

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, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides 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, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

<b>Directorate:</b> Children’s Services	<b>Service area:</b> Strategy Performance and Commissioning
<b>Lead person:</b> Gerry Hudson	<b>Contact number:</b> 22 43635

**1. Title: Proposed changes to the Children’s Services transport policy – discretionary post 16 SEN transport**

Is this a:

- Strategy / Policy**
                         
  **Service / Function**
                         
  **Other**

**If other, please specify**

**2. Please provide a brief description of what you are screening**

Executive Board permission is being sought to undertake a further consultation on the detailed proposals for Post 16 Special Educational Needs (SEN) transport provision. This consultation will run between October and December 2014 and will inform all those likely to be affected by the proposals prior to the implementation of a revised Children’s Services Transport Policy in September 2015.

A delay in the passing of the Children & Families Act 2014 has meant that the current Children’s Transport Policy, which specifies the ending of current discretionary transport provisions for those with Special Educational Needs on the 31 August 2014, also must be replaced with an interim policy.

The interim policy will have the effect of restoring current discretionary arrangements for a period of at least one further academic year to be effective between 01 September 2014 and 31 August 2015. Precise information on bringing in changes beyond that date will be fully informed by the outcome of the consultation and any agreed phasing arrangements.

As a result of the detail contained in the new legislation it is also proposed that the Interim Leeds Children’s Services Transport Policy should be amended to include the new statutory obligations giving access to personalised budgets in order to fund statutory home to school transport arrangements for children with special educational needs aged 5 to 16. In so doing the Council’s policy will remain fully compliant with the new legislation.

This interim policy maintains universal eligibility to SEN transport both statutory and discretionary provision. Therefore there will be no impact on those currently receiving SEN transport until a new policy is introduced in September 2015.

### 3. Relevance to equality, diversity, cohesion and integration

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

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

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?	x	
Have there been or likely to be any public concerns about the policy or proposal?	x	
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		x
Could the proposal affect our workforce or employment practices?		x
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> <li>• Eliminating unlawful discrimination, victimisation and harassment</li> <li>• Advancing equality of opportunity</li> <li>• Fostering good relations</li> </ul>		x

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity; cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

#### **4. Considering the impact on equality, diversity, cohesion and integration**

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?** (**think about** the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

We acknowledge post 16 SEN transport is relevant to Equality and Diversity. We will be giving due regard throughout the consultation and engagement activity and the subsequent data analysis.

- **Key findings** (**think about** any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

The consultation process will be carefully planned to ensure full engagement with the families who will be directly affected by a change in policy. All key findings and potential impacts will be given consideration.

- **Actions** (**think about** how you will promote positive impact and remove/ reduce negative impact)

A full Equality impact assessment will be completed to inform the decisions made to introduce a new transport policy.

**5. If you are not already considering the impact on equality, diversity, cohesion and integration you will need to carry out an impact assessment.**

Date to scope and plan your impact assessment:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

**6. Governance, ownership and approval**

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

Name	Job title	Date
Sarah Sinclair	Chief Officer – Strategy Performance and Commissioning	

**7. Publishing**

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

If this screening relates to a **Key Delegated Decision, Executive Board, full Council** or a **Significant Operational Decision** a copy should be emailed to Corporate Governance and will be published along with the relevant report.

A copy of **all other** screenings should be sent to [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk). For record keeping purposes it will be kept on file (but not published).

<b>Date screening completed</b>	10/06/2014
If relates to a Key Decision - <b>date sent to Corporate Governance</b>	12/06/2014
Any other decision – <b>date sent to Equality Team (equalityteam@leeds.gov.uk)</b>	