



Transport, Economy and Environment Overview and Scrutiny Committee

15 July 2019

Report of the Corporate Director Business and Environmental Services

Home to School Transport Policy Changes – Post Consultation

1. Purpose of Report

This paper provides an analysis of the feedback received from the 60 day consultation together with the recommendations for changes to the Home to School Transport Policy from September 2019.

2. Key Background Information

- 2.1 Home to school Transport is a demand lead service. This is based on the eligibility criteria set by the Department for Education as directed in the Education Act. The current Home to School transport budget is £21.7 million with a current expenditure of £24.1 million. This is resulting in a £2.4 million overspend.
- 2.2 Following the 2018 policy change in which the focus was to realign SEND transport with Mainstream. A further in-depth review of the full Home to School Transport Policy for areas above statutory minimum was identified to look for further efficiencies.
- 2.3 The LA must take steps to address the budgetary overspend whilst ensuring it continues to adhere to its statutory responsibilities and duties. These proposal were a result of the review of our current arrangements in which additional support above statutory minimum and internal inefficiencies were identified.

3. Option Appraisal

Proposal 1: Mainstream transport provision will only be given to eligible children and young people attending the catchment school or the nearest school to the permanent home address

Description:

- Currently transport is offered to the catchment school and any school which is closer than the catchment school to the home address, but above the statutory walking distance.
- This policy change will only apply to mainstream schools as Special schools do not have catchment areas.
- For Children and young people applying under the grounds of Special educational needs or disability, transport is already based on the nearest

school which can meet the aptitude, age and ability of the child, with an available space at the point of admission as per statutory guidance.

Statutory duty:

- To provide free transport for all pupils of compulsory school age (5-16) if their nearest suitable school is:
 - beyond 2 miles (if below the age of 8); or
 - beyond 3 miles (if aged between 8 and 16)
- The option to move to statutory minimum would require a full investigation and review of local provision. The result of which may result in over-subscription to a number schools whilst other smaller schools sustainability would be compromised
- A number of authorities had removed catchment areas, and due to an increase in demand, and detrimental impact have resorted to reinstate catchment zones.

Efficiencies:

- Current students would be protected as would the cohort of 2019 as the transport offer is based on the policy declared at the point of application for a school place.

Current expenditure in this area is:

Exclusive Transport (Buses)	£226,470.50
Parental Allowances	£42,294.00
Company Passes (Public Transport	£23,951.20
Total Expenditure:	£292,715.70

Benefits:

- The reduction in cost of administrating and providing transport to multiple school
- Reduction in demand for transport as less schools would be recognised as qualifying schools
- Managing long term growth and demand in all aspects of home to school transport provision
- Clearer direction to parents as which schools will be qualifying for transport and potential for an automated eligibility checker prior to application of school

Risks:

- Potential for an increase in admission and transport appeals due to parental preference of school, no longer accepted within the transport policy.
- Smaller schools may see reduction in pupil applications due to transport concerns
- More transport required for the nearest school as the parents selection is influenced by the transport policy

Consultation Feedback

- General consensus of agreement to this proposal with 64% for and 30% against. A further 6% had no opinion.

- Implementation can only begin in September 2020 for children and young people applying for a school place in September 2019
- This will not reach full implementation until 2026

Recommendation: This proposal as cited is approved

Proposal 2: Remove free arrangement for second home address or introduce full cost recovery of a second transport assistance

Description:

- Our current policy provides travel assistance when a family can demonstrate a 50/50 split during the school week (this does not include weekends or school holidays) and whilst this can be easily monitored in small scale arrangements, such as taxi provision, for large scale arrangements, such as multiple capacity coaches the LA have no method to monitor or enforce.
- The result of this arrangement is the policy the authority is paying for 2 seats in which 1 will always be empty.

Statutory duty

- The statutory guidance point 14, footnote 6 states. "A child's 'home' is the place where he/she is habitually and normally resident." and this is where the transport assistance should be provided from.
- Statutory Guidance does not place any duty on local authorities to provide assistance to a second home address

Efficiencies

- Due to this area not been scrutinised previously, the authority does not hold data on how many pupils have a second permit or transport arrangement
- PARIS is unable to extract the number of pupils who have a second permit or transport arrangement due to other transport commitments from Social Care.
- More in-depth analysis of the existing pupil's dynamics will be required to estimate current expenditure in this additional offer.

