

Equality Impact Assessment Form



Directorate: Transformation	Service: Planning
Completed by: Helen Hatch	Date: 16/10/2015
Subject Title: SKELMERSDALE AND UP HOLLAND CYCLE TO WORK SCHEME	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	YES
Is a service being designed, redesigned or cutback:	YES
Is a commissioning plan or contract specification being developed:	YES
Is a budget being set or funding allocated:	YES
Is a programme or project being planned:	YES
Are recommendations being presented to senior managers and/or Councillors:	YES
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	YES
Details of the matter under consideration:	The revision of the (re)Cycle to Work scheme to increase the financial grant awarded per cycle and to provide the supplier with a springboard grant to improve the availability of stock.
<i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes/No* <i>*delete as appropriate</i>
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	

3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	The Cycle to Work scheme serves Skelmersdale and Up Holland residents accessing employment on the Pimbo and White Moss employment estates.
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	The scheme is limited to those residents in Skelmersdale and Up Holland due to the limitations imposed by the funding source (S106) and provides affordable and sustainable transport for employees to access those estates which are not served by public transport. The scheme is open to all Skelmersdale and Up Holland residents employed on Pimbo or White Moss, earning under £25,000 per annum.
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	YES YES YES No No No No No No YES
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	<p>The service is being used by Skelmersdale and Up Holland residents employed on the Pimbo and White Moss employment estates. From the demographic information collected from those members who chose to answer the equality questionnaire, scheme members represent a mix of ages and genders. A number of applications have been submitted from Polish employees, resident in Skelmersdale.</p> <p>Due to the physical nature of the scheme (cycling) the scheme is unsuitable for some disability groups – such as visually or mobility impaired. Applications from disabled applicants will not be refused – and no declaration is required - it is up to the applicant to determine their safety on the cycles.</p> <p>Similarly, it is the decision of the individual (ie pregnant women) as to whether they wish to apply for a cycle.</p>
What will the impact of the work being carried out be on usage/the stakeholders?	No impact. The proposed changes only relate to the scheme finances. There will be no impact

	on the end users, other than an increased availability of stock.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	<p>Feedback from scheme members so far has suggested that the scheme is of value in providing alternative, affordable means of transport that would not otherwise be available.</p> <p>The limitations imposed by the funding sources (S106) mean that this scheme is restricted to employees on the Pimbo and White Moss estate.</p> <p>The proposed changes only relate to the scheme finances. There will be no impact on the end users, other than an increased availability of stock.</p>
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	On registration, members are asked to complete a short survey on their equalities characteristics. The data is kept separately to their application and recorded anonymously. Not all applicants chose to complete this information and so the information is only as strong as the data received.
If any further data/consultation is needed and is to be gathered, please specify:	N/A
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	<p>The service is an 'opt-in' and stakeholders must apply to join the scheme.</p> <p>Proposed changes to the scheme are unlikely to have negative impacts on protected characteristics.</p>
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	N/A
What actions do you plan to take to address any other issues above?	No actions
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	Ongoing review of the protected characteristics of users, and potential users, of the scheme. Future changes to the scheme will be considered in reference to analysis of the characteristic data gathered.