

Equality Impact Assessment / Equality Analysis

Title of service or policy	PEV11973/AC (Off Street Parking Places) (Bath) (Variation No 1) Order 201*
Name of directorate and service	Environmental Services - Highways & Parking
Name and role of officers completing the EIA	Andrew Dunn - Team Manager, Parking Services
Date of assessment	12 th September 2016

Equality Impact Assessment (or 'Equality Analysis') is a process of systematically analyzing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The primary concern is to identify any discriminatory or negative consequences for a particular group or sector of the community. Equality impact Assessments (EIAs) can be carried out in relation to service delivery as well as employment policies and strategies.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis on a policy, service or function. It is intended that this is used as a working document throughout the process, with a final version including the action plan section being published on the Council's and NHS Bath and North East Somerset's websites.

1. Identify the aims of the policy or service and how it is implemented.		
	Key questions	Answers / Notes
1.1	Briefly describe purpose of the service/policy including <ul style="list-style-type: none"> ● How the service/policy is delivered and by whom ● If responsibility for its implementation is shared with other departments or organisations ● Intended outcomes 	The changes to Traffic Regulation Orders have been requested by the Councillors and Council Officers. The responsibility for the processes for implementation currently sits within Parking Services and the Traffic Management Team. The proposals were developed as the result of the changes necessary as part of a wider set of changes to the Bath Quays Waterside, including flood mitigation work that is considered necessary to protect properties within the area and through the enterprise area resulting in significant increases in both office and residential development.
1.2	Provide brief details of the scope of the policy or service being reviewed, for example: <ul style="list-style-type: none"> ● Is it a new service/policy or review of an existing one? ● Is it a national requirement? ● How much room for review is there? 	Traffic Regulation Orders are a statutory legal document for restricting traffic movement and waiting on the highway or within a car park. The Off Street Parking Order is the tool that allows all Councils to regulate the car park and introduce charges and enforce against contraventions of the order and this is a review and update of the existing Order to ensure it is relevant. The enforcement is undertaken under the Traffic Management Act 2004 which includes the opportunity to refer any Penalty Charge Notice issued to an independent adjudicator thus protecting the public.
1.3	Do the aims of this policy link to or conflict with any other policies of the Council?	The scheme is in line with the Councils' priorities.

2. Consideration of available data, research and information

Monitoring data and other information should be used to help you analyse whether you are delivering a fair and equal service. Please consider the availability of the following as potential sources:

- **Demographic** data and other statistics, including census findings
- Recent **research** findings (local and national)
- Results from **consultation or engagement** you have undertaken
- Service user **monitoring data** (including ethnicity, gender, disability, religion/belief, sexual orientation and age)
- Information from **relevant groups** or agencies, for example trade unions and voluntary/community organisations
- Analysis of records of enquiries about your service, or **complaints** or **compliments** about them
- Recommendations of **external inspections** or audit report.

	Key questions	Data, research and information that you can refer to
2.1	What is the equalities profile of the team delivering the service/policy?	The team comprises from people of different ethnicities (white British, eastern European, Mediterranean, South American and Asian), sex, age (ranging from early-twenties to late fifties), religion and sexuality.
2.2	What equalities training has staff received?	All staff within Parking Services have completed Equalities training to ensure compliance with corporate standards. A structured training plan is in place for all new staff to ensure they do receive equalities training in a timely manner after commencing employment.
2.3	What is the equalities profile of service users?	Users of the service will come from all groups who use the car parks be that motorists, pedestrians, cyclists.

<p>2.4</p>	<p>What other data do you have in terms of service users or staff? (e.g. results of customer satisfaction surveys, consultation findings). Are there any gaps?</p>	<p>Parking services undertook consultation on residents Parking in Bath with the transport Policy team in June 2012 and results are available at: http://consultations.bathnes.gov.uk/consult.ti/bathparking/consultationHome Parking Services also uses the annual Voicebox survey to measure customer satisfaction. The results of the Voicebox 23 survey show that 72% of respondents rated the service received as satisfactory or higher.</p>
<p>2.5</p>	<p>What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results?</p>	<p>full public consultation was undertaken as required under legislation. The proposals were advertised by erecting notices within the affected car parks for a 21 day period ending on 17th August 2016, inviting written comments to the proposal. At the same time a copy of the notice was placed in the Public Notice section of the local newspaper.</p>
<p>2.6</p>	<p>If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equalities considerations within this?</p>	<p>No further consultation is planned.</p>

3. Assessment of impact: 'Equality analysis'

Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy:

- Meets any particular needs of equalities groups or helps promote equality in some way.
- Could have a negative or adverse impact for any of the equalities groups

		Examples of what the service has done to promote equality	Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this
3.1	Gender – identify the impact/potential impact of the policy on women and men.	No impact based on gender - regulations apply to all motorists unless receiving a concession.	N/A
3.2	Pregnancy and maternity	See comments contained within item no. 3.1 above.	N/A
3.3	Transgender – – identify the impact/potential impact of the policy on transgender people.	See comments contained within item no. 3.1 above.	N/A
3.4	Disability - identify the impact/potential impact of the policy on disabled people (ensure consideration both physical and mental impairments).	See comments contained within item no. 3.1 above.	Coaches with a high proportion of affected passengers could find themselves unable to load or unload all passengers within the 30 minute period. Civil Enforcement Officers would take no further action whilst the activity of loading and unloading of passengers was taking place in these circumstances. Statutory processes exist to ensure that mitigating circumstances are considered in full by Business Support staff when considering a challenge to a Penalty

			Charge Notice.
3.5	Age – identify the impact/potential impact of the policy on different age groups.	See comments contained within item no. 3.1 above.	Coaches with a high proportion of affected passengers could find themselves unable to load or unload all passengers within the 30 minute period. Civil Enforcement Officers would take no further action whilst the activity of loading and unloading of passengers was taking place in these circumstances. Statutory processes exist to ensure that mitigating circumstances are considered in full by Business Support staff when considering a challenge to a Penalty Charge Notice.
3.6	Sexual orientation - identify the impact/potential impact of the policy on lesbians, gay, bisexual & heterosexual people.	Updating parking is non-orientation specific; it is based on improving safety for road users and the general public.	N/A
3.7	Marriage and civil partnership – does the policy/strategy treat married and civil partnered people equally?	See comments contained within item no. 3.6 above.	N/A
3.8	Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.	See comments contained within item no. 3.6 above.	N/A

<p>3.9</p>	<p>Socio-economically disadvantaged – identify the impact on people who are disadvantaged due to factors like family background, educational attainment, neighbourhood, employment status can influence life chances.</p>	<p>See comments contained within item no. 3.6 above.</p>	<p>N/A</p>
<p>3.10</p>	<p>Rural communities – identify the impact / potential impact on people living in rural communities.</p>	<p>See comments contained within item no. 3.1 above.</p>	<p>N/A</p>

4. Bath and North East Somerset Council & NHS B&NES Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
Passengers may be unable to board and alight coaches within the 30 minute period.	Monitoring of PCNs issued and appeals by motorists as part of standard business processes to ensure current processes are followed	Monitoring is part of current business processes	AD	In place

5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equalities Team (equality@bathnes.gov.uk), who will publish it on the Council's and/or NHS B&NES' website. Keep a copy for your own records.

Signed off by: Chris Major

(Divisional Director or nominated senior officer)

Date: 23/9/16