Benefits:

- This option would have a positive impact on the long term budget as no alternative will be funded by the authority, resulting in instant termination of growth. However existing arrangements will need to be honoured unless a change of provision, address or circumstance warrants a review of eligibility for Home to School transport provision.

Risks:

- Increase in the number of appeals for transport to other than the home address
- Fraudulent application to obtain transport to addresses other than the registered home

Consultation feedback:

- Mixed opinions in relation to charging and providing for free
- 51% in favour of full cost recovery

- Implementation can only begin in September 2020 for children and young people applying for a school place in September 2019
- This will not reach full implementation until 2026

Recommendation

This proposal is approved to recharge full cost for second address where a residency is 50/50

Proposal 3: The Local authority will collect from the curtilage of any highway or road which consists of or comprises a made-up carriageway* unless a SEND, Medical or Mobility need requires a direct door to door collection

Description:

- Currently the authority will use a combination of pick up points and door to door provision. This is not consistent and subject to elevated parental expectation and challenges.
- The Authority receive reports from operators that the transport not been able to access the narrow private roads to the property or that the route is poorly maintained and not suitable for the provision available, resulting in damage to the vehicle.

Statutory Duty

- The statutory guidance does not state home to school transport is a door to door service – point 35 states: With regards to pick up points, local authorities may at their discretion use appropriate pick up points when making travel arrangements.

Efficiencies:

- It would be difficult to model this proposal as implementation would occur at local area review stage, which factors demographic of eligible pupils against a route management matrix.
- This proposal is a re-information of the statutory duty.

Benefits:

- More direct transport routes resulting in less miles travelled
- Improved environmental impact
- Can be changed when local area reviews are conducted
- Small scale traveling to pick up points will increase independence for young people who are embarking on a preparation for adulthood agenda.
- More compliance in respect of sustainable transport requirements as stipulated within the statutory guidance

Risks

- Cultural change and parents expectation of a door to door service
- Infrastructure costs for additional pick up point, where none currently exist

Consultation feedback

- Strong agreement of 86%
- Concerns around suitability of pick up points in rural communities,
- Implementation will begin in autumn 2019 with a 4 year implementation cycle

Recommendation

This proposal as cited is approved

*made-up carriageway - which is defined in Section 329(1) of the Highways Act 1980 as “a carriageway, or a part thereof, which has been metalled or in any other way provided with a surface suitable for the passage of vehicles”.

Proposal 4: Removal of the current Rising 5 arrangement and confirm transport eligibility to commence from the September start of reception year

Description:

- The current Home to School Transport Policy states Free transport will be provided to pupils from the term in which they are five to the catchment school or the nearest school to their home address
- North Yorkshire is the only Local Authority in the North which does not apply the transport from the September term
- Schools no longer offer admission points for reception Year – all school place offers are from September
- Largest area of appeals in Mainstream Transport and Applications for discretionary arrangements in SEN when an Education Health Care Plan names a school not in the child’s local area.

Statutory Duty

- Statutory education is from the 5th Birthday to the end of year 11

Efficiencies:

- This option will result in some additional expenditure where transport does not currently exist,
- Saving in officer time across the admission, commissioning and complaints directorates
- Reduction in additional solo transport at January and April where the extra capacity is not factored when arranging SEND transport via taxi, in September.

