

PART B – Equality Analysis Form

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.

This form:

- Can be used to prompt discussions, ensure that due regard has been given and remove or minimise disadvantage for an individual or group with a protected characteristic
- Involves looking at what steps can be taken to advance and maximise equality as well as eliminate discrimination and negative consequences
- Should be completed before decisions are made, this will remove the need for remedial actions.

Note – An Initial Equality Screening Assessment (Part A) should be completed prior to this form.

When completing this form consider the Equality Act 2010 protected characteristics 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. – see page 11 of Equality Screening and Analysis Guidance.

1. Title	
Equality Analysis title: Renewal of the “Transport for Children, Young People and Vulnerable Adults” Contractor Framework	
Date of Equality Analysis (EA): 13th September 2021	
Directorate: Regeneration and Environment	Service area: Community Safety and Streetscene
Lead Manager: 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. Names of those involved in the Equality Analysis (Should include minimum of three people) - see page 7 of Equality Screening and Analysis Guidance

Name	Organisation	Role (eg service user, managers, service specialist)
Karen Mudford	Rotherham Council	Service Manager
Tom Smith	Rotherham Council	Assistant Director

3. What is already known? - see page 10 of Equality Screening and Analysis Guidance

Aim/Scope (who the Policy/Service affects and intended outcomes if known)

This may include a group/s identified by a protected characteristic, others groups or stakeholder/s e.g. service users, employees, partners, members, suppliers etc.)

The transport service provides home to school transport to eligible children and young people, and transport for vulnerable young people and adults. Service users are likely to have registered as having a disability. The majority of service users are young people, however their parents and carers are key stakeholders. Transport is also provided to looked after children.

The contract itself is open to all transport providers, with a proportion being delivered via taxi and private hire provision.

The main impact of the decision is likely to be in relation to changes stemming from a change in contractor providing a particular route for a child or group of children. At all times provision is based on an assessment, however the Council acknowledges that changes to drivers and personal assistants can negatively affect our customers, if not managed sensitively.

What equality information is available? (Include any engagement undertaken)

Significant and detailed information about service users is known, i.e. age, disability, given that the service is provided on the basis of a detailed Education Health Care Plan assessment, undertaken by Children and Young People's Services.

The decision is a procurement decision and therefore about the contracting of external service provision, rather than the policy.

Are there any gaps in the information that you are aware of?

None relating to the contractual arrangements.

What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics?

The service will monitor and manage deliver of the contract via contract management

arrangements. This will include requirements to ensure that the Equality Act is adhered to by contractors.	
Engagement undertaken with customers. (date and group(s) consulted and key findings)	No engagement has been undertaken with customers as this is a procurement decision. However engagement will be undertaken during the implementation phase of the new contract, given the potential impact of changes to contractors.
Engagement undertaken with staff (date and group(s) consulted and key findings)	Staff within the Transport service are fully aware of the proposals in terms of the contract arrangements. Colleagues in Children and Young People's Services are also aware.

4. The Analysis - of the actual or likely effect of the Policy or Service (Identify by protected characteristics)

How does the Policy/Service meet the needs of different communities and groups? (Protected characteristics of Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity) - see glossary on page 14 of the Equality Screening and Analysis Guidance)

As above, this is a contractual change, rather than any change in the policy that underpins transport services.

The contract arrangements will include requirements to ensure that the Equality Act is adhered to by contractors.

Does your Policy/Service present any problems or barriers to communities or Groups?

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.

As described above, the main impact on service users will be due to the change in contractors. This will be managed through detailed communications and engagement with parents/carers and other stakeholders during the contract mobilisation period.

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.

Does the Service/Policy provide any positive impact/s including improvements or remove barriers?

The DPS arrangement will allow for an expansion in the number of contractors and therefore provide greater opportunity for a wider group of transport providers to apply to deliver routes. The Council believes the new contract should impact positively in terms of the removal of barriers to transport, as it will provide flexibility and a greater pool of transport provision in the future.

What affect will the Policy/Service have on community relations? (may also need to consider activity which may be perceived as benefiting one group at the expense of another)

We do not believe the new contract has any impact on community relations.

Please list any **actions and targets** that need to be taken as a consequence of this assessment on the action plan below and ensure that they are added into your service plan for monitoring purposes – see page 12 of the Equality Screening and Analysis Guidance.

5. Summary of findings and Equality Analysis Action Plan

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic - See page 11 of the Equality Screening and Analysis guidance

Title of analysis: Renewal of the “Transport for Children, Young People and Vulnerable Adults” Contractor Framework
Directorate and service area: Regeneration and Environment, Community Safety and Streetscene
Lead Manager: Karen Mudford
Summary of findings:
The decision being assessed relates to the contractual arrangements for the delivery of transport services, rather than any change in the policy which dictates the type of transport that is provide. The equality impacts are therefore limited to those relating to any change in contract delivery. In the main the policy should be positive in terms of the sustainable provision of home to school transport in the future. However changes to the specific transport provider for specific routes may impact negatively on service users if this is not communicate and managed sensitively. Communications and engagement with parent, carers and other stakeholders is therefore key during the contract implementation phase.

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)
Develop and deliver a communications and engagement plan during the contract mobilisation phase	A, D, C, O	April 2022

***A = Age, D= Disability, S = Sex, GR Gender Reassignment, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage. C= Carers, O= other groups**

6. Governance, ownership and approval

Please state those that have approved the Equality Analysis. Approval should be obtained by the Director and approval sought from DLT and the relevant Cabinet Member.

Name	Job title	Date
Tom Smith	Assistant Director Community Safety and Streetscene	13 th September 2021

7. Publishing

The Equality Analysis will act as evidence that due regard to equality and diversity has been given.

If this Equality Analysis 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 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 Equality Analysis completed	13 th September 2021
Report title and date	Renewal of the "Transport for Children, Young People and Vulnerable Adults" Contractor Framework, 18 th October 2021
Date report sent for publication	
Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	