

Equality, Diversity, Cohesion and Integration (EDCI) impact 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, diversity, cohesion and integration. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

Directorate: Children and Families	Service area: Assets and Access
Lead person: Sally Lowe	Contact number: 0113 378 7233
Date of the equality, diversity, cohesion and integration impact assessment:	

1. Title: Transport Assistance for Post-16 students with SEND
Is this a:
<input checked="" type="checkbox"/> Strategy / Policy <input checked="" type="checkbox"/> Service / Function <input type="checkbox"/> Other
If other, please specify

2. Members of the assessment team:

Name	Organisation	Role on assessment team For example, service user, manager of service, specialist
Sally Lowe	LCC Children & Families	Assets & Access Lead, Manager of service
Richard Jackson	LCC Children & Families	Head of Passengers, Cleaning & FM, Specialist
Paul McGrath	LCC Children & Families	Project Lead, Specialist
Gerry Shevlin	LCC Strategy & Resources	Change Manager, Specialist
Egle Straksyte	LCC Children & Families	Project Support Officer, Specialist

Liam Huskins	LCC Children & Families	Project Support Officer, Specialist
Florence Johnston	LCC Children & Families	Graduate Local Government Officer, Specialist
Sue Pennycook	LCC Children & Families	Restorative Practice Facilitation Lead, Specialist
Sarah Horner	LCC Children & Families	Restorative Practice Facilitation Lead, Specialist
Geoffrey Turnbull	LCC Communities, Housing & Environment	Equality, Diversity & Inclusion Manager, Specialist
Joedy Greenhough	LCC Children & Families	Performance and Intelligence Manager, Specialist
Nev Smith	LCC Children & Families	Performance and Intelligence Manager, Specialist
Mary Gillespie	LCC Children & Families	ITT Delivery Manager, Specialist
Thomas Benson	LCC Strategy and Resources	Intelligence & Policy Officer, Specialist

3. Summary of strategy, policy, service or function that was assessed:

This assessment looks at the discretionary Post-16 SEND Transport Assistance provision provided to eligible students aged 16 to 25 who have a recognised learning difficulty or disability.

Transport for children and young people with special educational needs and/or disabilities (SEND) is provided by Passenger Transport (CEL) on behalf of Children and Families (for transport to learning settings) and Adult Social Care (for day centre transport and respite care.)

In June 2024 there were 3,573 children and young people accessing transport support, exceeding the forecasted year-end figure of 3,380 by 6%. In-school-year applications have risen by 18% year on year, leading to a revised annual forecast increase of 15%. Additionally, there has been a 25% rise in transport awards with a passenger assistant, driven by a significant increase in complex behavioural and/or medical issues. This surge in demand is placing considerable strain on the Passenger Transport service.

The Children and Families transport budget for 2024/25 is £22.2m, a net increase of £4.2m compared to £18m in 2023/24. This includes transport for pupils with SEND, CLA and mainstream school buses. In terms of the budget increase, £6.1m was added to the transport budget for growth based on forecast trends at the time. This was then reduced by £2m in savings targets, resulting in a net budget increase of £4.2m. Month 4 financial projections are reporting an overspend against the 2024/25 transport budget of £3.75m, mainly on transport for pupils with SEND.

As the financial position of Leeds City Council becomes increasingly challenging, and in the context of rising demand, a Children and Families directorate project team has undertaken a review of our current Children's Transport Policy.

Leeds City Council currently offers discretionary transport assistance to full-time post-16 students with SEND under the following eligibility criteria set out in the current Children's Transport Policy (section 7):

"Students aged 16 to 25 who have a recognised learning difficulty or disability will receive assistance if:

- 1) they are the subject of an EHC plan and attend the school named in that statement or EHC plan; or
- 2) they attend the nearest government-funded college of further education in Leeds or a neighbouring local authority that offers the course of their choice; and
- 3) they live more than three miles from that school or college, when measured by the nearest available walking route; and
- 4) they attend school or college for at least twelve hours of guided learning each week of the academic year. "

Although the local authority is statutorily obliged to make free-of-charge home-to-school travel arrangements for eligible children of compulsory school age, there is no similar statutory obligation on the local authority to provide transport for post-16 learners.

Historically, Children and Families have provided transport support to a small number of post-16 students with special educational needs and/or disabilities (SEND), either through council fleet vehicles or by contracting private hire firms. This level of assistance has exceeded the statutory requirements, which is limited to the making of arrangements the LA considers necessary for the purposes of facilitating attendance at further and higher education, with some other local authorities not offering this discretionary support. While this provision has been beneficial, it can be too restrictive for some families. Additionally, due to rising demand, the service itself has become financially unsustainable and unviable in its current form.

Recent analysis indicates that post-16 SEND transport assistance costs the local authority approximately £4m -£4.5m to transport approximately 815 post-16 learners (based on the 2023/24 academic year data). This has more than doubled since 2015. The cost for this discretionary assistance was £1.7m for about 288 young people in 2015/16 (based on November 2015 projections).

In supporting the strategic aims set out in the Children and Young Peoples Plan, and within the context of the council's current financial challenge, a Children and Families directorate project team has undertaken a review of our current Children's Transport Policy. The review also considered policies of comparator local authorities to establish a range of potential proposals that, if implemented, aim to alleviate the substantial financial pressures faced by LCC through potential savings, support independence for our children, young people and their families, and maximise the efficient use of available council resources.

4. Scope of the equality, diversity, cohesion and integration impact assessment
(complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)

4a. Strategy, policy or plan
(please tick the appropriate box below)

The vision and themes, objectives or outcomes	<input type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input checked="" type="checkbox"/>

Please provide detail:

Leeds City Council currently offers discretionary transport assistance to full-time post-16 students with SEND under the following eligibility criteria set out in the current Leeds Children’s Services Transport Policy November 2015(section 7):

“Students aged 16 to 25 who have a recognised learning difficulty or disability will receive assistance if:

- 1) they are the subject of a statement of SEN or an EHC plan and attend the school named in that statement or EHC plan; or
- 2) they attend the nearest government-funded college of further education in Leeds or a neighbouring local authority that offers the course of their choice; and
- 3) they live more than three miles from that school or college, when measured by the nearest available walking route; and
- 4) they attend school or college for at least twelve hours of guided learning each week of the academic year. “

Although the local authority is statutorily obliged to make free of charge home to school travel arrangements for eligible children of compulsory school age, there is no similar statutory obligation on the local authority to provide transport for post-16 learners.

While Leeds City Council remains committed to providing discretionary transport assistance for post-16 learners with special educational needs and disabilities, the current levels of transport assistance provision are not sustainable.

As a result, changes to the discretionary elements of the current Children’s Transport Policy are proposed to address the pressures of rising demand and council’s significant financial challenges.

The service remains committed to supporting young people who can travel independently to do so and have increased our Independent Travel Training capacity. The service has also reviewed the way in which it provides discretionary assistance to be able to focus support and available resources to those young people and families most in need.