Benefits:

- Reduction in appeals and complaints
- Reduction administration with 2 additional intake points
- Consistence with neighbouring authorities
- Reducing additional transport when capacity is not calculated at the main admission point for September
- Increase benefits for the child in developing peer relationships

Risks:

- Possible increase in offset budget costs

Consultation Feedback

- Strong support for this proposal
- Implementation can be completed by September 2020

Recommendation

This proposal as cited is approved

Proposal 5: To adopt a single charge for all Discretionary Transport

Description

- Discretionary transport is an additional provision the local authority can use to assist pupils who are not eligible under the home to school transport policy.
- Currently children who are not entitled to home to school transport are able to purchase/occupy spare places on educational transport service vehicles. The current cost is £390.00 per annum which equivalent to £2.05 per day. The cost of paid permits has not been reviewed for 3 years and the last increase was £380 to £390 per annum.
- Paid permits for 2018 is estimated to generate £162,000, for statutory aged pupils.
- Post 16 transport provision is also regarded as Discretionary transport, for which we charge, therefore consideration will need to be made to ensure there is reduced discrepancy between the 2 areas of discretionary arrangements.

Statutory Duty

- Statutory guidance point 36 states: Section 508C of the Act provides local authorities with discretionary powers to go beyond their statutory duties and provide transport for children who are not entitled to free transport. Charges can be made, or, as stated in Subsection (5) of 508C local authorities may also pay all or part of the reasonable travel expenses of children who have not had travel arrangements made either under the statutory duty placed on local authorities, or under their discretionary powers to make travel arrangements.

Efficiencies;

- To bring all discretionary transport to a single rate, reducing conflict between statutory school and post 16 where the pupil is attending the same provision.
- To ensure that the contribution is fair and equal.

Benefits:

- More children accessing the public transport network which may improve demand with the network and encourage sustainability and long term independence and the authority will no longer be the cheaper option. .
- Recuperation of costs for the authority against empty seats relative to the market value of such transport.

Risks:

- Reduced uptake of provision which results in empty seats within existing capacity
- Increase in fraudulent application for transport to obtain eligibility
- Increase in appeals for transport to obtain eligibility

Consultation feedback

- Strong support for a single fee
- Mixed reaction regarding reduction for low income families in the same provision we provide for post 16

Recommendation

It is recommended that this proposal is approved with an increase to £600 for September 2020 in line with the post 16 charging rate. This fee has been agreed following the result of the call in to overview and scrutiny on June 12th 2019.

Proposal 6: Introduce a £30 fee for Replacement school transport Bus Passes

Description

- The local authority currently replace school transport passes free of charge. This is available on mainstream buses only.
- This method of consistently replacing passes is open to abuse and places no value on the worth of the pass to the holder
- Each replacement pass costs the authority a notional amount in administration and postage.
- Between November 2017 and November 2018 a total of 515 replacement passes were re-issued

Statutory Duty

- There is no statutory guidance on charging or replacement bus passes

Efficiencies:

- To introduce a replacement pass fee to deter misuse and cover costs of administering the replacements outside of the programmed school transport intake of September.
- This proposal would be to introduce an agreed fee

Benefits:

- Based on the current figures this may produce £15,000 per annum
- The fee may instil a value to the holder for the transport the authority is providing

Risks:

- A process will need to be developed which will provide an exemption from the charge in exceptional circumstances

Consultation feedback

- Strong support for a fee
- Strong objections for the fee to be £30, with the highest number of comments from all the proposals
- Repeat suggestion for a lower fee for the first pass increasing as further passes are requested

Recommendation

The proposal is agreed but at a fee of £20.

Proposal 7: Introduction an application process for Home to School Transport

Description:

- Currently the assessment for Home to School transport takes place at the Normal point of entry or when a child moves into area.

- The current assumption is that transport is required for all eligible children and therefore transport is commissioned accordingly
- The current Home to School Transport policy does not accommodate after school activities, collection from an alternative other than the allocated home collection point, such as a child minder or breakfast club. Therefore this results in a number of seats being commissioned and not used as families do not require the transport as it does not fit with their personal circumstances

Statutory duty:

- The statutory guidance does not impose on authorities on how they administrate home to school transport other than the timing of assessment for eligibility – which for the majority will be at the point of admission to the school, either during the admission round for reception year and secondary placement, or upon requesting a school place such as specialist provision or moving into a new area.

Efficiencies:

- We are not able to forecast actual savings as once the transport is commissioned there is no appropriate monitoring system, such as smart ticketing, to judge uptake of the provision.

