

1. Title	
Title: Renewal of the “Transport for Children, Young People and Vulnerable Adults” Contractor Framework	
Directorate: Regeneration and Environment	Service area: Fleet & Transport Services
Lead person: Karen Mudford	Contact number: 07554 436548
Is this a:	
<input type="checkbox"/> Strategy / Policy	<input checked="" type="checkbox"/> Service / Function
	<input type="checkbox"/> Other
If other, please specify	

2. Please provide a brief description of what you are screening
The existing procurement arrangement for external transport operators, expired 18 th April 2021 and has been extended by way of exemption until 31 st August 2022 to allow a new procurement framework to be established. The report sets out the different procurement options available.

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough wide or more local. These will also have a greater/lesser relevance to equality and diversity.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	X	
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	X	
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>	X	
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>	X	
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>		X
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		X
If you have answered no to all the questions above, please explain the reason		
N/A		

If you have answered **no** to **all** the questions above please complete **sections 5 and 6**.

If you have answered **yes** to any of the above please complete **section 4**.

4. Considering the impact on equality and diversity

If you have not already done so, the impact on equality and diversity should be considered within your proposals before decisions are made.

Considering equality and diversity will help to eliminate unlawful discrimination, harassment and victimisation and take active steps to create a discrimination free society by meeting a group or individual's needs and encouraging participation.

Please provide specific details for all three areas below using the prompts for guidance and complete an Equality Analysis (Part B).

- **How have you considered equality and diversity?**

This paper presents the procurement options available to renew the supply of contracted external taxi/public service vehicle operators that support the 'Home to School' operation and the transport of looked after children, young people and vulnerable adults.

The service users affected often have EHCP's in place or have SEMH needs, and it is important that the Council executes the statutory duty placed upon it, to provide transport provision as outlined within the 'Home to School' policy.

It is paramount that the transport provision in place is accessible to all those that qualify, with an equal opportunity to access the service by way of transport assessment criteria.

To ensure adequate transport provision is available, it is necessary to approach the procurement exercise, to allow more operators to apply. The current framework could be viewed as not fair to those operators wishing to supply services to RMBC and are unable to bid for work at present due to the restrictions on the contract.

It should be noted that the Home to School Transport Policy dictates the nature and type of transport provision for eligible young people. The report does not amend that policy, and any equality impacts are therefore limited to those determined by the change on contractual arrangements, rather than any change in policy.

- **Key findings**

Service users:

As service users are assessed for eligibility against criteria defined by policy, this will remain unaffected by the outcome of this report. Presently, the Council are limited to a defined selection of taxi/PSV operators, which limits the available resource and could mean that service delivery could be affected in future if the correct procurement option is not pursued. Access to services could be adversely affected, and therefore not ensuring equality for all those that apply.

Taxi/PSV operators:

As the number of operators listed on the current contract is limited and restricted to 28, when it is estimated there are around 80 operators in the Borough, the current 'traditional' procurement framework could be perceived as not providing equality. This could also link to diversity if the opportunity is not made available to the wider community, as the

licensed vehicle trade attracts workers from black, Asian and minority ethnic (BAME) backgrounds. A DPS framework, ensures all operators are given a fair and equitable opportunity to apply, which is ongoing as new people join the trade.

• **Actions**

The DPS procurement option recommended by the report, addresses the issues highlighted by this equality screening assessment.

Should the DPS option not be adopted, a full analysis of the impact of a traditional framework will need to be completed, to ensure implementation considers equality and diversity.

Date to scope and plan your Equality Analysis:	13/09/2021
Date to complete your Equality Analysis:	13/09/2021
Lead person for your Equality Analysis (Include name and job title):	Karen Mudford – Head of Fleet & Transport Services

5. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening:

Name	Job title	Date
Tom Smith	Assistant Director for Community Safety and Street Scene	13 th September 2021

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy of **all** screenings should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council’s Equality and Diversity Internet page.

Date screening completed	13/09/2021
Report title and date	Renewal of the “Transport for Children, Young People and Vulnerable Adults” Contractor Framework 18.10.2021

If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	