

As a public sector organisation we need to ensure that all our strategies, policies, service and functions both current and proposed have given proper consideration to equality and diversity. In all appropriate instances we will need to carry out an equality impact assessment. These are assessments that public authorities often carry out prior to implementing a policy, with a view to ascertaining its potential impact on equality. They are not required by law, although are a way of facilitating and evidencing compliance with the Public Sector Equality Duty.

#### This form:

- can be used to prompt considerations 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 of where impacts are foreseen or why you do not consider an impact arises.

#### How to complete an SYLTE Equality Impact Assessment form:

- **Section 1 – [Initial Screening](#)** needs to be carried out for ALL SYLTE Impact Assessments; If after completing initial screening there are;

- NO FORESEEN negative impacts,
- The change proposed does not result in the reduction of a service

**You DO NOT need to complete a Full Impact assessment.**

- Submit initial screening and obtain signatory approvals in section 4

- **Section 2 – [Full Impact Analysis](#)** is to be completed where initial Screening identifies;
  - There will be Negative impacts
  - The proposed change involves the removal or reduction of a service
  - There are compliance issues

**Please FULLY complete Section 2, 3, 4, and 5 (where appropriate.)**

- **Section 3 – [Equality Impact Assessment Action Plan](#)** - provide summary Action Plan, overcoming or mitigating any impacts arising from the analysis.
- **Section 4 – [Signatory Approvals](#)**: Please obtain relevant signatures
- **Section 5 – [Supporting Evidence](#)**: Please attach any supporting evidence documentation such as consultation documents.

# SYPTE Equality Impact Assessment Form



## Section 1 – Initial Screening

<b>Title of function/service /policy/ procedure:</b>	Tram service
<b>Department function it belongs to:</b>	Tram and Train
<b>Lead Officer Name:</b>	Gavin Bland
<b>Board Sponsor Name:</b>	Steve Davenport
<b>Assessment Team: (please list names)</b>	Gavin Bland Jeremy Hall Christopher Hopkinson
<b>Is this function/service/ policy/ procedure:</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing

<b>What is the current function/service/policy/ procedure?</b>
Tram service
<b>How is it proposed this will change? What are the proposed changes?</b>
No change
<b>Why is this being proposed?</b> (e.g. policy, deliverables, changes to systems and process, service delivery offer etc)
Essential repairs to extend life of asset

# SYLTE Equality Impact Assessment Form

Will this proposal affect people with protected characteristics and if so, in which group?	
<b>Age:</b> <i>Select the level of impact below:</i> <b>Choose an item.</b>	<b>Why do you consider it will have this effect?</b> State any evidence you have, and explain what you feel the financial/non-financial impact might be.
	Short term impact whilst works ongoing only
<b>Disability:</b> <i>Select the level of impact below:</i> <b>Choose an item.</b>	<b>Why do you consider it will have this effect?</b> State any evidence you have, and explain what you feel the financial/non-financial impact might be.
	Short term impact whilst works ongoing only
<b>Gender reassignment:</b> <i>Select the level of impact below:</i> <b>Choose an item.</b>	<b>Why do you consider it will have this effect?</b> State any evidence you have, and explain what you feel the financial/non-financial impact might be.
	Short term impact whilst works ongoing only
<b>Marriage or civil partnership:</b> <i>Select the level of impact below:</i> <b>Choose an item.</b>	<b>Why do you consider it will have this effect?</b> State any evidence you have, and explain what you feel the financial/non-financial impact might be.
	Short term impact whilst works ongoing only
<b>Pregnancy or maternity:</b> <i>Select the level of impact below:</i> <b>Choose an item.</b>	<b>Why do you consider it will have this effect?</b> State any evidence you have, and explain what you feel the financial/non-financial impact might be.
	Short term impact whilst works ongoing only
<b>Race:</b> <i>Select the level of impact below:</i> <b>Choose an item.</b>	<b>Why do you consider it will have this effect?</b> State any evidence you have, and explain what you feel the financial/non-financial impact might be.
	Short term impact whilst works ongoing only
<b>Religion or belief:</b> <i>Select the level of impact below:</i> <b>Choose an item.</b>	<b>Why do you consider it will have this effect?</b> State any evidence you have, and explain what you feel the financial/non-financial impact might be.
	Short term impact whilst works ongoing only
<b>Sex (Gender):</b> <i>Select the level of impact below:</i> <b>Choose an item.</b>	<b>Why do you consider it will have this effect?</b> State any evidence you have, and explain what you feel the financial/non-financial impact might be.
	Short term impact whilst works ongoing only
<b>Sexual orientation:</b> <i>Select the level of impact below:</i> <b>Choose an item.</b>	<b>Why do you consider it will have this effect?</b> State any evidence you have, and explain what you feel the financial/non-financial impact might be.
	Short term impact whilst works ongoing only

# SYPTE Equality Impact Assessment Form

## Is a FULL IMPACT ANALYSIS required?

No – There are no foreseen negative impacts.

Yes – You have identified that there are negative impacts or a service is being removed/ reduced that requires further analysis.

Please complete the Full Impact Analysis.

**Please note: if this impact assessment refers to removal of a service or legal compliance issues a full impact analysis must be completed.**

Assessment Summary – please provide a summary of the outcome here:

There will be a short term / temporary impact whilst works are ongoing, however an accessible tram replacement bus service will be provided with bus stops placed as close as possible to existing tram stops.

Negative impact (please tick):	<input type="checkbox"/>	High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low
Assessor's Name:	Click here to enter text.		Signed		Date	Click here to enter a date.



If there are **negative impacts** or a **removal of service** identified please complete [Section 2: Full Impact Analysis](#).



If there are **no negative impacts** identified please obtain the signatory approvals in [Section 4](#).

# SYPTE Equality Impact Assessment Form



## Section 2 - Full Impact Analysis

Only complete this section if you have identified negative impacts, a service is being removed or if the impact is not clear from [Section 1: Initial Screening](#).

**Proposed new /revised function/service/policy/ procedure:** Give further details of the arrangements being made if applicable.

**Add details to the Equality Impact Assessment Action Plan ([Section 3](#))**

Click here to enter text.

**Consultation – Engagement is good practice and a useful tool to demonstrate that due regard has been paid. Please indicate the consultation/engagement carried out below:**

Peer research?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Summary:
Data study?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Summary:
Statistics?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Summary:
Other research?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Summary:

**Which protected groups should be consulted with (tick all that apply) and identify numbers of people affected:**

<input type="checkbox"/> <b>Age</b>	Number of people asked: Click here to enter text.	Number of people affected: Click here to enter text.	How are they affected? Click here to enter text.	Financial impact? Click here to enter text.
	Add in summary comments if needed: Click here to enter text.			
<input type="checkbox"/> <b>Disability</b>	Number of people asked: Click here to enter text.	Number of people affected: Click here to enter text.	How are they affected? Click here to enter text.	Financial impact? Click here to enter text.
	Add in summary comments if needed: Click here to enter text.			
<input type="checkbox"/> <b>Gender</b>	Number of people asked:	Number of people affected:	How are they affected? Click here to enter text.	Financial impact? Click here to enter text.

# SYLTE Equality Impact Assessment Form

<b>Reassignment</b>	Click here to enter text.	Click here to enter text.		
Add in summary comments if needed: Click here to enter text.				
<input type="checkbox"/> <b>Marriage or civil partnership</b>	Number of people asked: Click here to enter text.	Number of people affected: Click here to enter text.	How are they affected? Click here to enter text.	Financial impact? Click here to enter text.
Add in summary comments if needed: Click here to enter text.				
<input type="checkbox"/> <b>Pregnancy or Maternity</b>	Number of people asked: Click here to enter text.	Number of people affected: Click here to enter text.	How are they affected? Click here to enter text.	Financial impact? Click here to enter text.
Add in summary comments if needed: Click here to enter text.				
<input type="checkbox"/> <b>Race</b>	Number of people asked: Click here to enter text.	Number of people affected: Click here to enter text.	How are they affected? Click here to enter text.	Financial impact? Click here to enter text.
Add in summary comments if needed: Click here to enter text.				
<input type="checkbox"/> <b>Religion or belief</b>	Number of people asked: Click here to enter text.	Number of people affected: Click here to enter text.	How are they affected? Click here to enter text.	Financial impact? Click here to enter text.
Add in summary comments if needed: Click here to enter text.				
<input type="checkbox"/> <b>Sex (Gender)</b>	Number of people asked: Click here to enter text.	Number of people affected: Click here to enter text.	How are they affected? Click here to enter text.	Financial impact? Click here to enter text.
Add in summary comments if needed: Click here to enter text.				
<input type="checkbox"/> <b>Sexual Orientation</b>	Number of people asked: Click here to enter text.	Number of people affected: Click here to enter text.	How are they affected? Click here to enter text.	Financial impact? Click here to enter text.
Add in summary comments if needed: Click here to enter text.				
Give details of any consultation undertaken. <b>Add resulting actions to the Equality Impact Assessment Action Plan (Section 3)</b>				
Click here to enter text.				

# SYLTE Equality Impact Assessment Form



## Section 3: Equality Impact Assessment Action Plan

PTAP theme it relates to: <small>Select one from the drop down:</small>	Protected group it impacts:	Impact Assessment Details:	Mitigating Action(s) identified:	Outcome(s) required:	Financial/ resource implications (if applicable):	Target Date:	Person responsible for identified action(s)
Networks, Services and Facilities	All	Tram services temporarily removed from specific sections of the closed network.	Accessible replacement bus services provided from a position as close to the closed tram stops as practicable. Relevant information , communications posted in advance and during works.	Alternative means of transport provided whilst works ongoing.	£2,566,000	26/03/2018	SYSL for replacement bus services and on street information and Clare Cocken for external communications
Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.

## Section 4: Signatory approvals

<b>Board Sponsor responsible for Impact Assessment:</b>	Steve Davenport		
<b>Signed</b>		<b>Date</b>	Click here to enter a date.



Please now save this final version in your department folder here: O:\Equality Forum\Impact Assessments\

## Section 5: Supporting Evidence

Please attach any supporting evidence such as consultation documents here. Potential sources of information are available in the guidance document.

Click here to enter text.