Benefits:

- The ability to improve the current process by using an electronic application system which will allow a better customer journey and greater control of the actual requirements and need for transport for the local authority
- Commissioning based on actual demand.
- Highlighted in the focus reviews and Veritau reports as a recommendation

Risks:

- Possible additional administration and some training requirements for staff.
- Communication plan to ensure that the requirement to apply for transport is clearly understood and a robust method of cross checking will need to be developed.
- The delay in developing and rolling out the process will not be realised until 2021.

Consultation feedback

- Strong support for this to be developed
- Benefits for both including with the application process and as a separate application, further development of the process will be required
- Interest in a transport checker to be available as part of this process

Recommendation

This proposal as cited is approved,

This will require to be a manual process for September 2021 admissions and transport applications with a view to progressing to an full online application for September 2022

4. Key Implications

Local Member

All

Financial

The proposals recommended are to manage growth and remove areas of non-statutory provision.

All existing arrangements will be protected, however these proposals are to ensure that there is a sustainable home to school transport policy that protects the requirement for the authority to meet its legal obligations

Human Resources

None

Legal

None

Equalities

An Equality Impact Assessment is attached in Appendix 1

Risk Management

The risks below have been reviewed in light of the feedback from the consultation process.

<u>Risks:</u>	<u>Mitigation</u>
Potential for an increase in admission and in-year transfers due to parental preference of school, no longer accepted within the transport policy.	- Existing arrangement will continue unless a change of home of school requires a reassessment of eligibility
Fraudulent application to obtain transport to addresses other than the registered home	- Sufficient checks and process are currently in place to manage these fraudulent or misleading application
Reduced uptake of provision which results in empty seats within existing capacity	- Capacity of empty seat will be removed at local area reviews
If the proposals are not implemented the significant budget pressure on home to school transport will continue to rise. Savings will need to be secured from alternative	- The proposal are recommended to be implemented into the Home to School transport policy and published July 2019

means to stabilise the budget in a sustainable way	
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Environmental Impacts/Benefits

Proposal 3 is to meet our statutory duty for sustainable and environmental transport.

5. Conclusion

The consultation responses for each of the proposals received above 50% in support of implementation, in particular proposals 3, 4, 6, and 7, which achieved above 70 % in favour of adopting the proposals and changing the current policy

Consideration has been given on all the feedback we received with some suggestions on how we implement the proposals been highlighted for further development.

Amendment to the proposal 2 and 6 for final recommendation have been made in light of feedback from the consultation.

6. Recommendation

To allow the committee to have an overview of the consultation and recommendations for changes to the home to school transport policy

7. Reasons for Recommendations

To manage the Home to school transport budget in line with statutory obligations

Authors:

William Burchill – Admission and Transport Manager

Gail Chester – SEND Transport Manager

Presenting

William Burchill – Admission and Transport Manager

Gail Chester – SEND Transport Manager

15th July 2019

Background papers relied upon in the preparation of this report:-

Outcome of Consultation report

Online consultation summary

Analysis of consultation feedback

For further information contact the authors of the report

Appendices:

Equality Impact Assessment (EIA)

Equality impact assessment (EIA) form: evidencing paying due regard to protected characteristics

(Form updated May 2015)

Home to School Transport Review

If you would like this information in another language or format such as Braille, large print or audio, please contact the Communications Unit on 01609 53 2013 or email communications@northyorks.gov.uk.

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھیے۔



Equality Impact Assessments (EIAs) are public documents. EIAs accompanying reports going to County Councillors for decisions are published with the committee papers on our website and are available in hard copy at the relevant meeting. To help people to find completed EIAs we also publish them in the Equality and Diversity section of our website. This will help people to see for themselves how we have paid due regard in order to meet statutory requirements.