4b. Service, function, event please tick the appropriate box below	
The whole service (including service provision and employment)	<input type="checkbox"/>

A specific part of the service (including service provision or employment or a specific section of the service)	<input checked="" type="checkbox"/>
Procuring of a service (by contract or grant)	<input checked="" type="checkbox"/>
<p>Please provide detail:</p> <p>The proposals support aims set out in the Best Council plan to build a child friendly city and to become a more efficient and enterprising council. They are consistent with the service's strategic aim to work restoratively with families, doing things with rather than doing things to or for people, and our aspiration to promote independence wherever possible.</p> <p>The proposed options aim to continue providing discretionary support for post-16 SEND learners, with the objective of delivering financial savings while also allowing increased independence and flexibility to some families and young people.</p> <p>Options proposed for the public consultation on Travel Support for Post-16 Learners with Special Educational Needs and Disabilities (SEND):</p> <p>1) Limiting post-16 transport assistance to those living more than 3 miles from their education setting. 3 miles aligns with the statutory home to school transport policy, which is why this distance has been chosen.</p> <p>2) Offer of a Personal Transport Allowance (PTA) for eligible post-16 learners with SEND to allow families to make their own travel arrangements. PTAs would be a flat rate based on distance between the young person's home and their post-16 learning setting:</p> <ul style="list-style-type: none"> • Between 3.01 and 10 miles – £1,000 • Between 10.01 and 20 miles – £2,000 • Over 20.01 miles – £3,000 <p>3) Introduce a charge as a contribution towards the high cost of council-organised transport arrangements for post-16 students, excluding Post-19, with SEND. All eligible students who receive Council-organised transport under this proposal would be expected to contribute to the cost. The proposed contribution would be £300, in line with the price of a young-persons bus pass.</p> <p>4) Transport assistance is limited to post-16 learners only, with eligibility for post-19 learners removed. This proposal is that the existing discretionary transport assistance for post-19 learners is withdrawn.</p> <p>Options Considered: The option to do nothing was ruled out due to increasing demand on Children's Transport and the financial pressures faced by Leeds City Council. Changes to discretionary support need to be considered to ensure the service remains sustainable going forward.</p>	

It was decided to consult on all options to gather views from parents, carers, young people, and other stakeholders before making any final recommendations.

Transitional Arrangements

Any proposal and policy changes approved by Executive Board would have a phased implementation, in that the new criteria would be applied to new applications received for the 2025/26 academic year onwards, or where any learner's circumstances change (e.g., moving house, moving settings, change in individual needs/disabilities) and a new application for transport assistance for the 2025/26 academic year onwards is received.

Additional support available

Recognising that the cost of transport can be an issue for families, the council's post-16 transport policy statement provides information about the transport support available for students. This includes, where appropriate, details about Independent Travel Training, enabling learners to use public transport with confidence, and the 16-19 Bursary Fund, aimed at targeting support to those young people who face the greatest financial barriers to participation in education and training.

Vulnerable students, such as students with SEND claiming Employment Support Allowance and Disability Living Allowance could get a Bursary up to £1200 for a full academic year. In addition, the council would continue to consider providing support on a discretionary basis in the following proposed exceptional circumstances -

Proposed exceptional circumstances criteria for transport assistance.

All applications for transport assistance would continue to be considered on a case-by-case basis by the C&F Transport Team against the eligibility criteria set out within the Children's Transport Policy. This would consider the needs of the individual young person and would be informed by a range of factors including additional need, location of setting, transport options etc. For post-16 learners with SEND, the circumstances under which assistance will be considered is set out at Section 7 of the proposed draft Children and Young People's Transport Policy (October 2024).

Under the proposed stepped model set out in this report's recommendations, the usual offer for learners unable to travel on public transport, or unable to travel independently through ITT, would be the award of a PTA. This would also be the case for young people who fall outside of the proposed Children and Young People's Transport Policy eligibility criteria, but who do meet the exceptional circumstances criteria set out below.

- i. due to the complexity of a young person's medical needs and/or SEND
- ii. because it is assessed by the council to be the most efficient use of council resources
- iii. Where it is considered by the council to be in the best interests of the young learner (e.g., where there is a safeguarding risk, or it is not reasonably practicable to access education if no arrangements were made)
- iv. Particular circumstances around the availability/logistics of independent travel options

Council-organised transport (e.g. a taxi or minibus) would also be considered for young people eligible for assistance and who also meet the exceptional circumstances criteria. However, this type of award would be subject to review and agreement by a new Children's Transport Panel.

5. Fact finding – what do we already know

Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback.

(priority should be given to equality, diversity, cohesion and integration related information)

Previous Consultation regarding Post 16 SEND Transport Assistance (2015 – 2017)

Due to financial pressures on Leeds City Council, changes to the then current Children's Transport Assistance Policy were considered between 2015 and 2017.

In December 2015, the Executive Board approved recommendations to consult on ceasing direct transport provision for post-16 SEND students, offering instead:

- A personal transport budget equivalent to one or two Metro passes, depending on the student's need for accompaniment.
- A personal transport budget for parents with a mileage allowance (50p - £1 per mile).
- A personal transport budget based on a rate-banding system considering students' differing needs.

After comprehensive consultation, it was decided not to proceed with the proposed changes to the Children's Transport Policy in 2017.

Review of LCC Current Children's Transport Policy and Service Provision (2023-2024)

As the financial position of Leeds City Council becomes increasingly challenging, and in the context of rising demand, a decision was made to conduct another review of our current Children's Transport Policy and service provision.

The purpose of the equality impact assessment is to look at the positive and negative impacts of the above proposals on the basis of qualitative and quantitative information and propose any mitigating actions in the form of an action plan.

Information about Service Users

To assess the impact of the proposed changes, it is essential to consider the demographic information of the children and young people (CYP) who currently receive Transport Assistance and would be affected by the policy changes. The data analysed includes CYP who received Transport Assistance from June 2019 to May 2023, covering a total of 2,540 individuals aged between 4 and 24 years. This cohort consists of those eligible for transport assistance through Special Educational Needs and Disabilities (SEND) transport, including some who qualified due to parental disability. The analysis excludes CYP eligible under the 'mainstream' section of the policy, as well as those eligible for a bus pass or independent travel training.

The analysis was conducted using the SEN Super Report downloaded on 1 August 2024. To ensure accuracy, only records that matched based on Synergy reference numbers were

included. The quantitative data considered relevant Equality, Diversity, and Inclusion (EDI) characteristics, including sex, primary SEN need, ethnicity, National Curriculum (NC) year, Index of Multiple Deprivation (IMD) decile, and the distance between the CYP's home and their educational setting.

In the academic year 2023/2024, approximately 815 post-16 SEND learners accessed transport support provided by Leeds City Council. As of August 2024, there are 1,908 post-16 pupils with Education, Health, and Care Plans (EHCP), according to the SENSAP Team Caseload. While not all CYP with an EHCP apply for or receive transport assistance, the EHCP data provides a valuable reflection of the overall cohort of CYP with SEND. Although this data is not entirely comprehensive, as some children and young people are still awaiting assessment, it serves as a useful comparator for those accessing transport support. Therefore, EHCP comparisons have been used where available to better understand the needs and characteristics of the broader cohort.

Sex

The sex distribution for CYP receiving SEND Transport Assistance between June 2019 and May 2023 shows 71.34% were male and 28.66% female, closely mirroring the overall 0-25 EHCP cohort in August 2024 (71.41% male, 28.59% female). Among post-16 EHCP learners, males remain the majority at 67.14%, with females at 32.86%. This suggests that more males will be affected by the proposed changes to transport support.

Table 1 – Sex split for CYP cohort that have received SEND Transport Assistance June 2019 – May 2023 (Transport department data)

Sex	No.	%
F	728	28.66%
M	1812	71.34%

Table 2 – Sex split for all 0-25 years old with an EHCP in August 2024 (SENSAP Team Caseload)

Sex	No.	%
F	1672	28.59%
M	4176	71.41%
Total	5848	100%

Table 3 – Sex split for NC Year 12+ / Post-16 CYP with an EHCP in August 2024 (SENSAP Team Caseload)

Sex	No.	%
F	627	32.86%
M	1281	67.14%
Total	1908	100%

Disability

Based on primary SEN need, the data shows that CYP with Autistic Spectrum Disorder, comprising 26.89% of those who received SEND Transport Assistance, will be the most affected by the proposed changes. This is followed by those with Social, Emotional, and Mental Health needs (17.52%) and those with Speech, Language, and Communication Needs (17.52%). These groups closely align with the post-16 cohort of CYP with an EHCP, where similar percentages reflect that these disabilities are consistently the most prevalent.

Table 4 – SEN Primary Need breakdown for CYP cohort that have received SEND Transport Assistance June 2019 – May 2023 (Transport department data)

SEN Primary Need	No.	%
Autistic Spectrum Disorder	683	26.89%
Hearing Impairment	71	2.80%
Moderate Learning Difficulty	330	12.99%
Multi-Sensory Impairment	<5	0.15%
Physical Disability	132	5.20%
Profound & Multiple Learning Difficulty	80	3.15%
Severe Learning Difficulty	268	10.55%
Social, Emotional and Mental Health	445	17.52%
Specific Learning Difficulty	59	2.32%
Speech, Language and Communication Needs	445	17.52%
Visual Impairment	20	0.79%
Unknown/ Blank	3	0.12%
Total	2540	100%

Table 5 – SEN Primary Need breakdown for NC Year 12+ / Post-16 CYP with an EHCP in August 2024 (SENSAP Team Caseload)

SEN Primary Need	No.	%
Autistic Spectrum Disorder	507	26.57%
Hearing Impairment	78	4.09%
Moderate Learning Difficulty	289	15.15%
Multi-Sensory Impairment	2	0.10%
Physical Disability	65	3.41%
Profound & Multiple Learning Difficulty	48	2.52%
Severe Learning Difficulty	150	7.86%
Social, Emotional and Mental Health	541	28.35%
Specific Learning Difficulty	54	2.83%
Speech, Language and Communication Needs	141	7.39%
Visual Impairment	21	1.10%
Unknown/ Blank	12	0.63%
Total	1908	100%

Ethnicity

White British CYP comprise 64.65% of the cohort that received SEND Transport Assistance between June 2019 and May 2023, while the remaining 35.35% of recipients are from ethnically diverse backgrounds. This distribution broadly mirrors the wider Leeds population, where the proportion of ethnically diverse pupils in secondary and post-16 education, according to the January 2024 School Census, was 37% (36.97%).

Table 6 – Ethnicity breakdown for CYP cohort that have received SEND Transport Assistance June 2019 – May 2023 (Transport department data)

Ethnicity	No.	%
Refused to Answer	19	0.75%
Information Not Obtained	83	3.27%
Any Other Asian Background	<5	0.12%
Any Other Black Background	27	1.06%
Any Other Ethnic Group	28	1.10%

Any Other Mixed Background	35	1.38%
Any Other White Background	<5	0.08%
Arab Other	<5	0.08%
Asian and Any Other Ethnic Group	6	0.24%
Bangladeshi	23	0.91%
Black African	145	5.71%
Black and Any Other Ethnic Group	<5	0.12%
Black Caribbean	20	0.79%
Black European	<5	0.04%
Chinese	10	0.39%
Gypsy	<5	0.04%
Gypsy Roma	8	0.31%
Indian	38	1.50%
Iraqi	<5	0.08%
Kashmiri Other	<5	0.12%
Kashmiri Pakistani	26	1.02%
Kurdish	<5	0.04%
Mirpuri Pakistani	<5	0.08%
Mixed Asian and White	30	1.18%
Mixed Black African and White	16	0.63%
Mixed Black Caribbean and White	70	2.7%
Other Asian	32	1.26%
Other Black African	<5	0.12%
Other Mixed Background	<5	0.12%
Other Pakistani	104	4.09%
Other White British	6	0.24%
Pakistani	7	0.28%
Roma	<5	0.12%
Traveller of Irish Heritage	<5	0.12%
White - Cornish	<5	0.04%
White - English	49	1.93%
White and Any Other Asian Background	<5	0.08%
White and Any Other Ethnic Group	<5	0.16%
White British	1642	64.65%
White Eastern European	40	1.57%
White European	<5	0.04%
White Irish	<5	0.16%
White Other	25	0.98%
White Western European	7	0.28%
Total	2540	100%

National Curriculum Year Groups

The table below shows the National Curriculum Year distribution of CYP who received SEND Transport Assistance between June 2019 and May 2023. The proposed changes to the discretionary support element of the current Children's Transport Policy will specifically impact the post-16 SEND cohort. If approved by the Executive Board, these changes will be phased in, applying to new applications for the 2025/26 academic year onwards. The first cohort affected will be children currently in National Curriculum Year 10. Additionally, CYP with SEND who have an Education, Health, and Care Plan (EHCP) are entitled to access education until the age of 25; therefore, the national curriculum year group breakdown extends up to NC Year 20.

Table 7 – National Curriculum Year Group breakdown for CYP cohort that have received SEND Transport Assistance June 2019 – May 2023 (Transport department data)

NC Year Group	No.	%
Nursery 2	15	0.59%
Reception	22	0.87%
NC Year 1	58	2.28%
NC Year 2	89	3.50%
NC Year 3	100	3.94%
NC Year 4	91	3.58%
NC Year 5	108	4.25%
NC Year 6	165	6.50%
NC Year 7	234	9.21%
NC Year 8	255	10.04%
NC Year 9	230	9.06%
NC Year 10	173	6.81%
NC Year 11	175	6.89%
NC Year 12	186	7.32%
NC Year 13	204	8.03%
NC Year 14	110	4.33%
NC Year 15	100	3.94%
NC Year 16	89	3.50%
NC Year 17	59	2.32%
NC Year 18	50	1.97%
NC Year 19	23	0.91%
NC Year 20	<5	0.16%
Total	2540	100%

EHCP Projections based on 0-25 SENSAP Team Caseload

Projections have been created by applying historical patterns to the full 0-25 cohort from the SENSAP Team caseload. These projections, produced this year, are based on data from the SEN2 Return in January 2024 (last year’s projections were based on April 2023 data). Charts 1 to 4 show the breakdown of EHCP projections by the different stages of education. There are five lines representing how the projections have changed over the last 5 years, with the main projection, based on most recent data, shown in black.

The SENSAP caseload data provides a comprehensive view, covering all ages up to 25, including colleges and independent settings. Similar to school projections, the numbers observed in January 2024 were higher than last year’s projections, except for ages 15-20. This has resulted in an upward adjustment to the projected trajectory.

By 2029, the projections indicate 1,854 EHCPs for primary-phase ages (over 600 more than last year’s projection), 2,805 for secondary-phase ages (500 more), 1,771 for post-16 ages (150 more), and 1,149 for ages 20 to 25 (340 fewer). This results in a total of 7,578 EHCPs by 2029—600 more than last year’s projection—though this is more in line with previous forecasts. The projection ranges are wider for primary, secondary, and age 20-25 groups, reflecting a shift in patterns this year. In contrast, the narrower projection range for post-16 suggests stability in this age group (see Charts 1 to 4).

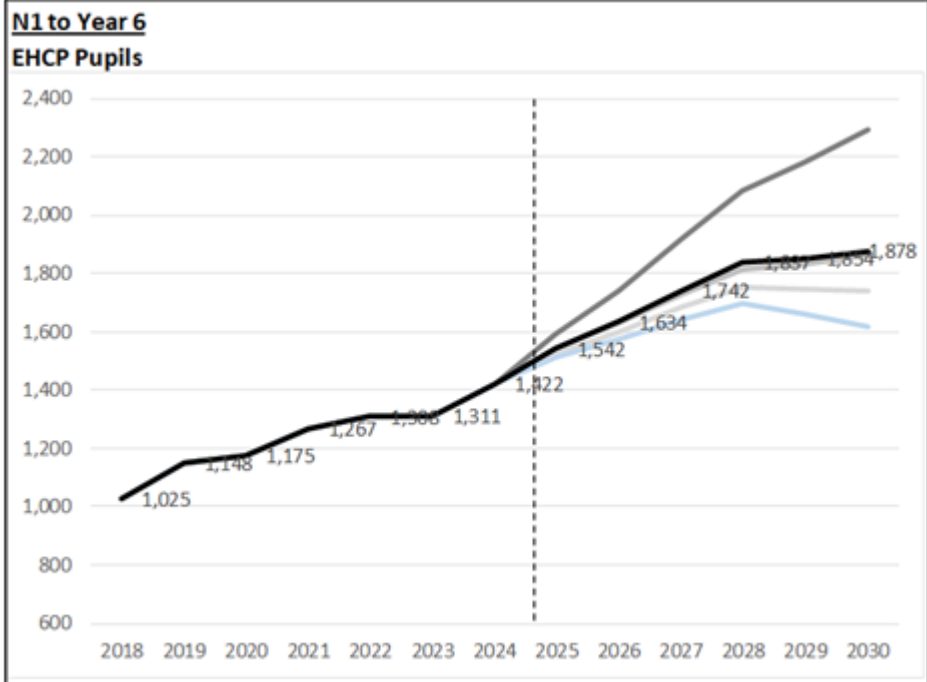


Chart 1 – SENSAP Caseload Projections – EHCPs – Comparison of the transfer patterns – N1 to Year 6. Main projection in black.

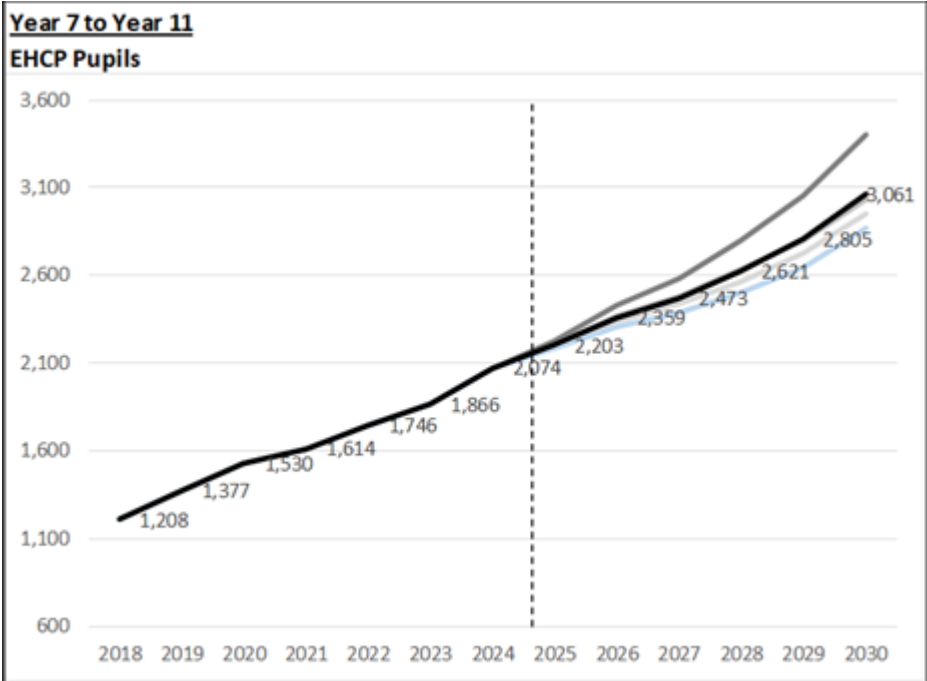


Chart 2 – SENSAP Caseload Projections – EHCPs – Comparison of the transfer patterns – Year 7 to Year 11. Main projection in black.

Year 12 to Year 14

EHCP Pupils

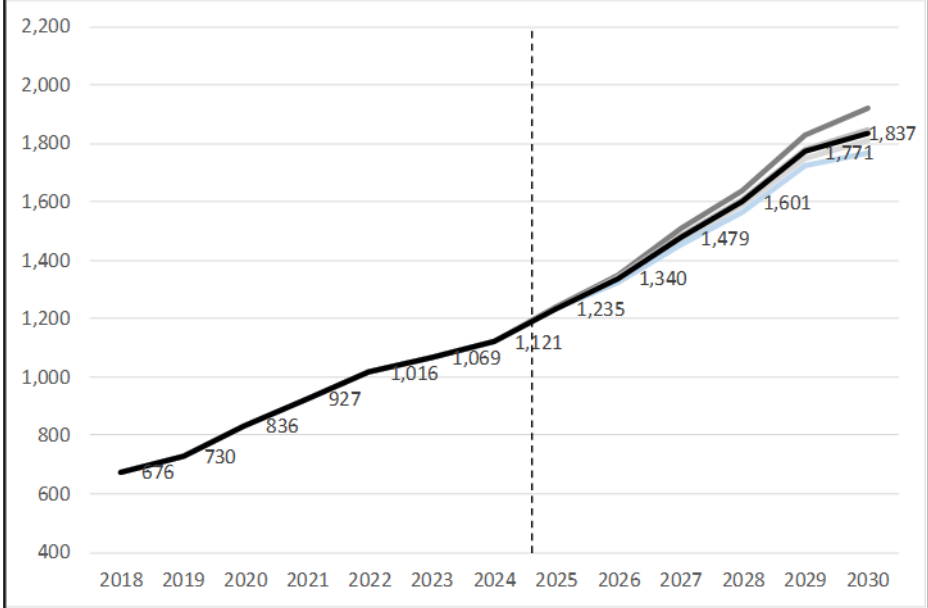


Chart 3 – SENSAP Caseload Projections – EHCPs – Comparison of the transfer patterns – Post-16. Main projection in black.

Year 15 to Year 20

EHCP Pupils

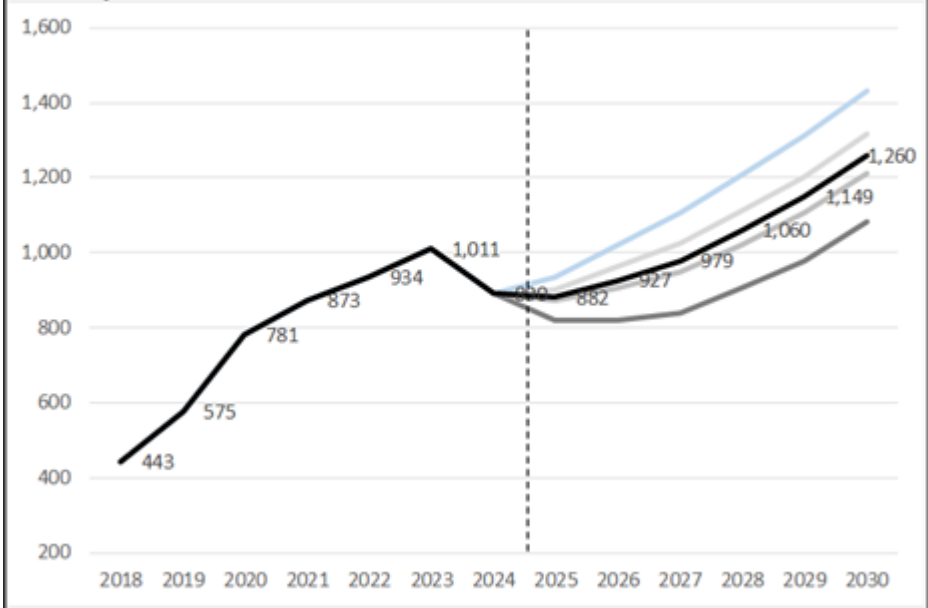


Chart 4 – SENSAP Caseload Projections – EHCPs – Comparison of the transfer patterns – Year 15 to Year 20 (Post-19 learners with SEND). Main projection in black.

Deprivation

IMD Decile	No.	%
1	926	36.46%
2	343	13.50%
3	227	8.94%
4	118	4.65%
5	167	6.57%
6	138	5.43%

7	207	8.15%
8	140	5.51%
9	145	5.71%
10	124	4.88%
Unknown	5	0.20%
Total	2540	100%

Table 8 – Index of Multiple Deprivation, based on home postcodes for CYP cohort that have received SEND Transport Assistance June 2019 – May 2023 (Transport department data)

Distance from CYP home to setting

Table 1.5 Distance from CYP home to setting*

Ward	Number with Valid Distance	Average Distance (Miles)
Adel & Wharfedale	53	5.3
Alwoodley	51	4.4
Ardsley & Robin Hood	66	6.1
Armley	101	4.4
Beeston & Holbeck	118	4.5
Bramley & Stanningley	80	4.2
Burmantofts & Richmond Hill	73	4.2
Calverley & Farsley	42	6.0
Chapel Allerton	64	4.6
Cross Gates & Whinmoor	75	4.2
Farnley & Wortley	81	5.1
Garforth & Swillington	23	4.6
Gipton & Harehills	101	2.7
Guiseley & Rawdon	39	5.5
Harewood	16	5.3
Headingley & Hyde Park	23	3.9
Horsforth	56	4.8
Hunslet & Riverside	72	4.1
Killingbeck & Seacroft	129	3.5
Kippax & Methley	47	7.0
Kirkstall	78	4.3
Little London & Woodhouse	32	4.2
Middleton Park	114	4.6
Moortown	44	3.9
Morley North	54	6.3
Morley South	53	6.3
Otley & Yeadon	35	5.8
Pudsey	58	3.8
Rothwell	44	4.7
Roundhay	36	3.8
Temple Newsam	52	4.9

Weetwood	70	5.1
Wetherby	29	6.4
Idle and Thackley	<5	2.9
Grand Total	2010	4.6

Table 8 – Distance from CYP home to setting* for CYP cohort that have received SEND Transport Assistance June 2019 – May 2023 (Transport department data)

* Distance is from pupil's home Postcode to setting Postcode based on DfE number - which means that pupils attending settings with multiple sites (e.g. Springwell) may match to the incorrect site, and therefore the distance may be incorrect also.

Summary of Findings Based on Demographic Information

Through analysing the demographic data the following main findings can be summarised as follows:

- Disabled people would be the key group impacted, as all the current recipients of SEND transport assistance in post-16 provisions have the protected characteristic of 'Disability'.
- Most eligible recipients for post-16 SEND Transport Assistance are male (71.34%). This indicates that males are proportionately more likely to be impacted should the proposed changes to policy occur, although females would also be affected.
- Young people with Autistic Spectrum Disorder (26.89%), social, emotional, and mental health needs (17.52%), and speech, language, and communication needs (17.52%) comprise a significant portion of those receiving post-16 SEND Transport Assistance and may be more impacted compared to young people with other disabilities.
- Regarding ethnicity, post-16 SEND Transport Assistance is provided to young people from a diverse range of backgrounds. The proposed changes would most significantly impact White British young people, who make up 64.65% of those receiving this support. The next most affected ethnic groups would be Black African (5.71%) and Other Pakistani (4.09%). Overall, the data on current recipients broadly mirrors the ethnic composition of the wider Leeds population.
- Over a third (36.46%) of young people receiving post-16 SEND Transport Assistance live in the most deprived areas (1st decile on the Index of Multiple Deprivation (IMD)). Additionally, 13.5% of young people come from the 2nd decile on the IMD. This data indicates that many of the young people and families affected by the proposed changes face multiple and compounding disadvantages, such as SEND needs and low income.
- Around 4.02% of the cohort live within 3 miles distance from their education setting and would be affected by the Proposal 1. This suggests that the majority of young people receiving transport assistance live more than 3 miles away and would, therefore, not be impacted by Proposal 1. They would still qualify for transport assistance based on the distance criteria, provided they meet the other eligibility requirements.

Consultation

To support the policy review of the service and the proposed required changes, the Children and Families Directorate conducted a public consultation. The consultation supports Child Friendly Leeds (CFL) Wish 3 which is to facilitate conversations where children and young people can express their views, feel heard and they are involved in decisions that affect their lives.

The consultation approach was varied and inclusive, with a wide range of communication channels available for CYP, their families, and other stakeholders to provide feedback. These channels included online methods (survey, dedicated consultation inbox, Microsoft Teams consultation engagement sessions) and in-person opportunities (one consultation engagement session at Civic Hall).

Four separate engagement sessions also took place specifically with young people with SEND, aged 14 to 19. This was designed by the Voice & Influence Team and carried out by Voice and Influence champions within four separate secondary and post-16 phase education settings.

In addition to the above, the following methods, approaches and documents were considered in the work to conduct the impact assessment:

- Emails to Post 16 Transport Review Inbox
- The Children's Transport Policy
- Previous research materials
- Other Local Authority reviews of discretionary education transport assistance

To support the analysis of the consultation, the following sources of information and documents were considered:

- Equality Monitoring Information through Synergy (LCC client management system)
- Census – Demographic profile for service users
- Passenger Transport information
- Information gathered from the consultation

The project team has worked closely with colleagues in Consultation and Engagement to ensure the best standards of consultation were followed. This is reflected in the consultation findings, with 97% of those who engaged via the consultation survey responding that they found the consultation information provided useful or very useful.

Considerations regarding the equality issues and impacts of the proposals are detailed in **section 8**.

As a result of the consultation, key actions related to equalities are outlined in **section 12**.

Are there any gaps in equality and diversity information
Please provide detail:

Equality Monitoring Forms are not routinely sent to transport assistance applicants for completion. Therefore, equality data has been gathered by matching those currently in receipt of transport assistance to client (young people's) records in the Synergy database. However, this process has not provided equality monitoring information for 100% of the young people in the cohort receiving SEND Transport Assistance.

At the time of writing this report, data on faith, sexual orientation, and children receiving free school meals was not available.

Significant due regard to equality and diversity was given during the consultation. The consultation approach was varied and inclusive, with a wide range of communication channels available for young people, their families, and other stakeholders to provide feedback.

Action required:

To address the above issue of recording Equality Monitoring information for those in receipt of support, it is recommended Leeds City Council's unique pupil reference number be integrated into the passenger transport software. This would allow more effective collation and analysis of such data, providing a clearer and more accurate understanding of all equality protected characteristics.

In relation to the above, improved data be available in the future from Passenger Transport Services following a software reporting update, expected in Mid-November. Discussions are taking place with Integrated Digital Services to scope future data requirements with an aim to provide quality reports directly from transport reporting systems.

6. Wider involvement – have you involved groups of people who are most likely to be affected or interested

Yes

No

Please provide detail:

A comprehensive public consultation took place 24th June – 23rd July. The consultation sought the views of children and young people; parents/carers; staff and governors of SILCs, primary and secondary schools, and post-16 providers; and other stakeholders.

To maximise stakeholder engagement a variety of consultation methods were used, including email communications and an online survey. In-person and online public engagement sessions were held for parents/carers and other interested stakeholders, which gave attendees an opportunity to discuss the proposals with council representatives from Assets and Access; Passenger Transport; and the SEND and Learning Inclusion Teams. These sessions were chaired by Children and Families' Deputy Director Learning. Details about the consultation were communicated to all parents and carers of children and young people who have an Education, Health, and Care Plan (EHCP) in school years 9 and above, Leeds primary, secondary, SILC, and post-16 learning settings, as well as to out-of-area independent post-16 learning providers accessed by some Leeds children and young people with SEND. Flyers raising awareness of the consultation were distributed by Passenger Transport in-house fleet drivers to all children and young people accessing transport assistance. Flyers were also given out at the Leeds SEND Next Steps event and at a Parent Carers Forum meeting, both of which took place during the consultation period. Information was available via the Leeds City Council website, the Leeds Local Offer website, via a Press Release, and through social media platforms.

Of note was the **engagement carried out with young people with SEND aged 14 to 19.**

This was designed by the Voice & Influence Team and has been carried out by the Voice and Influence champions within four separate education settings. A detailed summary of the sessions is included as a background paper to the October 2024 Executive Board report titled, 'Children and Young People's Transport Policy: Outcome of consultation on proposed changes to transport assistance for post-16 learners with Special Educational Needs and Disabilities (SEND)'. This provided young people with the opportunity to have their say about what is important to them about transport assistance, whether it be by public transport with ITT, walking, a mini-bus, or a taxi.

Action required:

- 1) Recommendations and any proposed mitigation against potential negative impacts in terms of equality and diversity should be shaped by the consultation feedback received.
- 2) Engaging with stakeholders and service users should continue as the policy review progresses through the decision-making process.

7. Who may be affected by this activity?

please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function

Equality characteristics

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Age | <input checked="" type="checkbox"/> Carers | <input checked="" type="checkbox"/> Disability |
| <input type="checkbox"/> Gender reassignment | <input checked="" type="checkbox"/> Race | <input type="checkbox"/> Religion or Belief |
| <input checked="" type="checkbox"/> Sex (male or female) | <input type="checkbox"/> Sexual orientation | |
| <input checked="" type="checkbox"/> Other | | |

(Other can include – marriage and civil partnership, pregnancy and maternity, and those areas that impact on or relate to equality: tackling poverty and improving health and well-being)

Please specify: Tackling poverty / financial exclusion

Stakeholders

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Services users | <input checked="" type="checkbox"/> Employees | <input checked="" type="checkbox"/> Trade Unions |
| <input checked="" type="checkbox"/> Partners | <input checked="" type="checkbox"/> Members | <input checked="" type="checkbox"/> Suppliers |

Other please specify: Leeds City College, ABC Leeds

Potential barriers

Built environment

services

Location of premises and

Information and communication

Customer care

Timing

Stereotypes and assumptions

Cost

Consultation and involvement

Financial exclusion

Employment and training

specific barriers to the strategy, policy, services or function

Please specify

8. Positive and negative impact

Think about what you are assessing (scope), the fact-finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers

8a. Positive impact:

It is recognised that proceeding with these proposals would result in scaling back the discretionary offer available to post-16 learners with SEND. In the context of needing to make significant financial savings, the proposals still provide a discretionary offer of transport assistance that goes beyond that required statutorily by Local Authorities. Support would be available for most vulnerable young people with SEND, and the opportunity of support for those eligible, and where appropriate, to travel independently.

A phased implementation of the new proposed policy would apply. This means the new criteria would only be applied to new post-16 SEND applications for transport assistance received for the 2025/26 academic year onwards, or where any existing post-16 learner's circumstances change, from that point onwards, and a new application for transport assistance is required.

The proposals could positively impact some young people and families by providing them with more choices, flexibility, and empowerment, giving them greater independence and control to meet their travel needs.

The PTA would provide parents and carers with more autonomy to manage transport costs for their child. Families would be able to choose the most suitable travel option, such as driving them to school/college, or arranging shared transport with other young people attending the same school/college. Alternatively, the payment could be used to access public transport, with or without Independent Travel Training, or allow a family to arrange a travel assistant or friend to cycle, wheel or walk along with the young person.

It is recognised the proposed funding for PTAs will need to be reviewed annually to ensure payments are in line with inflation. In addition, the council's post-16 transport policy statement provides information about other sources of financial support available, including the 16-19 Bursary Fund, aimed at targeting support to those young people who face the greatest financial barriers to participation in education and training, such as students with SEND claiming Employment Support Allowance and Disability Living Allowance

Independent Travel Training (ITT) would continue to support some young people to become more independent, and the Council remains committed to continuing to encourage and support as many young people with SEND as possible to undertake Independent Travel Training, empowering them to use public transport with confidence and developing their skills of independent travel in preparation for adulthood. Underlining this commitment, the ITT team has recently been significantly expanded to enable more young people and adults with SEND to benefit from the training and support provided by the team.

Both ITT and PTAs may open opportunities to use more sustainable travel options, such as using public transport, or by allowing a family to arrange a travel assistant or friend to cycle, wheel or walk with the young person. Around 15 percent of post-16 SEND learners eligible for transport assistance already travel to their learning setting by bus, with a recently expanded ITT delivery team working with young people to increase the number who can travel independently.

There is a corporate risk around SEND and EHCP challenges linked to a nationwide increase in the number of applications for EHCPs for Children and Young People, which is putting a strain on all SEND services. If a decision is taken not to proceed with the proposed changes to transport assistance, there is an associated risk that rising demand will make the required financial savings unachievable.

Both proposals being recommended would help reduce these financial pressures, enabling services to be delivered in a more sustainable manner.

Recognising the unique needs of young people with SEND, exceptional circumstances will still be considered outside of the proposed eligibility criteria, and appropriate support will be provided where this is assessed to be necessary.

All applications for transport assistance would continue to be considered on a case-by-case basis against the eligibility criteria set out within the Children's Transport Policy. This will consider the needs of the individual young person and will be informed by a range of factors including additional need, location of setting, transport options etc. For post-16 learners with SEND, the circumstances under which assistance will be considered is set out at Section 7 of the policy. A new Draft Children and Young People's Transport Policy (October 2024) accompanies the Executive Board report for consideration alongside the recommendations at the October 2024 meeting.

Under the proposed changes, the offer for learners unable to travel on public transport, or unable to travel independently through ITT, would be the award of a PTA. This would also be the case for young people who fall outside of the proposed Children and Young People's Transport Policy eligibility criteria, but who do meet the exceptional circumstances criteria set out below.

- due to the complexity of a young person's medical needs and/or SEND
- because it is assessed by the council to be the most efficient use of council resources
- Where it is considered by the council to be in the best interests of the young learner (e.g., where there is a safeguarding risk, or it is not reasonably practicable to access education if no arrangements were made)
- Particular circumstances around the availability/logistics of independent travel options

Council-organised transport (e.g. a taxi or minibus) would also be considered for all young people eligible for assistance and who also meet the exceptional circumstances criteria. This type of award would be subject to review and agreement by a new Children's Transport Panel.

Consultation feedback in support of the proposed changes

Some consultation respondents agreed with the proposal to limit post-16 transport assistance for post-16 learners to those living 3 or more miles from their education setting, for the following reasons:

- a) 3 miles is a reasonable distance to walk, drive, or get a taxi etc.
- b) Responsibility should be on the parents/carers e.g. can use benefits/other funding.
- c) Acknowledgement of the need for LCC to save money.
- d) Each case should be assessed individually/ support prioritised.
- e) Proposal is fair/reasonable.

Some consultation respondents also agreed with the proposal to implement the offer of a Personal Transport Allowance for eligible post-16 learners with SEND. These respondents stated that:

- a) The proposal is fair/reasonable.
- b) Will provide more flexibility/independence.
- c) Each case should be assessed individually/ support prioritised.
- d) Proposal is fair provided the transport is appropriate and safe.
- e) Acknowledge need for LCC to save money.

The recommended proposals aim to achieve greater independence and improved outcomes for young people with SEND. Feedback from consultation also indicated that such proposals may present families with challenges. Therefore, in addition to the proposed transitional arrangements and exceptional circumstances criteria, an Implementation Group, comprising key stakeholders and led by a Children and Families project team, will be established to oversee the implementation of any agreed new policy. An evaluation exercise, including feedback from young people and families, will be carried out after the first year of implementation to learn lessons and build from strengths.

Action required:

- 1) **Establishment of an implementation Group** comprising key stakeholders and led by a Children and Families project team to oversee the implementation of any agreed new offer. An evaluation exercise, including feedback from young people and families, would be carried out after the first year of implementation to learn lessons and build from strengths.
- 2) **Agree Exceptional Circumstances criteria.** To help mitigate against negative impact for young people with the most complex needs, exceptional circumstance criteria will be agreed that allows the council to continue to provide transport assistance on a discretionary basis.
- 3) **Agree Transitional Arrangements.** Any changes to policy approved would be phased in so that the new criteria would only apply to new transport applications for the 2025/26 academic year onwards, or from September 2025 where a learner's circumstances have change, such as a house move or change of learning setting.

8b. Negative impact:

Whilst there is no absolute obligation for the Local Authority to make provision for post 16 SEND transport, the level of discretionary support to all post 16 transport must be one the local authority considers necessary given its various statutory duties to promote and help facilitate further and higher education. Historically the authority has considered its discretionary offer generous. This doesn't mean the discretionary offer cannot be changed; however, the authority must be mindful of the impact any changes may have.

Consultation has been undertaken in accordance with legal guidance through close working with colleagues in Consultation and Engagement to ensure the best standards of consultation were followed. This is reflected in the consultation findings, with 97% of those who engaged via the consultation survey responding that they found the consultation information provided useful or very useful.

The feedback gathered from the consultation highlighted some concerns about the negative impact on young people (aged 16-25) with SEND, as well as their families. In addition to the quantitative data collected, it is essential to consider the detailed comments received, which have been categorised into key themes focusing on the potential negative impacts on equality issues.

Disability

Young people with disabilities would be the most affected group, as all current recipients of post-16 and post-19 SEND Transport Assistance hold the protected characteristic of 'Disability'. A significant proportion of those receiving this assistance have Autistic Spectrum Disorder (26.89%), social, emotional, and mental health needs (17.52%), or speech, language, and communication needs (17.52%). These groups may be disproportionately impacted by the proposed changes compared to young people with other types of disabilities.

Service Response and Mitigation

The proposed changes include several measures to address the challenges raised by respondents. The introduction of a Personal Travel Allowance (PTA) gives parents and carers increased flexibility to arrange transport that meets a young person's specific needs and family circumstances.

Leeds City Council will continue to offer an element of discretionary transport assistance to eligible young people. To help mitigate negative impact on young people with the most complex needs, the council will continue to provide transport assistance on a discretionary basis to young people who meet exceptional circumstance criteria.

To assist with decision-making, transport discussions would begin earlier, starting in Year 9 as part of the Education, Health, and Care Plan (EHCP) review process. This would provide families with a clear understanding of the available transport options and help set realistic expectations for post-16 travel assistance. Early engagement will allow families to plan and prepare for routine changes in advance.

The new policy will be phased in starting with applications for transport assistance for the 2025/26 academic year onwards. This means a post-16 learner with SEND, with an award of transport assistance already in place, will continue to receive that award until their current phase of learning was to conclude, or if their circumstances were to change (such as a move of house or learning setting, or their needs were to change) meaning a new application for transport assistance was required. This gives young people and their families adequate time to consider their transport options before making decisions about post-16 education.

Deprivation and Impacts for Parents/ Carers

Over a third (36.46%) of young people receiving post-16 SEND Transport Assistance live in the most deprived areas, according to the 1st decile of the Index of Multiple Deprivation (IMD), with an additional 13.5% from the 2nd decile. This highlights the potential financial strain the proposed changes could pose for parents and carers of young people with SEND, many of whom may already experience financial hardship. A reduction in transport support could further contribute to these challenges.

Service Response and Mitigation

The local authority is statutorily obliged to make free of charge home to school travel arrangements for eligible children of compulsory school age; there is no similar statutory obligation on the local authority to provide transport for post-16 learners, this is currently provided on a discretionary basis. As demand for such discretion increases, so does the pressure on the Council's budgets. Leeds City Council remains committed to continuing to provide an element of discretionary transport assistance for post-16 learners with SEND, along with a series of exceptional circumstances where transport would be provided, focussing this support to those young people and families most in need.

The is a continued offer to support young people who can travel independently to do so, and the Council have increased the Independent Travel Training capacity. At the end of this programme, the young person will receive an annual bus pass, free of charge, to enable them to travel to and from their learning setting. This assistance will support increased independence and the transition into adulthood.

Since 2009 the ITT Team have enabled over 2000 Leeds children and young people to achieve independence with travel on their journeys between home and school, SILC, or college. Testimonials received from families and young people demonstrate the positive impact ITT can have on some young people with SEND's lives. Here are two testimonials, one from a parent of a young person with SEND and another rfrom a young person with SEND themselves:

"The ITT project has been brilliant to my daughter and the whole family all together. I didn't think that I would ever be able to let my daughter walk alone to school but after the completion of the training I am more at ease now. My daughter's confidence has grown and I am so proud of her achievement, I can't thank her travel buddy enough for the support and care she has provided to my daughter."

"I found the project helpful, and I enjoyed the training on the bus to get to college and how to cross the roads safely. I was very nervous about travelling to college using public transport, but after the training I am now capable of travelling to and from college on my own."

For families living further from post-16 learning settings, the Personal Travel Allowance (PTA) will be linked to distance bandings which consider distance from a young person's home to the named learning setting in their EHCP, with the PTA increasing for longer distances.

Implementation of the proposed changes will be phased in, ensuring families are provided with details of the new proposed Children and Families Transport Policy in advance of the changes coming into for the 2025/26 academic year onwards.

For parents who may require support in managing transport budgets, council staff will be available to provide guidance. The Post 16 Transport Statement, which accompanies the current Children's Transport Policy, will also be updated with appropriate advice and guidance and will signpost families to available support outside the Council.

To help manage potential logistical challenges, parents and carers are encouraged to explore flexible working arrangements in partnership with schools and employers. In some cases, extended family members may also assist, and options such as shared minibus services or carpooling could offer practical solutions. Additionally, families may be able to access alternative funding sources to supplement the PTA. These include:

- Some young people with a disability may be entitled to a Personal Independence Payment (PIP), to help with some of the extra costs caused by long-term ill-health or a disability.

- Accessing up to £1,200 through the 16-19 bursary fund to support access to post-16 education.
- In addition to arrangements made by the local authority, governing bodies of post-16 learning may also provide support with transport costs and transport provision.

Sex

The majority of recipients eligible for post-16 SEND Transport Assistance are male (71.34%), suggesting that males are disproportionately more likely to be impacted by the proposed changes, although females will also be affected. Statistically (House of Commons Library, 2024), boys tend to perform worse than girls on most major educational indicators throughout their school years.

Service Response

While it is important to acknowledge that more males will be affected, it should be noted that Post-16 SEND Transport Assistance is needs-based. Support is provided to all young people who meet the criteria, regardless of sex.

Ethnicity

Post-16 SEND Transport Assistance is provided to young people from a variety of ethnic backgrounds. The proposed changes would most significantly impact White British young people, who represent 64.65% of those receiving this support. The next most affected ethnic groups are Black African (5.71%) and Other Pakistani (4.09%).

Service Response

While it is important to consider the ethnic composition of the young people receiving post-16 SEND Transport Assistance, it is essential to highlight that Post-16 SEND transport assistance is needs-based. Support is provided to all young people who meet the eligibility criteria, regardless of their ethnic background.

Age

The proposed changes to the discretionary support element of the current Children's Transport Policy would specifically affect the post-16 SEND cohort. If approved by the Executive Board, these changes would be implemented gradually, with the new criteria applied to applications received for the 2025/26 academic year onwards. This means that the first cohort to be impacted will be children currently in National Curriculum Year 10.

As students are legally required to remain in education until the age of 18, it is important to consider the potential negative impact of these changes on those aged 16 to 18. Additionally, young people and adults with SEND who have an Education, Health, and Care Plan (EHCP) are entitled to access education until the age of 25, so the potential impact on this extended age group must also be considered. Ensuring that both groups continue to have access to education is a key consideration in the review of the transport policy.

Service Response and Mitigation

Leeds City Council will continue to offer an element of discretionary transport assistance to eligible young people. To help mitigate negative impact on young people with the most complex needs, the council will continue to provide transport assistance on a discretionary basis to young people who meet exceptional circumstance criteria.

To assist with decision-making, transport discussions would begin earlier, starting in Year 9 as part of the Education, Health, and Care Plan (EHCP) review process. This would provide families with a clear understanding of the available transport options and help set realistic expectations for post-16 travel assistance. Early engagement will allow families to plan and prepare for routine changes in advance.

Learners identified as having the highest and most complex needs will continue to receive transport support to ensure access to post-16 education. Additionally, young people with complex needs may be eligible for a higher rate of mobility component, providing further financial assistance to support their transport needs.

By phasing in the changes gradually, families will have ample time to understand the policy and prepare for any adjustments, ensuring a smooth transition for learners currently in National Curriculum Year 10 and beyond.

Action required:

- To assist with decision-making, transport discussions would begin earlier, starting in Year 9 as part of the Education, Health, and Care Plan (EHCP) review process. This will provide families with a clear understanding of the available transport options and help set realistic expectations for post-16 travel assistance. Early engagement will allow families to plan and prepare for routine changes in advance.

9. Will this activity promote strong and positive relationships between the groups/communities identified?

Yes

No

Please provide detail:

It is expected that some young people and adults with SEND will continue to be empowered through Independent Travel Training, supporting them to be more confident and safer to travel independently. This will provide them with more opportunities to build strong positive relationships with their peers, groups and communities.

Provision of assistance by way of a transport allowance will promote greater independence for some young people and adult with SEND, reducing their reliance on the council and them being more integrated into communities, supporting their preparation for adulthood or/and prepare them to enter Adult Services provision where there is an increasing offer of personal budgets as an alternative to depending on the council for services.

Additionally, by the council working with schools, Special Inclusion Learning Centres, colleges and other learning settings through establishing a Travel Training Programme

embedded within a young person's learning, supports the development of strong relationships between a young person and staff within their learning settings.

Action required:
Work with partners, including schools and third sector organisations to encourage the development of networks that aid communication between families and support them to make shared arrangements and share knowledge and support with one another.

Provide initial communication to services, schools, parents and children and young people about any recommendation on proposals to service changes. Thereafter provide regular information on the transportation available and where to get further support advice and guidance on transport to educational settings.

10. Does this activity bring groups/communities into increased contact with each other? (for example, in schools, neighbourhood, workplace)

Yes No

Please provide detail:
It is expected that, wherever it is possible, post-16/19 learners with SEND will be supported to become more confident to travel independently. As a result, they will have more opportunities to be in contact with each other as students while travelling through flexible means or with other members of their communities and peer groups.

There may be opportunities for the council and families to work together with learning settings to look for opportunities for parents and carers to put agreed shared travel arrangements in place for students, pooling resources to pay for taxis/mini-buses, or to drive the young people to school or college.

Action required:
The council should actively encourage schools and colleges to assist their families to agree shared travel arrangements for students. Families should be encouraged to pool resources (PTA payments) to pay for shared taxis/minibuses; to cover the cost of driving young people to school or college; or to arrange a travel assistant or friend to cycle, wheel or walk with the young person

11. Could this activity be perceived as benefiting one group at the expense of another? (for example where your activity or decision is aimed at adults could it have an impact on children and young people)

Yes No

Please provide detail:
All young people assessed as eligible for travel assistance will be provided support appropriate to their level of need.

Action required:

n/a

12. Equality, diversity, cohesion and integration action plan

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

Action	Timescale	Measure	Lead person
<p>Gaps in equality and diversity information should be addressed through improved data collection and management.</p> <p>It is recommended that Leeds City Council's unique pupil reference number be integrated into the passenger transport software. This would allow the service to collate and analyse data more effectively.</p> <p>Meetings are taking place with Integrated Digital Services to discuss future data requirements with an aim is to provide quality reports directly from transport reporting systems.</p>	<p>March 2025</p>	<p>Improved data should be available from Passenger Transport following a software reporting update, expected in Mid-November.</p> <p>Improvements to be measured against the project plan by transport project board and signed off by the senior responsible officer within the required timescale.</p>	<p>Deputy Director for Learning.</p>
<p>Recommendations and any proposed mitigation against potential negative impacts in terms of equality and diversity</p>	<p>May 2025</p>	<p>New Children and Families Transport Policy (October 2024) Published</p>	<p>Deputy Director for Learning, Assets & Access Lead, Children & Families</p>

Action	Timescale	Measure	Lead person
should be shaped by the consultation feedback received.		New Post 16 Transport Statement 2025 Published	
Establishment of an Implementation Group comprising key stakeholders and led by a Children and Families project team to oversee the implementation of any agreed new offer. An evaluation exercise, including feedback from young people and families, would be carried out after the first year of implementation to learn lessons and build from strengths.	March 2025	Group members confirmed. Term of Reference of Group, meeting schedules, and evidence for evaluation to be established.	Deputy Director for Learning, Children and Families.
Exceptional Circumstances criteria as described in the Executive Board report October 2024. To help mitigate against negative impact for young people with the most complex needs,	September 2025	New Children and Young People's Transport Policy (October 2024) Published New Post 16 Transport Statement 2025 Published	Deputy Director for Learning, Assets & Access Lead, Children and Families

Action	Timescale	Measure	Lead person
<p>exceptional circumstance criteria should be agreed that allows the council to continue to provide transport assistance on a discretionary basis.</p>		<p>Term of Reference for the Children’s Transport Panel to include the review of exceptional circumstances cases.</p>	
<p>The council should actively encourage schools and colleges to assist their families to agree shared travel arrangements for students. Families should be encouraged to pool resources (PTA payments) to pay for shared taxis/minibuses; to cover the cost of driving young people to school or college; or to arrange a travel assistant or friend to cycle, wheel or walk with the young person</p>	<p>September 2025</p>	<p>Work carried out with partners, including schools and third sector organisations to encourage the development of networks that aid communication between families and support them to make shared arrangements and share knowledge and support with one another.</p>	<p>Deputy Director for Learning, Assets & Access Lead, Children and Families, Passenger Transport (CEL)</p>
<p>Transitional arrangements to phase changes in as described in Exec Board report October 2024. Any changes to policy approved, would be phased in so that the new criteria would only apply</p>	<p>September 2025</p>	<p>New Children and Young People’s Transport Policy (October 2024) Published</p> <p>New Post 16 Transport Statement 2025 Published</p>	<p>Deputy Director for Learning, Assets & Access Lead, Children and Families</p>

Action	Timescale	Measure	Lead person
<p>to new transport applications from September 2025, or where a learner's circumstances have change, such as a house move or change of learning setting.</p> <p>To assist with decision-making, transport discussions will begin earlier, starting in Year 9 as part of the Education, Health, and Care Plan (EHCP) review process. This will provide families with a clear understanding of the available transport options and help set realistic expectations for Post-16 travel assistance. Early engagement will allow families to plan and prepare for routine changes in advance.</p>	January 2025	Transport guidance and policy training to be provided to SENSAP staff.	Deputy Director for Learning, Assets & Access Lead, SENSAP Lead, Children and Families
Guidance on safeguarding to be produced and disseminated to families choosing transport for young people with SEND.	May 2025	Guidance produced and available for families to access.	Assets & Access Lead
Families have raised awareness of the funding sources they can access.	May 2025	Details of alternative funding sources such as bursaries and concessions are included in	Assets & Access Lead

Action	Timescale	Measure	Lead person
		the new Post 16 Transport Statement.	

13. Governance, ownership and approval

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job title	Date
Julie Longworth	Director Children & Families	
Date impact assessment completed		

14. Monitoring progress for equality, diversity, cohesion and integration actions (please tick)

- As part of Service Planning performance monitoring
- As part of Project monitoring
- Update report will be agreed and provided to the appropriate board
Please specify which board- CFSLT – Executive Board
- Other (please specify)

15. Publishing

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality impact assessment should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality impact assessments that are not to be published should be sent to equalityteam@leeds.gov.uk for record.

Complete the appropriate section below with the date the report and attached assessment was sent:

For Executive Board or Full Council – sent to Governance Services	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: