

Integrated Impact Assessment – Stage 2 Assessment and Action Plan

Project Details

Name of project or policy:	
Reorganisation of school places at St John’s CE(VC) Infant School and Westmoor Primary School	
Directorate:	Senior Officer responsible for policy/service:
Mel Meggs	Jo-Anne Sanders
Service:	Lead Officer responsible for EIA:
Director for Learning and Early Support	Martin Wilby
Specific Service Area/Policy:	Date of EIA (Stage 1):
School Organisation and Planning	6.01.2020
EIA (Stage 1) reference number:	Date of EIA (Stage 2):
2020/01	6.01.2020

Stage 1 Assessment Summary

Theme	Calculated Scores					Stage 2 Assessment Required	
	Proposal	Impact	P + I	Mitigation	Evidence		Overall
Equalities	6	4.4	10.4	0	0	0	Yes
Environment		4.7	4.7	0	8	8	NO

A) Equalities Impact – Evidence from Engagement

CONSULTATION WITH KEY STAKEHOLDERS				COMPLETE THIS DETAIL WHEN YOU HAVE DONE YOUR CONSULTATION	
REF No.	Which key stakeholders have you/are you consulted/ing with?	Why have you/are you consulted/ing them (or not?) and what were you/are you looking to find out?	How did you/are you planning to consult them? Date and method of planned consultation	Actual Date of Consultation	Outcome of consultation What have you learned? Do you have actions to complete that will help mitigate any unnecessary negative impact on groups? [move to section B if you do]
1	Parents and carers	Parent and carers at both school will be consulted as part of the non-statutory consultation to gather their views and opinions	<p>Letters will be sent to parent/ carers at each Key Stage of the process</p> <p>-When the cabinet goes live</p> <p>-When consultation is open</p> <p>Each child on roll at both schools will be sent information at each key stage.</p> <p>Each parent/ carer will be invited to attend an individual meeting to talk to an LA officer(s) about the proposal and their potential options when the consultation opens</p>		
2	Staff	Staff at both school will be consulted as part of the non-statutory consultation to gather their views and opinions	<p>Letters will be sent to staff</p> <p>-When the cabinet goes live</p> <p>-When consultation is open</p>		

			Meetings will be held with HR, Trade Union reps and staff at the school when consultation opens.		
3	Governors at both schools	There have been meetings with Governors of both schools. Regular meetings with Chair of Governors at both schools to move proposal forward.	Send out consultation documents. To have a formal meeting as part of the consultation		
4	Diocese of England	Meeting with the Church of England Diocese of Leeds. Agreed to move forward. As a school designated as having a religious character St John's CE(VC) Infant School must seek approval to make such a proposal from the Leeds Diocesan Board of Education.	Partners to increase the upper age range of St Johns Infant School. The Diocese will be informed at each key stage		
5	Ward members	Engage with ward members to seek their views and opinions	Engagement has already taken place with ward members before the publication of the first cabinet report. There will be further engagement as required. They will be sent links to the online consultation		
6	Neighbouring Schools	Local schools in the area to be consulted	Send out links to the online consultation		
7	Early Years	Engagement with Early years providers and their customers who will be making preferences about school places in the future	Copies to be sent out widely in the area to Early years Send out links to the online consultation		

8	Local community	To seek views of local community about the proposal	Send out links to the online consultation		
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B) Equalities Impact – Action Planning

Equalities Impact - ACTION PLAN			Complete this section when you have actually carried out some actions		
REF.No [from section A]	What actions are you going to do as a result of carrying out your consultation?	What do you think these actions will achieve? Will they mitigate any adverse impact on protected groups? Will they foster good relations between people? Will they promote equality of opportunity?	What did you actually do?	When did you do this?	What was the actual outcome? Have you mitigated any negative impact? Have you ensured good relations exist? Have you promoted equality of opportunity?

C) Environmental Impact – Evidence from Engagement

CONSULTATION WITH KEY STAKEHOLDERS				COMPLETE THIS DETAIL WHEN YOU HAVE DONE YOUR CONSULTATION	
REF No.	Which key stakeholders have you/are you consulted/ing with?	Why have you/are you consulted/ing them (or not?) and what were you/are you looking to find out?	How did you/are you planning to consult them? Date and method of planned consultation	Actual Date of Consultation	Outcome of consultation What have you learned? Do you have actions to complete that will help mitigate any unnecessary negative impact on groups? [move to section D if you do]
1					
2					
3					
4					
5					

D) Environmental Impact – Action Planning

Environmental Impact - ACTION PLAN			Complete this section when you have actually carried out some actions		
REF.No [from section C]	What actions are you going to do as a result of carrying out your consultation?	What do you think these actions will achieve? Will they mitigate any adverse impact on protected groups? Will they foster good relations between people? Will they promote equality of opportunity?	What did you actually do?	When did you do this?	What was the actual outcome? Have you mitigated any negative impact? Have you ensured good relations exist? Have you promoted equality of opportunity?