Name of Directorate and Service Area	Inclusion - CYPS Admissions – CYPS
Lead Officer and contact details	Jane Le Sage, AD Inclusion Judith Kirk - CYPS
Names and roles of other people involved in carrying out the EIA	Gail Chester - SEND Transport Manager William Burchill - Admissions Manager
How will you pay due regard? e.g. working group, individual officer	All proposed changes were subject to a formal public consultation of no shorter than 28 Days and the recommendations if approved will

	influence changes to be made to the Home to School Policy. This will be signed off at Full Council on 24 th July 2019 and the EIA will be reviewed and finalised depending on the outcome of the updated Policy.
When did the due regard process start?	The original project initially started in February 2016. With the first phase to realign mainstream and SEND transport into a single policy direction

Section 1. Please describe briefly what this EIA is about. (e.g. are you starting a new service, changing how you do something, stopping doing something?)

This EIA is about the proposed changes to the Home to School Transport Policy following the public consultation and consideration of its impact on key groups with protected characteristics.

The Council is under statutory duties to provide Home to school transport for eligible children and it is a demands led service. Whilst mainstream growth has been minimal, SEND provision has continued to grow dramatically since the introduction of the Children & Families Act 2014 and SEND Code of Practice 2014.

The aim of the changes is to create efficiencies and where possible improve the delivery of services for existing and future individuals who access them. Proposal 2, 3, 4, 5, and 6 will impact on some families from September 2019. Proposal 1 policy will not be effective in full until the September of 2020, as families have already based the school selection on the existing policy. Proposal 7 is hoped to be introduced in September 2021.

These proposals are submitted to continue to meet the requirement of providing transport provision as a statutory requirement, as governed by the Education Act 1996. However these proposals are to reduce the provision the Local Authority currently provides in excess of statutory duties, ie its discretionary powers.

The proposal requested for consultation are all additional discretionary arrangements which the Local Authority have historically and currently continue to provide.

Section 2. Why is this being proposed? What are the aims? What does the authority hope to achieve by it? (e.g. to save money, meet increased demand, do things in a better way.)

The proposed changes are due to an increased pressure on the Transport budget and the current transport model not being sustainable going forward. These proposals were raised during the Home to School Transport changes to policy in 2018, however as the 2015 policy was not coherent between Mainstream and SEND, before any review of discretionary arrangements could commence, this discrepancy between the 2 areas needed rectification. This was achieved in May 2018.

The Local Authority intends to honour agreements made on previous policy as the statutory guidance is clear when eligibility should be assessed, and that any transport granted is based on the policy at the time of assessment. Therefore existing arrangement shall be honoured until the next assessment point, this would be primary to secondary, or secondary to post 16. The

revised model is intended to remove any area of inconsistency and provide more clarity on the responsibility of the Authority to meet its statutory duty. This will also provide better outcomes for the Local Authority through effective and efficient use of resources.

The Local Authority must ensure its Home to School Transport policy is fit for purpose and is compliant with the legal requirements and code of practice, this will be reviewed on an annual basis going forward following implementation to ensure the policy is up to date and remains fit for purpose.

Section 3. What will change? What will be different for customers and/or staff?

Census data from May 2017 shows that in North Yorkshire there are 67,966 school aged (reception to year 11) children, and a further 5,433 of post 16 (years 12,13 and 14). Of these 73,399 pupils, 11,500 are currently accessing transport.

The Home to School Transport Statutory Guidance 2014 places a duty on the local authority to provide transport assistance for eligible children of statutory school age (5-16). Therefore transport provision for pupils over 16 years old is a non-statutory duty, ie discretionary. However the Local Authority still wants to offer support to ensure students can access their education provision and recognise the rural nature of North Yorkshire and the lack of public transport available.

The Local Authority rejected in 2018 to remove all discretionary transport as elected members recognised the negative impact this would have on young people and families living in North Yorkshire.

Proposal 1: Mainstream transport will only be provided for eligible children and young people attending the catchment school or the nearest school to their permanent home address.

- This proposal will reduce the number of schools a parent may request transport to, in line with statutory guidance of nearest school only. However the proposal will still allow for Catchment schools to be included.
- This proposal will not impact on SEND, as Special schools do not carry a catchment zone, so already operate on the nearest school to meet the age, ability and aptitude of the child
- This proposal will not be effective until the start of the 2020 academic year

Proposal 2: Remove free arrangement for second home address or introduce full cost recovery of a second transport assistance

- This proposal will remove any future second address from September 2019.
- This proposal may impact families with shared parental responsibilities, the Council will recognise the home address used for the purpose of an application for a school place.

