

# Equality Impact Assessment (EQIA)

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## Deciding what needs to be assessed

In theory all policies, decisions, services, projects and programmes should be impact assessed. The most practical approach is to assess as the proposal is being developed or as processes, services and policies come up for review making the EQIA part of the development process. Don't be put off by the list below, it does not mean that long and detailed assessments are required every time you are engaged in one of the activities. However, it does mean that you should always consider the equalities implications of your proposals.

<b>Policy</b>	New policy development
	Substantial revision of an existing policy or process
	Any change which may have a disproportionate impact on a particular group
<b>Decision</b>	Key decision
	Decision for management board/cabinet
	Budget change decision
<b>Service</b>	New service
	Service review, including the decommissioning of services
	Any service change which may have a disproportionate impact on a particular group
<b>Projects &amp; Programmes</b>	All, at planning stage

Further information: [Equality Impact Assessments - a users guide](#)

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## Section One

	<b>Question</b>	<b>Response</b>
<b>1.1</b>	<b>Name of policy/decision/service/project/programme being assessed</b>	Home to School Travel Policy 2027-2028  Post 16 SEND Education Travel Statement 2027-2028
<b>1.2</b>	<b>Summary of aims and objectives of the policy/decision/service/project/programme</b>	This policy details the current Home to School Travel Policy in relation to children and young people within the borough with an Education, Health and Care Plan. The policy for statutory school aged learners and post-16 learners has been separated, in order to ensure that information available is accessible for service users - whilst remaining compliant with the legislative framework.  We are required to renew this policy on an annual basis, of which involves a public consultation to gain the views of

		<p>those affected should significant changes to the policy be proposed.</p> <p>This iteration of the above documents aims to ensure that the information provided to service users is accurate and accessible. All new additions to the policy seek to provide further clarity to existing information within the policy, with expansion on eligibility criteria to ensure families have access to all relevant information.</p> <p>Whilst a public consultation took place during January - March 2025, the decision was taken to postpone any implementation of a charging model for travel for those aged 16-18 years old until further work took place.</p> <p>The Local Authority wishes to consult on the below charging model for learners aged 16-18 years old in receipt of Home to School Travel Support:</p> <ul style="list-style-type: none"> <li>• All families eligible for Home to School Travel Support within the above cohort will be charged a fee equivalent to 25% of the average cost of transport for a single young person in that cohort; currently a value of £773.25 per annum. This will be annually reviewed and basis on the pervious years costs. <ul style="list-style-type: none"> <li>○ For those who are unable to afford the above fee applications can be made to the college or school attended to access their '16 to 19 bursary fund'.</li> <li>○ More information on this bursary can be found through the following link: <a href="#">16 to 19 Bursary Fund: Overview - GOV.UK</a> This provides a bursary of up to £1,200 for students in further education, unpaid training or apprenticeships based on eligibility and need.</li> </ul> </li> </ul>
<p><b>1.3</b></p>	<p><b>Who is affected by the policy/decision/service/project/programme? (e.g. employees/service users/supplier/contractor)</b></p>	<p>Service users will be both positively and negatively impacted by the implementation of this policy and statement for the following reasons:</p> <p><u>The implementation of a charging model:</u> By implementing a charging model for Home to School travel support, services users with young people ages 16-18 years old who are eligible will have to contribute financially towards this service. This will put further pressure on already vulnerable families, however is necessary to support a sustainable Home to School Travel service.</p> <p><u>Increased information:</u> This version of the Home to School Travel Policy provides families with significantly more information, alongside the</p>

		policy being re-worked to ensure presentation of key information is made clearer and more accessible (including a flow chart of the eligibility process, to provide visual representation of the process).
1.4	<b>What involvement and consultation has been done in relation to this proposal?</b> (e.g. with relevant groups and stakeholders)	<p>A full public consultation took place between January – March 2025, proposing a full cost recovery model for travel support for those aged 16-18 years old – meaning families would have to cover the entire cost of travel for this cohort.</p> <p>The results of this consultation were clear, that service users, professionals and members of the wider Swindon community, were not in agreement with the proposals. Thus, the decision was taken to postpone any implementation of a charging model, following a full public consultation on the exact charges proposed, alongside a delegated decision on the matter.</p>

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## Section Two

Protected Characteristic Group	Is there a potential for positive or negative impact? Is the impact neutral?	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g. adjustment to the proposal)
Disability	Negative	Currently, young people between the ages of 16-18 years old with an EHCP receive free home to school travel support (providing they meet eligibility criteria). Should this consultation take place, and result in agreement from delegated decision makers to implement these proposals, then families with SEND will be disadvantaged financially compared with previous years – as the service will no longer be free of charge.	<p>The Local Authority currently provide an Independent Travel Training (ITT) service, of which is free of charge for all accessing the programme. This programme supports young people in learning the skills they need to independently travel to their education setting, equipping them with the tools to support a more independent life beyond their education journey.</p> <p>Families are expected to engage with the</p>

			programme unless there is clear evidence to support it not be appropriate to do so, and bespoke transport will be note considered without Independent Travel Training being considered first.
<b>Gender Reassignment</b>	Neutral	The Home to School Travel Policy, and its proposed amendments, does not focus on transgender / gender non-conforming individuals. This policy will not use these characteristics as a basis for decision making, and so there will be no targeted impact on this group.	N/A
<b>Marriage or Civil Partnership</b>	Neutral	The Home to School Travel Policy, and its proposed amendments, does not focus on marriage or civil partnership. This policy will not use these characteristics as a basis for decision making, and so there will be no targeted impact on this group.	N/A
<b>Pregnancy and Maternity</b>	Neutral	The Home to School Travel Policy, and its proposed amendments, does not focus on pregnancy and maternity. This policy will not use these characteristics as a basis for decision making, and so there will be no targeted impact on this group.	N/A
<b>Race</b>	Neutral	The Home to School Travel Policy, and its proposed amendments, does not focus race. This policy will not use this characteristic as a basis for decision making, and so there will be no targeted impact on this group.	N/A
<b>Religion or Belief</b>	Neutral	The Home to School Travel Policy, and its proposed amendments, does not focus on religion or belief. This policy will not use these characteristics as a basis for	N/A

		decision making, and so there will be no targeted impact on this group.	
<b>Sexual Orientation</b>	Neutral	The Home to School Travel Policy, and its proposed amendments, does not focus on sexual orientation. This policy will not use this characteristic as a basis for decision making, and so there will be no targeted impact on this group.	N/A
<b>Sex (gender)</b>	Neutral	The Home to School Travel Policy, and its proposed amendments, does not focus on sex or gender. This policy will not use these characteristics as a basis for decision making, and so there will be no targeted impact on this group.	N/A
<b>Age</b>	Negative	Currently, young people between the ages of 16-18 years old with an EHCP receive free home to school travel support (providing they meet eligibility criteria). Should this consultation take place, and result in agreement from delegated decision makers to implement these proposals, then families with SEND will be disadvantaged financially compared with previous years – as the service will no longer be free of charge.	NA
<b>Children in Care and Care Leavers</b>	Neutral	The Home to School Travel Policy, and its proposed amendments, does not focus on care experienced children or young people. This policy will not use these characteristics as a basis for decision making, and so there will be no targeted impact on this group.	N/A

## Section Three

<p><b>3.1</b></p>	<p><b>Potential Barriers to success and mitigating Actions – summary</b></p>	<p>Any new Post-16 contribution rates will not take effect until consultation is completed and a delegated decision is made. Current arrangements remain in place until then.</p> <p>Should the Local Authority proceed with the consultation and implementation of a charging model for Post 16 travel, significant operational work will need to be undertaken prior to this in order to support the running of this system.</p> <p>Alongside this, once live, the Home to School Travel Service will require significant operational improvements / support to absorb the additional work within the existing staffing capacity that a charging model would bring. Officers will be required to support parents with the payment of travel and also to monitor this prior to the provision of travel support.</p> <p>The Local Authority are not yet in a position to quantify the operational model or associated cost envelope until we have consulted and completed the next phase of work, however to help navigate this are:</p> <ul style="list-style-type: none"> <li>• During consultation the Project Management Group currently monitoring this project will scope the detailed operating model, capacity requirements, and cost implications—both one off and ongoing.</li> <li>• A full financial appraisal, including expected income levels and the investment needed to absorb the work within existing or revised staffing structures, will be developed to provide the assurance needed before any implementation decision is taken.</li> <li>• The risks of not consulting (including legal challenge and reputational risk) are clear and material, whereas consulting now does not commit the Council to adopting the model.</li> </ul>
<p><b>3.2</b></p>	<p><b>How will success be measured?</b></p>	<p>This policy will be published ahead of the academic year, so that children, young people and their families have ample opportunity to familiarise themselves with the way in which the Home to School Travel service will run in the upcoming academic year.</p> <p>It is also hoped that the additional clarity around the deadlines for submitting applications for travel support, alongside the increased information on eligibility and parental responsibility, will support the reduction of late applications – allowing for the more efficient delivery of the Home to School Travel Service.</p>

<b>3.3</b>	<b>What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?</b>	Whilst this policy is not directly being monitored, the service area in which it sits (Home to School Travel) is under extensive review on an ongoing basis (due to the cost of providing this service). As a result, this policy will be amended as a result of strategic decisions on the way in which this service is provided.
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## Section Four

<b>For the Record</b>			
<b>Name of person leading this EQIA</b>	Andrew Orr	<b>Date Completed</b>	11/03/2026
<b>Names and roles of people involved in the consideration of impact</b>	Kashif Nawaz – Service Director for Education Nicola Ponton - Head of SEND & Inclusion	Jo Goodey – Head of Service for Pupil Access and Wellbeing Andrew Orr – SEND Service Manager	
<b>Name of Director signing EQIA</b>		<b>Date Signed</b>	