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Date: Wednesday, 09 January 2013

Overview and Scrutiny
Town Hall
Castle Circus
Torquay
TQ1 3DR

Dear Member

PRIORITIES AND RESOURCES 2013/2014 REVIEW PANEL - TUESDAY, 15 JANUARY 2013

I am now able to enclose, for consideration at the the Priorities and Resources 2013/2014 Review Panel to be held on Tuesday, 15 January 2013, the following reports that were unavailable when the agenda was printed.

Agenda No	Item	Page
2.	Children's Services: Families - Localities: Attendance Improvement Service	(Pages 23 - 38)
3.	Children's Services: Schools - Home to School Transport	(Pages 39 - 49)

Yours sincerely

Kate Spencer
Clerk

Please Note: this is a draft impact assessment on a budget proposal. Final impact assessments will be published with final budget papers for the full council meetings taking place in February 2013

Agenda Item 2

Budget Proposals 2013/14: Major Decision: Business Unit: Families - Attendance Improvement Service

Combined Impact Assessment: Full assessment

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1st April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

Page 2

Name: Nigel Denning

Position: Head of Family Services

Business Unit: Children and Families – Localities

Department: Attendance Improvement Service

Date Commenced: 12.11.12

Date: January 2013 v5

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Summary from Overall Proposal (Updated as required)

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals <ul style="list-style-type: none"> Potential risks Impact on community Knock on impact to other agencies 	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Attendance Improvement Service		96			<ul style="list-style-type: none"> Potential risk of reduced capacity to deliver services. Potential for increased enforcement activity. 		X	

Page 6

Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>There are national changes to the way the funding formula for Attendance Improvement/Education Welfare services is calculated and provided. In response to this national change, the Local Authority Attendance Improvement Service will be restructured to deliver only on the statutory responsibilities/requirements placed upon the Local authority in relation to securing school attendance. The existing service provides functions over and above the statutory duties such as assistance with policy and practice development, monitoring data, preventative interventions with individual children.</p> <p>The statutory duties are in relation to enforcement of school attendance and prosecution when necessary including issuing penalty notices and the supervision of Education Supervision Orders (ESO) and/or Parenting Orders; the statutory audit of school attendance registers to ensure legal compliance; responding to and investigating Children Missing from Education (CME); the issuing of work permits and checking/ monitoring of employers, conducting chaperone interviews and related training and induction for chaperones including safeguarding.</p> <p>The changes to national schools funding and this being transferred direct to schools will enable the schools to negotiate</p>

No	Question	Details
		<p>and 'buy' in' / commission the non statutory education welfare /attendance support service direct if they so wish to address any poor school attendance and ensure their school attendance continues to rise in response to national requirements and inspection standards. We are currently in discussions with all Torbay schools to develop a new service specification that the schools may want to commission the local authority to deliver.</p> <p>The delivery of the statutory attendance functions has formed a small part of the service delivery with a significant emphasis being placed on preventative activity. Whilst the success of intervening early to improve attendance is well evidenced the funding for this activity will sit with schools from the 1st April 2013.</p> <p>Early consultation with the schools suggests a desire to maintain capacity for direct delivery of interventions with children to improve attendance but also to make better use of home visits and family work which does not feature as part of the current delivery model. Creating a new specification will ensure services are developed and delivered in accordance with the whole family approach and build on best practice. Schools have indicated they are less likely to need support with policy development and monitoring data. The new specification will be funded by schools directly either as individuals or collectively in geographical consortiums.</p> <p>Improving school attendance has been one of our key priorities. We have made significant progress over the last three years and attendance has improved year on year. The last Local Authority School Attendance Improvement Service Evaluation Report (July 12) was extremely positive. Head teachers and/or school attendance leads were extremely positive about the difference this service had made to their schools and ultimately in improving school attendance. In light of this feedback and evidence, we are hopeful that the majority of academies will want to continue to fund non statutory attendance improvement support.</p>
2.	<p>Who is intended to benefit / who will be affected?</p>	<p>Schools as funding will transfer from the Local Authority directly to them; they will be responsible for the continuation of such attendance support services to prevent the need for prosecution and to address poor school attendance at the earliest opportunity. The schools will need to make a decision on how they will deliver this service.</p> <p>Children, young people and their families who currently benefit from this service and the support provided. Poor school attendance is well documented by the governments expert advisor on Behaviour (Charlie Taylor) in the Improving Attendance in School (2012) paper, in which he states that:</p>

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No	Question	Details
		<p><i>'Of pupils who miss more than 50% of school only 3 % manage to achieve 5 or more GCSEs at grades A*-C including Maths and English. 73% of pupils who have over 95% attendance achieve 5 or more GCSEs at grades A*-C'.</i></p> <p>There will be a reduction in the number of Staff directly employed by the local authority as Attendance Improvement Officers. The schools however may choose to commission the Local Authority to deliver preventative attendance services.</p>
3.	<p>What is the intended outcome?</p>	<p>To implement a restructure of the Attendance Improvement Services to provide the statutory duties, while providing schools with the opportunity to buy back a service which meets their needs.</p>

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Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

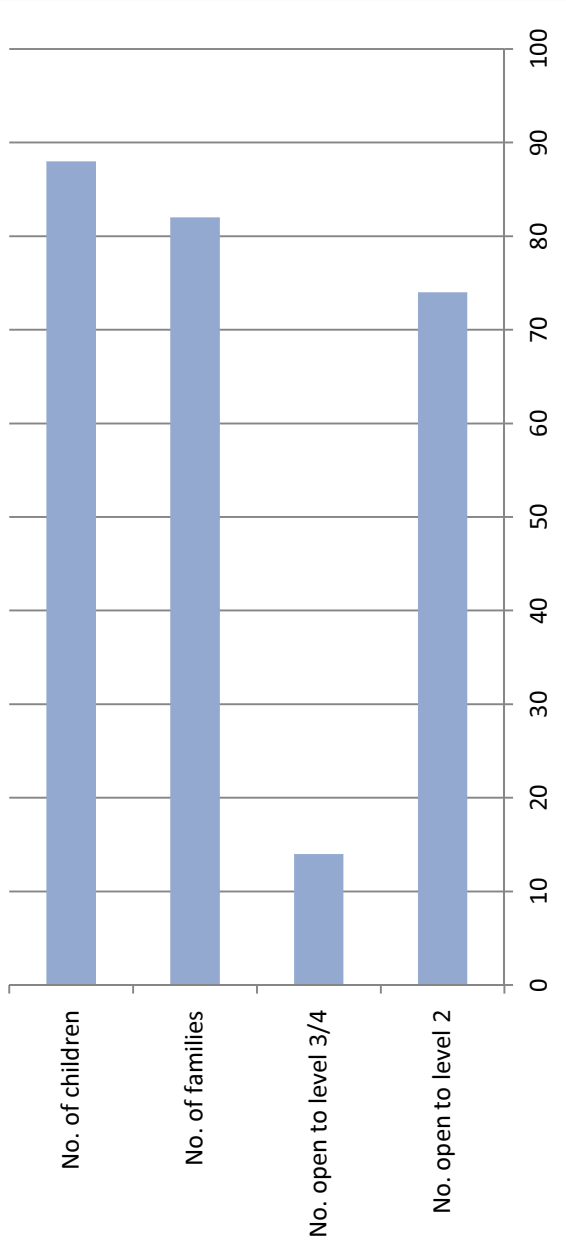
The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

Evidence, Consultation and Engagement

		Details		
		<u>Attendance Report</u>		
		Note: Information is correct as of 04/01/2013		
		1. Number of children currently supported through the service.		
No	Question	No. of Children as of 04.01.2013	No. of families as of 04.01.2013	No. of children open to level 2
4.	Have you considered the available evidence?	88	82	74 (84%)
			14 (16%)	

Details

Children and Families Supported by the AIS



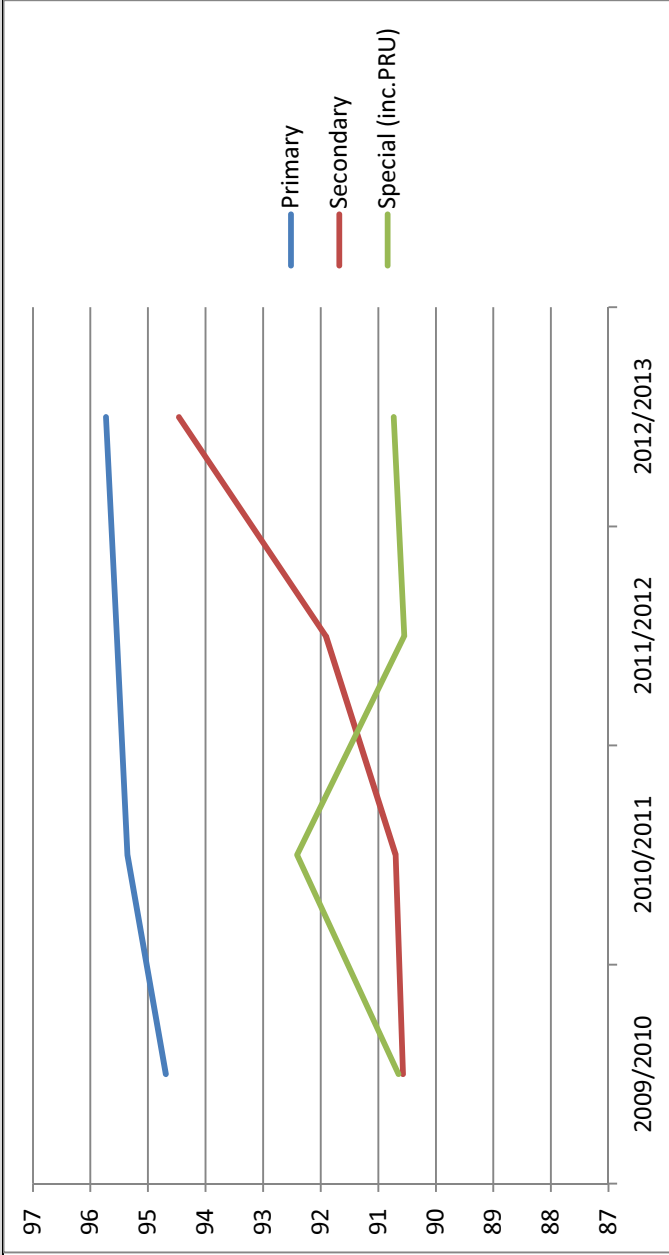
2. Current rates of absence and previous years to demonstrate trends

	09/10	10/11	11/12	12/13 to date (provisional)
Primary	94.69%	95.36%	95.54%	95.73%
Secondary	90.57%	90.70%	91.91%	94.46%
Special (inc PRU)	90.65%	92.41%	90.55%	90.73%

No Question

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In relation to Primary Schools there was an initial improvement between the figures for 2009 -2010 and 2010-2011 of 0.67%, although the subsequent years show a smaller increase of 0.18% and 0.19% repetitively there has been improvement every academic year since 2009/2010. It should be noted that the data for 2012/2013 is provisional.

In relation to Secondary Schools again there has been improvement every academic year from 2009/2010 in the total attendance % and the % of improvement itself, with improvements of 0.13%, 1.21% and 2.55%, each academic year. Although again the data for 2012/2013 is provisional.

In relation to Special Schools after an initial improvement of 1.76% from 2009/2010 – 2010/2011, there was a decline in 2011-2012 of 1.86%, resulting in attendance being 0.10% lower in 2011/2012 compared to 2009/2010. The provisional data for 2012/2013 shows an increase of 0.18% on the 2011/2012, which results in it being 0.08% above the 2009/2010 data and 1.63% lower the Special Schools' highest attendance rate in 2010/2011.

Details

3. Number of enforcements / prosecutions over last 3 years

Penalty Notices 2010/2011	Penalty Notices 2011/2012	Penalty Notices 09/2012 – Present Day	TOTAL
97	76	59	232

Education Supervision Order 2010/2011	Education Supervision Order 2011/2012	Education Supervision Order 2012 – Present Day	TOTAL
3	3	1	4

Prosecution 2010/2011 for Non Payment of PN	Prosecution 2011/2012 for Non Payment of PN	Prosecution 2012- Present Day for Non Payment of PN	TOTAL
0	1	2	3

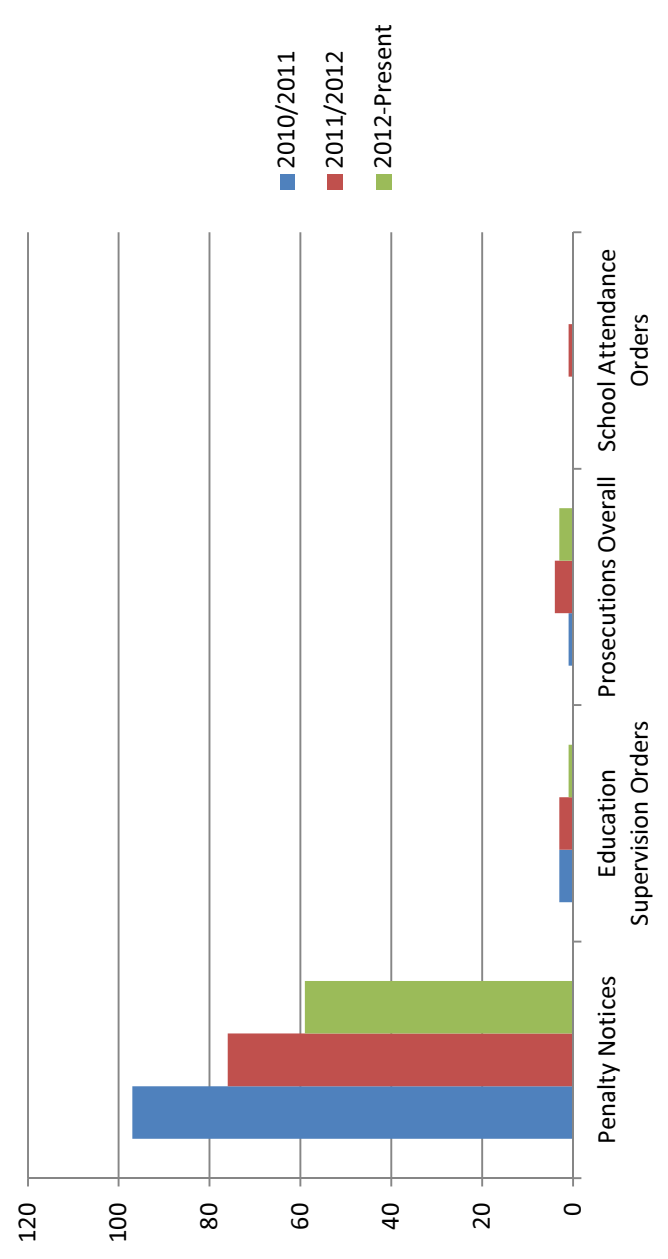
Prosecution 2010 /2011 for Non Attendance	Prosecution 2011 /2012 for Non Attendance	Prosecution 2012 –Present Day for Non Attendance	TOTAL
1	3	1	5

School Attendance Orders 2010/2011	School Attendance Orders 2011/2012	School Attendance Orders for 2012 – Present Day	TOTAL
0	1	0	1

No Question

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Details



4. Supporting evidence complete with references that this type of a service improves attendance and outcomes later on.

'If a school can improve attendance by 1% they will see a 5-6% improvement in attainment' (Department for Children, Schools & Families).
 The Government recognises a clear link between poor attendance at school and lower academic achievement. In a paper written by Charlie Taylor, The Government's Expert Advisor on Behavior (Improving Attendance at School (2012)) he states that:
'Of pupils who miss more than 50% of school only 3% manage to achieve 5 or more GCSEs at grades A-C including Maths and English. 73% of pupils who have over 95% attendance achieve 5 or more GCSEs at grades A*-C.'*
 He also states that:

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No	Question	Details
		<p><i>'The evidence shows that children with poor attendance are more likely not to be in education, employment to training (NEET) when they leave school'.</i></p> <p>When talking about poor attendance in early years, Charlie Taylor states that children</p> <p><i>'have little chance of catching up their peers if their attendance is bad. If they fail to succeed early on in their school careers they are likely to get further behind; disillusionment with education sets in and they become excluded or begin to truant'.</i></p> <p>When looking at effective school practice Charlie Taylor states that the schools that have the most impact in improving attendance and as such improving children's long term outcomes, are the ones where a multi-agency approach is taken and the 'schools used education welfare officers, social services, the police and the courts'.</p> <p>This is further evidenced in <i>Malcom. H, Wilson. V, Davidson. J and Kirk. S: Absence from School: A Study of its causes and effects in seven LEAs, Department for Education (2003)</i>, where due to the effectiveness in these LEAs of the Education Welfare Service, it was found that <i>"more EWO input was needed"</i>.</p> <p>In relation to Torbay Council, the Attendance Improvement Service has been in place since January 2009 and over this time as can be seen from section 2 above; there has been a gradual increase in the attendance % in schools across Torbay. Considering this in relation to the research outlined above the Attendance Improvement Service in Torbay can be considered to have had a positive impact on the attendance and as such the outcomes of the children and young people in these schools.</p>
5. No	How have you consulted on the proposal?	<p>Consultation is currently taking place with schools which will outline the proposal to re-structure and to minimise the impact of this saving and support services to ensure such attendance support services are commissioned by schools.</p>
6.	Outline the	<p>Schools have completed a consultation questionnaire as to which aspects of attendance improvement would they be interested to</p>

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Details																						
No	Question																					
	<p>develop a service specification and potentially commission the local authority to delivery (see results below)</p> <table border="1"> <caption>Bar Chart Data: Commissioning Local Authority to Delivery</caption> <thead> <tr> <th>Category</th> <th>Torquay (%)</th> <th>Paignton/Brixham (%)</th> </tr> </thead> <tbody> <tr> <td>Late Gates</td> <td>80</td> <td>35</td> </tr> <tr> <td>Home visits and family work to address attendance</td> <td>95</td> <td>105</td> </tr> <tr> <td>Providing direct work with children/young people</td> <td>75</td> <td>80</td> </tr> <tr> <td>Data analysis</td> <td>40</td> <td>40</td> </tr> <tr> <td>Help with monitoring data</td> <td>50</td> <td>15</td> </tr> <tr> <td>Help with developing policy, advice and guidance to staff</td> <td>50</td> <td>30</td> </tr> </tbody> </table>	Category	Torquay (%)	Paignton/Brixham (%)	Late Gates	80	35	Home visits and family work to address attendance	95	105	Providing direct work with children/young people	75	80	Data analysis	40	40	Help with monitoring data	50	15	Help with developing policy, advice and guidance to staff	50	30
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Data analysis	40	40																				
Help with monitoring data	50	15																				
Help with developing policy, advice and guidance to staff	50	30																				
7.	<p>What amendments may be required as a result of the consultation?</p> <p>To be completed following consultation.</p>																					

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Positive and Negative Equality Impacts

No	Question	Details		
<p><i>It is not enough to state that a proposal will affect everyone equally. There should be more in-depth consideration of available evidence to see if particular groups are more likely to be affected than others – use the table below. You should also consider workforce issues. If you consider there to be no positive or negative impacts use the 'neutral' column to explain why.</i></p>				
		Positive Impact	Negative Impact	Neutral Impact
8.	Identify the potential positive and negative impacts on specific groups			
	All groups in society generally			This proposal will primarily affect schools, children / young people and their families.
	Older or younger people	Schools will be able to determine the service which will meet the individual requirements of their own setting. The result of this is that children / young people will be better supported in relation to attendance.	Some children / young people may receive a different service than they have received previously. This will depend on the discretionary services which schools buy back.	
	People with caring responsibilities	Through the services schools decide to buy back, the needs of parents / carers will be supported in helping them address any issues in relation to their child's school attendance.	Some parents / carers may receive a different service than they have received previously. This will depend on the discretionary services which schools buy back.	
	People with a disability			There is no differential impact.
	Women or men			There is no differential impact.
	People who are black or from a minority ethnic background (BME)			There is no differential impact.
	Religion or belief (including lack of belief)			There is no differential impact.
	People who are lesbian, gay or bisexual			There is no differential impact.
	People who are			There is no differential impact.

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Details	
No	Question
	transgendered
	People who are in a marriage or civil partnership
	Women who are pregnant / on maternity leave
	There is no differential impact.
	There is no differential impact.
9.	<p>Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?</p> <p>The Attendance Improvement Service will continue to provide a statutory service with regards to school attendance. The service will work with head teachers and governors, including academies, to see if schools would like to buy back and discretionary services which meet their needs in securing school attendance.</p>

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Section 3: Steps required to manage the potential impacts identified

No	Action	Details
10.	Summarise any positive impacts and how they will be realised most effectively?	<p>Outline any positive impacts that you have identified relating to equalities and how these impacts will be realised most effectively. What ways can the positive impacts be maximised? Use the action plan on page 6 to outline actions, responsible officers and timescales</p> <p>The local authority is working collaboratively with schools to develop a service specification that they fund directly to provide preventative interventions to improve attendance. The new delivery model will provide a greater sense of ownership for the schools, provide a responsive service to meet needs, provide opportunities to fill gaps in existing delivery models, be more cost efficient.</p>
11.	Summarise any negative impacts and how these will be managed?	<p>Outline any negative impacts that you have identified relating to equalities and how these impacts will be managed / monitored so that they are reduced / eliminated or mitigated. What ways can the negative impact be minimised? Use the action plan on page 6 to outline actions, responsible officers and timescales.</p> <p>The level of knowledge and skills within schools is variable; the Local Authority will however retain a reduced attendance improvement service and will be able to provide advice and guidance to schools on how they can improve attendance on a consultation basis. There is a risk that there will be a reduction in preventative activity and therefore an over reliance on statutory interventions. The Local Authority will continue to work collaboratively with schools to reduce this risk and monitor the impact.</p>

Section 4: Course of Action

No	Action	Details
12.	State a course of action [please refer to action plan on page 9]	<p>Clearly identify an option and justify reasons for this decision. The following four outcomes are possible from an assessment (and more than one may apply to a single proposal). Please select from the 4 outcomes below and justify reasons for your decision - If '3' please provide full justification :</p> <p>Where: -</p> <p>Outcome 1: No major change required - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken.</p> <p>Outcome 2: Adjustments to remove barriers – Action to remove the barriers identified in relation to equalities have been</p>

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taken or actions identified to better promote equality.

Outcome 3: Continue with proposal - Despite having identified some potential for adverse impact / missed opportunities in relation to equalities or to promote equality. Full justification required, especially in relation to equalities, in line with the duty to have 'due regard'.

Outcome 4: Stop and rethink – EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified.

Section 5: Monitoring and Action Plan

No	Action	Details
13.	Outline plans to monitor the actual impact of your proposals	<p>The full impact of decisions will only be known once it is introduced. Identify arrangements for reviewing the actual impact of proposals once they have been implemented. Please also use the action plan below.</p> <p>Monitoring of absence rates, penalty notices issued and number of prosecutions.</p> <p>Monitoring of Service Level Agreements with schools who do buy back discretionary aspects of the service, this will include feedback from service users.</p>

Please use the action plan below to summarise all of the key actions, responsible officers and timescales as a result of this impact assessment

Action plan

Please detail below any actions you need to take: -

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Consultation with all schools on the impact of reducing the attendance improvement service to its statutory minimum. The consultation will also explore 'buy back' opportunities for schools	Explore opportunities for schools to increase capacity by buying back in services for young people with attendance issues.	Funding briefing and presentation to Behaviour and Attendance Partnership on 16 th Nov 12 – officer time	Head of Family Services	16/11/12

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2	Drawing up Service Level Agreement with schools and academies	Clear processes that identifies opportunities to reduce the impact on vulnerable groups.	Officer time	Head of Family Services	End of January 2013
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Agenda Item 3

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Budget Proposals 2013/14: Major Decision: Business Unit: Children's Services: School Commissioning – Home to School Transport

Combined Impact Assessment: Full assessment (Part 2)

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1st April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

Name: Tricia Harwood

Position: Admissions, Transport and Development Officer

Business Unit: School Commissioning

Department: Admissions

Date Commenced: 23.11.12

Date: January 2013 (v5)

Please Note: this is a draft impact assessment on a budget proposal. Final impact assessments will be published with final budget papers for the full council meetings taking place in February 2013

Summary from Overall Proposal (Updated as required)

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Home to School Transport – change of policy to entitlement to free/subsidised transport		Up to £66,000	TBC	1/9/13	<ul style="list-style-type: none"> Potential risks Impact on community Knock on impact to other agencies 			X

Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1. 40	Clearly set out the purpose of the proposal	<p>To remove discretionary transport assistance for home to school / college transport with effect from 1st September 2013. Children's Services will continue to provide the statutory services in relation to home to school / college transport.</p> <p>All local authorities have a statutory duty to make arrangements for the provision of transport as they consider necessary to facilitate school attendance. This includes:</p> <ul style="list-style-type: none"> Providing transport assistance to pupils of statutory school age travelling to and from school if they live further than the statutory walking distance from their nearest school (this is two miles for pupils aged 7 and under and three miles for pupils aged 8 and over). Secondary pupils from low income families are entitled to free transport to any of the three nearest suitable schools that are more than two and less than six miles away, and to a denominational school up to 15 miles away. Normally assistance is in the form of a free bus pass. <p>Local Authorities have a duty to have regard to parental wishes for a faith/denominational school. They also have a duty to raise the participation in Post 16 education and training.</p>

No	Question	Details
<p style="text-align: center;">Page 41</p>		<p>Currently Torbay Council provides additional non-statutory (discretionary) assistance in a range of circumstances, as follows:</p> <ol style="list-style-type: none"> i. A financial contribution to the cost of a bus pass for pupils attending St Cuthbert Mayne on grounds of faith, where they live further than 3 miles away and do not qualify for statutory assistance. In 2012-13 the cost of a bus pass to the council is £515 and we charge parental contributions at £490 so the net cost to the council per paying pupil is £25. There is an additional subsidy of £245 per second child and £490 per third and subsequent child in a single family. The total annual cost to the council of this support to 62 pupils is approximately £4,000. The cost of purchasing an annual bus pass from Stagecoach by a parent is £575. ii. A financial contribution to the cost of a bus pass for pupils attending a selective school who live more than three miles away, are not entitled to statutory transport assistance and live within the designated transport area for the school. The net cost and subsidy are as in (i) above. The total annual cost of this support to 42 pupils is approximately £2,520. iii. The provision of a free bus pass to pupils from low income families to any secondary school between 2 and 6 miles away, even if it is not one of the three nearest suitable schools. This costs the council around £15,000 a year. iv. A financial contribution to the cost of a bus pass for 144 post-16 students studying in school sixth forms, where they live further than three miles away. The council makes a net contribution of £25 per student, or £415 per student for low income families. The annual cost to the council is approximately £22,320. v. A block contribution to South Devon College for assistance with transport of £70,000 per year.
<p>2.</p>	<p>Who is intended to benefit / who will be affected?</p>	<p>Families who currently have access to free or subsidised transport on a discretionary basis.</p> <p>There may also be an adverse impact on denominational (i.e. Church of England / Roman Catholic) schools and selective schools (i.e. Grammar schools) in Torbay and on South Devon College.</p> <p>The key stakeholders in relation to this proposal are:</p> <ul style="list-style-type: none"> • Schools • Families • Children / parents / carers
<p>3.</p>	<p>What is the intended outcome?</p>	<p>To review the policy and criteria in relation to discretionary transport assistance for home to school transport.</p>

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Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

Evidence, Consultation and Engagement

No	Question	Details
4.	Have you considered the available evidence?	<p>Pupils living more than 2 miles from school (aged 7 and under) or 3 miles (aged 8 and over) are legally entitled to free transport and are provided with a bus pass.</p> <ul style="list-style-type: none"> • The number of pupils currently eligible for discretionary transport on religion / faith grounds and paying a contribution towards the cost of transport is 62. • The number of pupils currently eligible for discretionary transport to a selective school and paying a contribution towards the cost of transport is 42. • Parents currently pay £490; the full cost of an annual Stagecoach bus pass is currently £575. • At the moment, parents with a second child receiving this discretionary transport get a 50% discount in their contribution and third children within a family travel free. This discounted travel affects very few pupils. <p>The greatest impact will be on post-16 students, some of whom will need to finance their own travel pass at a higher cost than they are currently paying.</p> <ul style="list-style-type: none"> • 48 students attending school sixth forms from low income families currently receive a substantial transport subsidy, paying £100 towards the cost of an annual bus pass. • Approximately 90 students purchase discretionary passes at a cost of £490 per year. • 1026 students on low income attending South Devon College receive free passes funded entirely by the College so these students will not be affected by this proposal. • A further 356 students attending South Devon College receive a discretionary transport subsidy provided in part by Torbay Council and partly by the College. They pay an annual contribution that varies according to the number of days they attend.

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No	Question	Details
		<p>Bursaries are now available for post-16 students in care, leaving care or in receipt of some income support. Discretionary bursaries are available for other students to help with costs such as transport. These are distributed directly by post-16 institutions.</p> <p>From September 2013, all secondary schools across Torbay will offer post-16 provision. Students will therefore have the option of studying locally.</p> <p>A number of other Local Authorities across the country are removing discretionary transport subsidies..</p>
5.	<p>How have you consulted on the proposal?</p>	<p>This proposal is being considered the Overview and Scrutiny Priorities and Resources Panel on the 15th January 2013. The panel have invited members of the public and stakeholder organisations to attend and make representations if they wish to do so.</p> <p>Council is being asked in principle to approve this policy, however once the consultation has taken place then it will need to be considered finally by Full Council</p>
6.	<p>Outline the key findings</p>	<p>To be completed following the consultation activity and the meeting of the Priorities and Resources Panel in January 2013.</p>
7.	<p>What amendments may be required as a result of the consultation?</p>	<p><i>Has feedback from the consultation and engagement process identified any changes required to the proposal? Have you had to alter your decision and look at alternative options?</i></p> <p>To be completed following the consultation activity and the meeting of the Priorities and Resources Panel in January 2013.</p> <p>Bursaries are available for post-16 students who meet qualifying criteria. These are administered directly by schools / colleges.</p>

Positive and Negative Equality Impacts

		Details		
No	Question	Positive Impact	Negative Impact	Neutral Impact
8.	Identify the potential positive and negative impacts on specific groups			
	All groups in society generally	To mitigate against the negative impacts on families of increased costs, there will be an appeals process where parents will be able to request discretionary support in exceptional circumstances and cases of genuine hardship. This process is open to all families.	Policy only applies to children / young people attending school or further education.	
	Older or younger people	1026 students on low income attending South Devon College receive free passes funded entirely by the College so these students will not be affected by this proposal.	Children / young people are the ones who travel from home to school and will therefore be affected by cuts in discretionary funding. This proposal will affect approximately 1000 children / young people.	
	People with caring responsibilities	Young people who are post-16 carers are eligible for bursaries. Those children / young people who are carers and under the age of 16 are entitled to the same transport provision as all other young people. To mitigate against the negative impacts on families of increased costs, there will be an appeals process where parents will be able to request	Parents / carers of children / young people who are currently eligible for discretionary transport assistance may be required to pay the full cost of the bus pass which is £575.	

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Question		Details	
No		discretionary support in exceptional circumstances and cases of genuine hardship. This process is open to all families.	
	People with a disability		The proposed changes to discretionary transport will not affect entitlement to transport on the basis of inability to walk to school/use public transport to travel to school.
	Women or men		The policy will affect all children / young people eligible for discretionary transport assistance, not just one gender.
	People who are black or from a minority ethnic background (BME)		The policy will affect all children / young people eligible for discretionary transport assistance and will not have a differential impact on those from a BME background.
	Religion or belief (including lack of belief)	To mitigate against the negative impacts on families of increased costs, there will be an appeals process where parents will be able to request discretionary support in exceptional circumstances and cases of genuine hardship. This process is open to all families.	There will be a negative impact on the families of approximately 60 pupils who attend a faith school and who do not qualify for low income support. These families may be expected to pay the full cost of the bus pass which is £575. They currently make a contribution of £490.
	People who are lesbian, gay		The policy will affect all children / young

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		Details	
No	Question		
	or bisexual		people eligible for discretionary transport assistance and will not have differential impact on those who are lesbian, gay or bisexual.
	People who are transgendered		The policy will affect all children / young people eligible for discretionary transport assistance and will not have differential impact on those who are transgendered.
	People who are in a marriage or civil partnership		Policy only applies to children / young people attending school or further education.
	Women who are pregnant / on maternity leave		Policy only applies to children / young people attending school or further education.
9.	Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?	<p>Assistance with transport to and from school is provided for anyone living more than the statutory distance from their nearest school. There is an additional legal entitlement to support for pupils of statutory school age from low-income families to give them access to a wider choice of learning institutions. Transport is also provided for young people with disabilities who are unable to walk to school or use public transport on medical grounds.</p> <p>To mitigate against the negative impacts on families of increased costs, there will be an appeals process where parents will be able to request discretionary support in exceptional circumstances and cases of genuine hardship. This process is open to all families.</p>	

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Section 3: Steps required to manage the potential impacts identified

No	Action	Details
10.	Summarise any positive impacts and how they will be realised most effectively?	<p>Children's Services will continue to provide the statutory services in relation to home to school / college transport.</p> <p>Children / young people on low incomes attending South Devon College will continue to receive free passes.</p> <p>Young people who are post-16 carers are eligible for bursaries – bursaries are administered directly by post-16 institutions and young people are advised to talk to their school / college for assistance. Those children / young people who are carers and under the age of 16 are entitled to the same transport provision as all other young people.</p>
11.	Summarise any negative impacts and how these will be managed?	<p>The negative impact will be an additional cost for transport to school or college for a range of pupils and students and their parents. Statutory assistance will continue to be given to those who are entitled to it. The council will work with post-16 institutions where possible to encourage and support access to education and training for all young people up to the age of 18.</p> <p>To mitigate against the negative impacts on families of increased costs, there will be an appeals process where parents will be able to request discretionary support in exceptional circumstances and cases of genuine hardship. This process is open to all families.</p>

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Section 4: Course of Action

No	Action	Details
12.	State a course of action [please refer to action plan on page 9]	<p>Clearly identify an option and justify reasons for this decision. The following four outcomes are possible from an assessment (and more than one may apply to a single proposal). Please select from the 4 outcomes below and justify reasons for your decision - If '3' please provide full justification :</p> <p>To be completed when consultation has been completed.</p> <p>Where: -</p> <p>Outcome 1: No major change required - EIA has not identified any potential for adverse impact in relation to equalities and</p>

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		<p><i>all opportunities to promote equality have been taken.</i></p> <p>Outcome 2: Adjustments to remove barriers – Action to remove the barriers identified in relation to equalities have been taken or actions identified to better promote equality.</p> <p>Outcome 3: Continue with proposal - Despite having identified some <u>potential</u> for adverse impact / missed opportunities in relation to equalities or to promote equality. Full justification required, especially in relation to equalities, in line with the duty to have 'due regard'.</p> <p>Outcome 4: Stop and rethink – EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified.</p>
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Section 5: Monitoring and Action Plan

		Details
No	Action	
13.	Outline plans to monitor the actual impact of your proposals	The number of appeals for discretionary assistance will be monitored.

Please use the action plan below to summarise all of the key actions, responsible officers and timescales as a result of this impact assessment

Action plan

Please detail below any actions you need to take: -

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Notify the schools / colleges and parents of changes to the policy.	To ensure key stakeholders are consulted and notified of the proposal.		Tony Hele/Tricia Harwood	TBC
2	Revise appeals paperwork to enable parents to request discretionary transport assistance in exceptional circumstances; train councillors in new policy	To ensure that the council is fulfilling its duty to have regard to parental preference for faith schools and to raise the participation age in education and training		Tony Hele/ Tricia Harwood	July 2013
3	Monitor the number of appeals made and allowed for discretionary transport assistance	To assess the impact of the change in policy		Tony Hele/ Tricia Harwood	Ongoing, termly