Proposal 3: Collection from pick-up points, unless medical, mobility or special educational needs require door-to-door collection.

- This proposal is to reinforce our duty in relation to the environmental impact and sustainability of transport provision.
- This will require some adjustment from families who live some distance from the main road.
- This proposal will be implemented throughout the 4 year cycle of Local Area Reviews.

Proposal 4: Providing free transport for all eligible children in the county when they start school in the reception year.

- This proposal will enhance the current offer and provide assistance to families who child is born between January and August.
- This proposal is designed to reduce officers time and yearly complaints/appeals regarding the eligibility criteria
- This will allow all reception children access to education from the start of the academic year

Proposal 5: To adopt a single charge for all Discretionary Transport

- The proposal will have some impact on families who currently purchase a spare seat provision as this will be an increase on the family expenditure – however is should be noted that spare seats are not a guaranteed year on year provision, and require re-application each academic year.
- This proposal will introduce a low income reduction for statutory aged pupils
- The current charge for spare seats is £390, and for post 16 £490. Following a decision by Executive Members and Corporate Director on 21st May 2019. The fee will increase to £600 from September 2020, with a 50% low income reduction.

Proposal 6: Introduce a fee for replacement school bus passes.

- This proposal is to place value on the provision, the first pass is free, and in line with statutory guidance however the authority will be occurring administration costs when processing additional passes outside the normal distribution time.
- Consideration will be given when replacement are required for reason beyond the bearers control.

Proposal 7: Introduction of an application process for Home to School Transport

- The view is to adopt an application process to ensure that the authority is not over commissioning above and beyond requirements
- The process will need developing in partnership with families to ensure ease of use

Section 4. Involvement and consultation (What involvement and consultation has been done regarding the proposal and what are the results? What consultation will be needed and how will it be done?)

Details of the different proposals were available on our public website (www.northyorks.gov.uk/consultations), we invited you to provide your views by completing an online survey. This information was also available in easy read, alternative language or formats on request. In addition to the survey we have considered any feedback received by email, and from meetings during the consultation period (25th March – 16th June 2019).

Throughout the consultation a weekly breakdown has been provided for the policy owners to review and reflect any issues arising.

A number of public events have been arranged and the same presentation was delivered at all events to ensure the messages were consistent. The presentation has been positively received by audiences, people felt they had a better understanding of transport provision, why we have developed the proposals for change and the rationale behind this.

These events were held in

- Scarborough

- Skipton
- Whitby
- Harrogate
- Selby
- Pickering
- Richmond
- Northallerton

The public events were held at 12-2 and 5-7 to allow those with childcare and working arrangements to opportunity to attend and engage at times which are more convenient. These event were widely published on social media and within local media and community groups

The consultation has been promoted via the Schools E-red bag, NYCC website, corporate Facebook and Twitter accounts. The consultation has been promoted through our parent and community group networks. In addition to the above channels we have received interest from local radio stations.

We held engagement sessions with our young people regarding the home to school transport policy and arrangement, and our gratitude to the following schools for this engagement

- Scalby school
- Brooklands school
- Springwater school
- Tadcaster Grammer school

Section 5. What impact will this proposal have on council budgets? Will it be cost neutral, have increased cost or reduce costs?

The current financial projection for Home to School Transport is demonstrating a continuous growth which is applying budgetary pressures on the Council to meet its statutory duties.

Whilst the Council must discharge its responsibilities appropriately, it must also ensure that areas were the Council has been able to provide additional support this cannot be maintained in light of the current expenditure and growth within the transport sphere.

The proposals are being put forward as areas where additional support has been given. These proposals are expected to address the long term management of growth and budget expenditure.

These proposals will not impact on the current expenditure as the local authority's offer is based on the policy in place at the time of allocation. Therefore we are unable to remove the provision for existing users until they reach the next eligibility check point. This would be at primary to secondary or secondary to post 16 education.

If the proposals are implemented it will assist with controlling expenditure in line with our statutory responsibility, however, it is also anticipated that within proposal 7 this could be realise the potential for reducing the current automatic allocation of transport to one which is based on applications only.

These proposals will bring the Council closer in line with the statutory minimum requirements whilst also reflecting on the rural nature of the authority.

Section 6. How will this proposal affect people with protected characteristics?	No impact	Make things better	Make things worse	Why will it have this effect? Provide evidence from engagement, consultation and/or service user data or demographic information etc.
Age	✓	✓		These proposals are not based on the age of a pupil, with the exception of proposal 4, which increases the offer for children born between January and August, eliminating any discrimination based on age.
Disability	✓			None of these proposals have a negative impact of on children and young people with special educational needs or disability. As a number of these proposals are already implemented with this particular group.
Sex	✓			It is anticipated there would be no identifiable impact on Mainstream or SEND pupils as a result of their sex.
Race	✓			It is anticipated there would be no identifiable impact on specific ethnic groups as a result of the proposals.
Gender reassignment	✓			It is anticipated there would be no identifiable impact on specific groups in relation to gender reassignment as a result of the proposals.
Sexual orientation	✓			It is anticipated there would be no identifiable impact on specific groups in relation to sexual orientation as a result of the proposals.
Religion or belief	✓			It is anticipated there would be no identifiable impact on specific groups in relation to religion or belief as a result of the proposals.
Pregnancy or maternity	✓			It is anticipated there would be no identifiable impact on specific groups in relation to pregnancy or maternity as a result of the proposals.
Marriage or civil partnership	✓			It is anticipated there would be no identifiable impact on specific groups in relation to marriage or civil partnership as a result of the proposals.

Section 7. How will this proposal affect people who...	No impact	Make things better	Make things worse	Why will it have this effect? Provide evidence from engagement, consultation and/or service user data or demographic information etc.
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Live in a rural area?	✓	✓	✓	<p>In respect of proposal 3 there will be an expectation that families bring their child to the safe pick up point. This could put additional responsibility onto the family. However consideration on the safety of the route to the collection point will be made in determining the offer.</p> <p>In respect of proposal 4 this may assist parent with parents whose child is not statutory school age to access education at the earliest point.</p>
...have a low income?		✓	✓	<p>Proposal 5 will increase the charge for discretionary transport. However, in aligning transport across all areas it will introduce a reduction of that charge for low income families in line with the current post 16 policy statement.</p>

Section 8. Will the proposal affect anyone more because of a combination of protected characteristics? (e.g. older women or young gay men) State what you think the effect may be and why, providing evidence from engagement, consultation and/or service user data or demographic information etc.

No, no combination identified at this stage.

Section 9. Next steps to address the anticipated impact. Select one of the following options and explain why this has been chosen. (Remember: we have an anticipatory duty to make reasonable adjustments so that disabled people can access services and work for us)	Tick option chosen
1. No adverse impact - no major change needed to the proposal. There is no potential for discrimination or adverse impact identified.	
2. Adverse impact - adjust the proposal - The EIA identifies potential problems or missed opportunities. We will change our proposal to reduce or remove these adverse impacts, or we will achieve our aim in another way which will not make things worse for people.	✓
3. Adverse impact - continue the proposal - The EIA identifies potential problems or missed opportunities. We cannot change our proposal to reduce or remove these adverse impacts, nor can we achieve our aim in another way which will not make things worse for people. (There must be compelling reasons for continuing with proposals which will have the most adverse impacts. Get advice from Legal Services)	
4. Actual or potential unlawful discrimination - stop and remove the proposal – The EIA identifies actual or potential unlawful discrimination. It must be stopped.	

Explanation of why option has been chosen. (Include any advice given by Legal Services.)

The reason why '**Adverse impact - adjust the proposal** has been selected on the proposed changes to the Home to School Transport Policy:

The 2018 consultation outlined a number areas which are above and beyond the statutory duty, these proposals have been submitted to protect the remaining areas in which the Council are aware that removal will have significant impact to families across the Council.

The adverse impact will be mitigated with the introduction of a low income element added within proposal 5

The following reasons for choosing to proceed with the recommendations for consulting remain the same:

- To protect the provision of discretionary transport to still enable children and young people to access their education.
- To take corrective action to address overspend whilst maintaining a sustainable transport offer.
- To ensure the Council is legally compliant.

Section 10. If the proposal is to be implemented how will you find out how it is really affecting people? (How will you monitor and review the changes?)

Subject to decision being made to implement the proposals the effect of the changes will be phased through the next 6 years as we have a legal requirement to protect those who transport arrangements were awarded on the previous policies. The implementation will be realised when comparing like for like moving forward and review anticipated growth.

Following implementation there will be a 6 and 12 month Post Implementation Review. With further yearly reflections throughout the 6 year implementation period

Section 11. Action plan. List any actions you need to take which have been identified in this EIA, including post implementation review to find out how the outcomes have been achieved in practice and what impacts there have actually been on people with protected characteristics.

Action	Lead	By when	Progress	Monitoring arrangements
60 day public consultation to commence	Jane Le Sage / Judith Kirk	25 th March 2019	Completed	
Public events to be held across localities	William Burchill / Gail Chester	Throughout April and May 2019	Completed.	Public events and feedback from these events will be monitored through a working group with representatives from CYPS

60 day public consultation to end.	Jane Le Sage / Judith Kirk	16 th June 2019.	Completed	
All responses and feedback to be collated and reviewed following consultation.	Jane Le Sage / Judith Kirk/ William Burchill / Gail Chester	16 th June- 24 th June 2019	Completed	Reviewed by lead officers.
Options to be revised (if required), EIA to be revised and Policy to be updated.	Jane Le Sage / Judith Kirk / William Burchill / Gail Chester	27 th June 2019	Completed	This will be completed by lead officers
Sign-off of revised proposals and updated Home to School Transport Policy	Jane Le Sage / Judith Kirk	16 th July 2019	Scheduled	
Adoption of Home to School Transport Policy	Jane Le Sage / Judith Kirk	24 th July 2019 (Full Council)	Scheduled	
Publish updated Home to School Transport policy	Jane Le Sage / Judith Kirk	31 st July 2019	Scheduled	
Development and sign-off of Implementation and Transition Plan	Jane Le Sage / Judith Kirk / William Burchill / Gail Chester	1 st August – 31 st August 2019.	Scheduled	This will be completed by a working group
Commencement of delivery of Implementation and Transition Plans.	Jane Le Sage / Judith Kirk / William Burchill / Gail Chester	1 st September 2019 onwards for up to six years.	Scheduled	CYPS.

Section 12. Summary (Summarise the findings of your EIA, including impacts, recommendation in relation to addressing impacts, including any legal advice, and next steps. This summary should be used as part of the report to the decision maker.)

The Home to School transport budget is significantly overspent, with a forecast for the rise in demand to continue and therefore the Local Authority has to consider alternative options. Home to school transport is a statutory requirement and a demand led service, a significant proportion of the service which the Council provides is governed by legislation with no options to adjust this.

However, the proposals which we have consulted upon are the only areas of provision which have some scope for change, to ensure transport provision remains sustainable and fit for purpose.

Although the Council has identified the recommended proposals may have a negative impact on some families, the changes are necessary to ensure provision can continue. An early stage proposal to remove all non-statutory provision was rejected in 2018 consultation.

This EIA has been reviewed at weekly feedback sessions throughout the consultation and revised based on the responses received to incorporate feedback and this will be reflected in the recommendations for implementation to Full County Council.

Following any implementation, there will be a 6 and 12 month post implementation review to ensure that any adverse impacts on young people are mitigated.

Section 13. Sign off section

This full EIA was completed by: Jane Le Sage/Judith Kirk

Name: Jane Le Sage/Judith Kirk

Job title: AD, Inclusion and AD Education and Skills

Directorate: Children and Young People's Services

Signature:

Completion date: 25th June 2019

Authorised by relevant Assistant Director (signature):

Date: