

Impact Assessment - First Stage

1. Details of the initiative

<p>Initiative description and summary: Home to School Travel Assistance Appeals Procedure 2019/2020 This is a proposed new procedure which introduces a two stage appeals process. Stage One via the Transport Group and Stage Two via an Independent Panel.</p>
<p>Service Area: Home to School Transport</p>
<p>Directorate: Education, Leisure & Lifelong Learning</p>

2. Does the initiative affect:

	Yes	No
Service users	x	
Staff		x
Wider community	x	
Internal administrative process only		x

3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age			x		L	The appeals process will be available to anyone who wishes to appeal a home to school travel assistance application which has been rejected.
Disability			x		L	As above
Gender Reassignment			x		L	As above
Marriage/Civil Partnership			x		L	As above
Pregnancy/Maternity			x		L	As above
Race			x		L	As above

Religion/Belief			x		L	As above
Sex			x		L	As above
Sexual orientation			x		L	As above

4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		x				The appeals process will be available to anyone who wishes to appeal a home to school travel assistance application which has been rejected. The procedure will treat both the Welsh- language and English language equally.
Treating the Welsh language no less favourably than English		x				As above

5. Does the initiative impact on biodiversity:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity			x			There will be no impact on biodiversity as the initiative relates to an administrative process.
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.			x			As above

6. Does the initiative embrace the sustainable development principle (5 ways of working):

	Yes	No	Details
Long term - how the initiative supports the long term well-being of people		x	The initiative relates to an administrative process for dealing with appeals following a rejected application for home to school travel assistance.
Integration - how the initiative impacts upon our wellbeing objectives		x	As above
Involvement - how people have been involved in developing the initiative		x	As above
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions		x	As above
Prevention - how the initiative will prevent problems occurring or getting worse		x	As above

7. Declaration - based on above assessment (tick as appropriate):

A full impact assessment (second stage) is not required	x
Reasons for this conclusion	
The assessment does not show any negative impact on any of the areas or groups considered. This is because the initiative relates to an administrative process relating to applications for home to school travel assistance. Where an application has been made and subsequently rejected, all applicants will have the right to appeal this decision if they so choose to do so.	

A full impact assessment (second stage) is required	
Reasons for this conclusion	

	Name	Position	Signature	Date
Completed by	Debora Holder-Phillips	ELLL Performance & Planning		September 2019
Signed off by	Chris Millis	Head of Service (Participation) Education, Leisure & Lifelong Learning		September 2019