

Appendix E - Equalities Impact Assessments

# Equality Impact Assessment / Equality Analysis

(updated October 2020)

<b>Title of service or policy</b>	<b>Bath Christmas Market coach parking management fees</b>
<b>Name of directorate and service</b>	Environmental Services-Parking Services
<b>Name and role of officers completing the EIA</b>	Andrew Dunn-Parking Manager - Parking
<b>Date of assessment</b>	28 October 2020

Equality Impact Assessment (or ‘Equality Analysis’) is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The main aim is to identify any discriminatory or negative consequences for a particular group or sector of the community, and also to identify areas where equality can be better promoted. Equality impact Assessments (EIAs) can be carried out in relation to services provided to customers and residents as well as employment policies/strategies that relate to staffing matters.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis. **Not all sections will be relevant – so leave blank any that are not applicable.** It is intended that this is used as a working document throughout the process, and a final version will be published on the Council’s website.

<b>1.</b>	<b>Identify the aims of the policy or service and how it is implemented.</b>	
	<b>Key questions</b>	<b>Answers / Notes</b>
<b>1.1</b>	<p>Briefly describe purpose of the service/policy e.g.</p> <ul style="list-style-type: none"> <li>● How the service/policy is delivered and by whom</li> <li>● If responsibility for its implementation is shared with other departments or organisations</li> <li>● Intended outcomes</li> </ul>	<p>The Council manages up to 1k coaches during the three-week period of the Bath Christmas Market to ensure that passengers have a safe and controlled location to board and alight, and to minimise the impact of coaches on the network at this peak time. Charges to operators for this pre booked service are currently £1 per seat.</p> <p>The fees charged do not cover the current costs with a significant contribution from the event licencing making up the shortfall. The closure of Riverside Coach Park in the autumn of 2020 will reduce the onsite capacity and require the use of new on street locations, further</p>

		<p>increasing stewarding requirements which currently comprise 72% of all costs.</p> <p>The new charges have been designed to encourage operators to visit the market on non-peak days to reduce the impact on the city and the network and to assist in the associated costs with managing the impact.</p> <p>Coach drop off and pick up facilities are also available closer to the event at North Parade in the centre of Bath. This location is not made available as part of the MiPermit booking system allowing its use to be reserved for operators that have passengers with Blue badges.</p>
<p><b>1.2</b></p>	<p>Provide brief details of the scope of the policy or service being reviewed, for example:</p> <ul style="list-style-type: none"> <li>● Is it a new service/policy or review of an existing one?</li> <li>● Is it a national requirement?).</li> <li>● How much room for review is there?</li> </ul>	<p>This is a review of a current service and is not a national requirement therefore there is room for review.</p>
<p><b>1.3</b></p>	<p>Do the aims of this policy link to or conflict with any other policies of the Council?</p>	<p>The aims of this proposal aligns with the objectives of the Councils Transport and Parking Strategies, and are consistent with other priorities of the Council such as the Climate Emergency (although it is not their purpose to address the Climate Emergency), by providing appropriate managed locations for timed coach trips into the congested city centre, to minimise the impact on the network at this peak time. The use of a</p>

		variable pricing structure aims to encourage operators to incentivise trips into the city to the market at off peak times.
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## 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, sex, 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 reports

	<b>Key questions</b>	<b>Data, research and information that you can refer to</b>
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<b>2.1</b>	What equalities training have staff received to enable them to understand the needs of our diverse community?	All staff within Parking Services have completed Equalities training during their induction 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 and this also received regular refresh using the corporate programme.
<b>2.2</b>	What is the equalities profile of service users?	Service users are the general public; however, they can be broadly categorised into Coach Operators and their employees; and their customers.
<b>2.4</b>	Are there any recent customer satisfaction surveys to refer to? What were the results? Are there any gaps? Or differences in experience/outcomes?	<p>Coach operators that opt in when booking are surveyed each year for their views on the operation and management of the booking system and sites. Results are mixed with negative feedback generally focussing on the level of charges; the lack of availability, particularly for those booking close to the event; or provision of facilities make for their drivers such as welfare and catering, at all parking locations</p> <p>Operators generally view the charges as parking charges for coach layover rather than as a charge for the use of the managed drop off and pick facilities.</p>
<b>2.5</b>	What engagement or consultation has been undertaken as part of this EIA and with whom?	This EQIA is based on the outcomes of the Parking Strategy and the Transport Strategy, whilst also drawing on results from Operator surveys where these results are not in conflict with the wider

	What were the results?	<p>strategic objectives.</p> <p>These proposals allow us to retain existing process for operators where the network and event has capacity on non-peak days.</p>	
<b>2.6</b>	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>Charges are to be set within the Council's Traffic Regulation Orders, which require a Statutory Notification period.</p> <p>Persons are welcome to lodge objections if they feel there is an equalities issue to be addressed and the Council is mandated to consider such objections.</p>	
<b>3. Assessment of impact: 'Equality analysis'</b>			
	<p>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:</p> <ul style="list-style-type: none"> <li>● Meets any particular needs of equalities groups or could help promote equality in some way.</li> <li>● Could have a negative or adverse impact for any of the equalities groups</li> </ul>		
		<b>Examples of what the service has done to promote equality</b>	<b>Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this</b>

<b>3.1</b>	<b>Sex</b> – identify the impact/potential impact of the policy on women and men.		No impact the charges apply equally to all operators of the coach service.
<b>3.2</b>	<b>Pregnancy and maternity</b>		No impact the charges apply equally to all operators of the coach service.
<b>3.3</b>	<b>Gender reassignment</b> – identify the impact/potential impact of the policy on transgender people		No impact the charges apply equally to all operators of the coach service.
<b>3.4</b>	<b>Disability</b> - identify the impact/potential impact of the policy on disabled people (ensure consideration both physical, sensory and mental impairments and mental health)	Additional capacity not available for booking through MiPermit is available for operators which have customers with blue badges.	No impact the charges apply equally to all operators of the coach service.
<b>3.5</b>	<b>Age</b> – identify the impact/potential impact of the policy on different age groups		No impact the charges apply equally to all operators of the coach service.
<b>3.6</b>	<b>Race</b> – identify the impact/potential impact on		No impact the charges apply equally to all operators of the coach service.

	across different ethnic groups		
<b>3.7</b>	<p><b>Sexual orientation</b> - identify the impact/potential impact of the policy on</p> <p>lesbian, gay, bisexual, heterosexual people</p>		No impact the charges apply equally to all operators of the coach service.
<b>3.8</b>	<p><b>Marriage and civil partnership</b> – does the policy/strategy treat married and civil partnered people equally?</p>		No impact the charges apply equally to all operators of the coach service.
<b>3.9</b>	<p><b>Religion/belief</b> – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.</p>		No impact the charges apply equally to all operators of the coach service.
<b>3.10</b>	<p><b>Socio-economically disadvantaged*</b> – identify the impact on people who are disadvantaged due to factors like family background, educational attainment,</p>		The socio-economically disadvantaged may be more likely to use a managed coach service where no personal transport is available in order to visit the Bath Christmas Market, subject to provision of a service by operators. It is a decision for operators on



	neighbourhood, employment status can influence life chances  <b>(this is not a legal requirement, but is a local priority).</b>		how they pass these charges on to customers, with no increase in current charges being applied during the off peak days of the event.
<b>3.11</b>	<b>Rural communities*</b> – identify the impact / potential impact on people living in rural communities		People living in rural communities may be more likely to use a managed coach service in order to visit the Bath Christmas Market, subject to provision of a service by operators. It is a decision for operators on how they pass these charges on to customers, with no increase in current charges being applied during the off peak days of the event.

There is no requirement within the public sector duty of the Equality Act to consider groups who may be disadvantaged due to socio economic status, or because of living in a rural area. However, these are significant issues within B&NES and have therefore been included here.

#### **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/analysis. 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
EIA to be reviewed annually or if significant changes happen within the service provision.	1. To review the EIA		Project Lead	1 <sup>st</sup> November 2021
Ongoing monitoring	Staff will regularly review issues raised by members of the public and operators to identify if there are any unintended negative impacts for particular groups		Project Lead	


## 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](mailto: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:** C Major

(Divisional Director or nominated senior officer)

**Date:** 28/10/2020

# Equality Impact Assessment / Equality Analysis

(updated October 2020)

<b>Title of service or policy</b>	Hotel/Guest House/Holiday Let/B&B Parking Permit
<b>Name of directorate and service</b>	Place - Environmental Services - Parking Services
<b>Name and role of officers completing the EIA</b>	Andrew Dunn, Team Manager - Parking
<b>Date of assessment</b>	28 October 2020

Equality Impact Assessment (or ‘Equality Analysis’) is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The main aim is to identify any discriminatory or negative consequences for a particular group or sector of the community, and also to identify areas where equality can be better promoted. Equality impact Assessments (EIAs) can be carried out in relation to services provided to customers and residents as well as employment policies/strategies that relate to staffing matters.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis. **Not all sections will be relevant – so leave blank any that are not applicable.** It is intended that this is used as a working document throughout the process, and a final version will be published on the Council’s website.

<b>1.</b>	<b>Identify the aims of the policy or service and how it is implemented.</b>	
	<b>Key questions</b>	<b>Answers / Notes</b>
<b>1.1</b>	<p>Briefly describe purpose of the service/policy e.g.</p> <ul style="list-style-type: none"> <li>● How the service/policy is delivered and by whom</li> <li>● If responsibility for its implementation is shared with other departments or organisations</li> <li>● Intended outcomes</li> </ul>	<p>The service provides private hospitality businesses who require access to parking facilities for guests/visitors with parking authorisation via the MiPermit digital parking permit system, replacing the existing paper permit.</p> <p>The service works by allowing authorised users to park in allocated locations off street throughout the geographical area of Bath &amp; North East Somerset Council where parking restrictions apply allowing the business owner to provide a full service as part of their offering to</p>

		<p>customers.</p> <p>The service will be introduced to:</p> <ul style="list-style-type: none"> <li>• help ensure that businesses can provide guests/visitors parking in specific parking locations within reasonable access of their premises as part of a seamless booking transaction.</li> <li>• improve customer self service – A one time only online application process to set up an account, reducing administration and delay currently experienced by renewals.</li> <li>• the opportunity to ‘create parking stays for guests in advance at the time of booking.</li> <li>• Prevent misuse of permits by staff – no permit cancellations for misuse</li> <li>• encourage the use of alternative transport by restricting the amount of available parking within the congested city centre</li> <li>• elimination of the waste created through the use of paper permits and the need to issue by post</li> </ul>
<p><b>1.2</b></p>	<p>Provide brief details of the scope of the policy or service being reviewed, for example:</p> <ul style="list-style-type: none"> <li>• Is it a new service/policy or review of an existing one?</li> <li>• Is it a national requirement?).</li> <li>• How much room for review is there?</li> </ul>	<p>The system provides improvements to customer service and reduces public sector costs by encouraging customers to self-serve and reduce the number of copied permits, whilst also helping to reduce fraud and system abuse.</p> <p>The scope of the system also extends to include other digital permits, which facilitate cashless parking for ad hoc stays. Allowing customers to purchase parking without the need for cash or a permit covering a fixed period.</p>

		<p>The system supports freedom and fairness and was targeted at addressing the parking needs of those people who live and work in Bath &amp; North East Somerset Councils geographical area.</p> <p>It is not a national requirement and there is room for review.</p>
<b>1.3</b>	Do the aims of this policy link to or conflict with any other policies of the Council?	<p>This Policy is in line with Transport Polices and the Parking Strategy. This policy is also consistent with (although is not designed to achieve) the objectives of the Climate Emergency and the Clean Air Plan.</p>

## 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, sex, 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 reports

	<b>Key questions</b>	<b>Data, research and information that you can refer to</b>
<b>2.1</b>	What equalities training have staff received to enable them to understand the needs of our diverse community?	All staff within Parking Services have completed Equalities training during their induction 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 and this also received regular refresh using the corporate programme.
<b>2.2</b>	What is the equalities profile of service users?	<p>Any hospitality business providing accommodation to visitors that is within a residents parking zone and requires parking for customers within the geographical area of Bath and North East Somerset can potentially purchase a permit, therefore the service users are likely to be representative of the national population.</p> <p>However, some permits have restrictions such as they need to be a qualifying business within a parking zone.  <a href="http://www.bathnes.gov.uk/services/your-council-and-democracy/equality-and-diversity/equality-mapping">http://www.bathnes.gov.uk/services/your-council-and-democracy/equality-and-diversity/equality-mapping</a></p>
<b>2.4</b>	Are there any recent customer satisfaction surveys to refer to? What were the results? Are there any gaps? Or differences in experience/outcomes?	Parking Services also uses the Voicebox survey to measure customer satisfaction. The results of the Voicebox 28 survey (2019) record 76% of respondents rating the provision and operation of parking permits as acceptable to good.



2.5	<p>What engagement or consultation has been undertaken as part of this EIA and with whom?</p> <p>What were the results?</p>	<p>The “Balancing your Needs” parking strategy was consulted on in 2017 and adopted in 2018. The parking strategy set out the key policy direction and objectives for the service until 2028.</p> <p>No specific consultation has been undertaken as part of this EIA as it is a review of existing services.</p>
2.6	<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>The Parking Strategy sets out objectives and actions which include a review of the available permit types and remove those that do not comply with the objectives and policies of the strategy.</p> <p>This will include further engagement and consultation with the relevant groups as appropriate.</p>

**3. Assessment of impact: ‘Equality analysis’**

	<p>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:</p> <ul style="list-style-type: none"> <li>● Meets any particular needs of equalities groups or could help promote equality in some way.</li> <li>● Could have a negative or adverse impact for any of the equalities groups</li> </ul>		
		<p><b>Examples of what the service has done to promote equality</b></p>	<p><b>Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this</b></p>

3.1	<b>Sex</b> – identify the impact/potential impact of the policy on women and men.		No impact based on gender – all who qualify regardless of gender are issued a permit
3.2	<b>Pregnancy and maternity</b>		No Impact -all who qualify are issued a permit
3.3	<b>Gender reassignment</b> – identify the impact/potential impact of the policy on transgender people		No impact based on transgender – all who qualify regardless of gender or gender transformation are issued a permit
3.4	<b>Disability</b> - identify the impact/potential impact of the policy on disabled people (ensure consideration both physical, sensory and mental impairments and mental health)	Parking Services can assist customers applying for permits both at Council One Stop Shops, which now include greater support for assistance with online services and contact MiPermit by telephone for assistance 7 days a week.	<p>The on street element of the permit management scheme does not impact on people with disabilities as they are currently entitled to park in all on street pay and display bays within the geographical area of Bath &amp; north East Somerset Council without displaying a pay and display ticket provided a valid blue badge is clearly displayed.</p> <p>Customers which do not qualify for a Blue badge but who may have difficulty</p>

			accessing/using online/App based services may contact MiPermit for assistance 7 days a week by telephone.
<b>3.5</b>	<b>Age</b> – identify the impact/potential impact of the policy on different age groups		No impact. Staff operating a business will be able to activate a customer’s parking by either using the permit account or contacting MiPermit 7 days a week by telephone.
<b>3.6</b>	<b>Race</b> – identify the impact/potential impact on across different ethnic groups		No impact based on race – all who qualify regardless of race are issued a permit
<b>3.7</b>	<b>Sexual orientation</b> - identify the impact/potential impact of the policy on  lesbian, gay, bisexual, heterosexual people		No impact based on sexual orientation – all who qualify regardless of sexual orientation are issued a permit
<b>3.8</b>	<b>Marriage and civil partnership</b> – does the policy/strategy treat married and civil partnered people equally?		No impact

3.9	<p><b>Religion/belief</b> – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.</p>		<p>No impact based on religion/beliefs/no religion – all who qualify regardless of religion/beliefs/no religion are issued a permit</p>
3.10	<p><b>Socio-economically disadvantaged*</b> – 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><b>(this is not a legal requirement, but is a local priority).</b></p>		<p>No Impact</p>
3.11	<p><b>Rural communities*</b> – identify the impact / potential impact on people living in rural communities</p>		<p>No impact based on those who live in rural communities – all who qualify regardless of address are issued a permit.</p>

There is no requirement within the public sector duty of the Equality Act to consider groups who may be disadvantaged due to socio economic status, or because of living in a rural area. However, these are significant issues within B&NES and have therefore been included here.

## 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/analysis. 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
EIA to be reviewed annually or if significant changes happen within the service provision.	To review the EIA		Team Manager - Parking	1 <sup>st</sup> November 2021
Issues raised by consultees through engagement or consultation exercise	Staff to review feedback and identify equalities issues and actions required as necessary.	Completion of review of feedback	Project lead	One month after engagement ends

## 5. Sign off and publishing

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**Signed off by:** C Major

(Divisional Director or nominated senior officer)

**Date:** 28/10/2020

# Equality Impact Assessment / Equality Analysis

(updated October 2020)

<b>Title of service or policy</b>	Medical Parking Permit
<b>Name of directorate and service</b>	Place - Environmental Services - Parking Services
<b>Name and role of officers completing the EIA</b>	Andrew Dunn, Team Manager - Parking
<b>Date of assessment</b>	28 October 2020

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<b>1.</b>	<b>Identify the aims of the policy or service and how it is implemented.</b>	
	<b>Key questions</b>	<b>Answers / Notes</b>
<b>1.1</b>	<p>Briefly describe purpose of the service/policy e.g.</p> <ul style="list-style-type: none"> <li>● How the service/policy is delivered and by whom</li> <li>● If responsibility for its implementation is shared with other departments or organisations</li> <li>● Intended outcomes</li> </ul>	<p>The service will provide Medical/Healthcare and Care professionals access to parking facilities to carryout home visits with parking authorisation via the MiPermit digital parking permit system, replacing existing paper permits.</p> <p>The service works by allowing authorised users to park in locations throughout the geographical area of Bath &amp; North East Somerset Council where parking restrictions apply.</p>



		<p>The scheme will be introduced to:</p> <ul style="list-style-type: none"> <li>• help ensure that those who meet the criteria for a medical permit can parking in specific parking locations within proximity of those requiring their service.</li> <li>• efficiency- online application process to set up a 'Medical permit', reducing administration and delay and increase flexibility to manage account online 24hrs a day, including self serve renewals</li> <li>• prevent the need to display a paper permit giving increased privacy and security for those working in this sector, and the patients they visit.</li> <li>• elimination of the waste created through the use of paper permits and the need to issue by post</li> </ul>
<p><b>1.2</b></p>	<p>Provide brief details of the scope of the policy or service being reviewed, for example:</p> <ul style="list-style-type: none"> <li>• Is it a new service/policy or review of an existing one?</li> <li>• Is it a national requirement?).</li> <li>• How much room for review is there?</li> </ul>	<p>The system provides improvements to customer service and reduces public sector costs by encouraging customers to self-serve and reduce the number of copied permits, whilst also helping to reduce fraud and system abuse.</p> <p>The system supports freedom and fairness and was targeted at addressing the parking needs of those people who live and work in Bath &amp; North East Somerset Councils geographical area.</p> <p>It is not a national requirement and there is room for review.</p>
<p><b>1.3</b></p>	<p>Do the aims of this policy link to or conflict with any other policies of the Council?</p>	<p>This Policy is in line with Transport Polices and the Parking Strategy. It is consistent with (although is not designed to promote)the objectives of the Climate Emergency and Clean Air Plan.</p>

## 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, sex, 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 reports

	<b>Key questions</b>	<b>Data, research and information that you can refer to</b>
<b>2.1</b>	What equalities training have staff received to enable them to understand the needs of our diverse community?	All staff within Parking Services have completed Equalities training during their induction 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 and this also received regular refresh using the corporate programme.
2.2	What is the equalities profile of service users?	Service users are all business and their employees who deliver residential care and treatment to their patients in their own homes.
2.4	Are there any recent customer satisfaction surveys to refer to? What were the results? Are there any gaps? Or differences in experience/outcomes?	Parking Services also uses the Voicebox survey to measure customer satisfaction. The results of the Voicebox 28 survey (2019) record 76% of respondents rating the provision and operation of parking permits as acceptable to good.
2.5	What engagement or consultation has been undertaken as part of this EIA and with whom?  What were the results?	<p>The “Balancing your Needs” parking strategy was consulted on in 2017 and adopted in 2018. The parking strategy set out the key policy direction and objectives for the service until 2028.</p> <p><b>A consultation with Medical Permit users and their administrators in 2017-</b> 60% of respondents felt there were some or good potential benefits. 72% of respondents said they felt a time limit would or may help ensure permits are only used for home visits 80% of respondents advised the majority of visits made to a patient/resident’s home takes no more than 2 hours. 64% of respondents indicated the proposed increase in cost (from £60 to £100 – in line with a first residents permit) would influence their future purchase of permits.</p>
2.6	If you are planning to undertake any consultation in	The Parking Strategy sets out objectives and actions which include a

	the future regarding this service or policy, how will you include equalities considerations within this?	<p>review of the available permit types and remove those that do not comply with the objectives and policies of the strategy.</p> <p>This will include further engagement and consultation with the relevant groups as appropriate.</p>
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### 3. Assessment of impact: 'Equality analysis'

	<p>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:</p> <ul style="list-style-type: none"> <li>• Meets any particular needs of equalities groups or could help promote equality in some way.</li> <li>• Could have a negative or adverse impact for any of the equalities groups</li> </ul>		
		<p><b>Examples of what the service has done to promote equality</b></p>	<p><b>Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this</b></p>
3.1	<p><b>Sex</b> – identify the impact/potential impact of the policy on women and men.</p>		<p>No impact based on gender – all who qualify regardless of gender are issued a permit</p>

3.2	<b>Pregnancy and maternity</b>		No Impact -all who qualify are issued a permit
3.3	<b>Gender reassignment</b> – identify the impact/potential impact of the policy on transgender people		No impact based on transgender – all who qualify regardless of gender reassignment are issued a permit
3.4	<b>Disability</b> - identify the impact/potential impact of the policy on disabled people (ensure consideration both physical, sensory and mental impairments and mental health)	Customers who have difficulty accessing/using online/App based services may contact MiPermit by telephone for assistance 7 days a week.	<p>The on street element of the permit management scheme does not impact on people with disabilities as they are currently entitled to park in all on street pay and display bays within the geographical area of Bath &amp; north East Somerset Council without displaying a pay and display ticket provided a valid blue badge is clearly displayed.</p> <p>Customers which do not qualify for a Blue badge but who may have difficulty accessing/using online/App based services may contact MiPermit for assistance 7 days a week by telephone.</p>
3.5	<b>Age</b> – identify the impact/potential impact of the policy on different age groups		Customers who have difficulty accessing/using online/App based services may contact MiPermit by telephone for

			assistance 7 days a week.
<b>3.6</b>	<b>Race</b> – identify the impact/potential impact on across different ethnic groups	People who have English as an additional Language may be over-represented in caring professions - There will be a strapline on the document relating to medical permits, allowing people to request a copy in a different language.	No impact based on race – all who qualify regardless of race are issued a permit
<b>3.7</b>	<b>Sexual orientation</b> - identify the impact/potential impact of the policy on  lesbian, gay, bisexual, heterosexual people		No impact based on sexual orientation – all who qualify regardless of sexual orientation are issued a permit
<b>3.8</b>	<b>Marriage and civil partnership</b> – does the policy/strategy treat married and civil partnered people equally?		No Impact
<b>3.9</b>	<b>Religion/belief</b> – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.		No impact based on religion/beliefs/no religion – all who qualify regardless of religion/beliefs/no religion are issued a permit
<b>3.10</b>	<b>Socio-economically</b>		No Impact

	<p><b>disadvantaged*</b> – 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><b>(this is not a legal requirement, but is a local priority).</b></p>		
3.11	<p><b>Rural communities*</b> – identify the impact / potential impact on people living in rural communities</p>		<p>No impact based on those who live in rural communities – all who qualify regardless of address are issued a permit.</p>

There is no requirement within the public sector duty of the Equality Act to consider groups who may be disadvantaged due to socio economic status, or because of living in a rural area. However, these are significant issues within B&NES and have therefore been included here.

## 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/analysis. 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
EIA to be reviewed annually or if significant changes happen within the service provision.	To review the EIA		Team Manager – Parking	1 <sup>st</sup> November 2021
Issues raised by consultees through engagement or consultation exercise	Staff to review feedback and identify equalities issues and actions required as necessary.	Completion of review of feedback	Project lead	One month after engagement ends



## 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](mailto: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:** C Major (Divisional Director or nominated senior officer)

**Date:** 28/10/2020

# Equality Impact Assessment / Equality Analysis

(updated October 2020)

<b>Title of service or policy</b>	on street parking charges
<b>Name of directorate and service</b>	Place - Environmental Services - Parking Services
<b>Name and role of officers completing the EIA</b>	Andrew Dunn, Team Manager - Parking
<b>Date of assessment</b>	28 October 2020

Equality Impact Assessment (or ‘Equality Analysis’) is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The main aim is to identify any discriminatory or negative consequences for a particular group or sector of the community, and also to identify areas where equality can be better promoted. Equality impact Assessments (EIAs) can be carried out in relation to services provided to customers and residents as well as employment policies/strategies that relate to staffing matters.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis. **Not all sections will be relevant – so leave blank any that are not applicable.** It is intended that this is used as a working document throughout the process, and a final version will be published on the Council’s website.

<b>1.</b>	<b>Identify the aims of the policy or service and how it is implemented.</b>	
	<b>Key questions</b>	<b>Answers / Notes</b>
<b>1.1</b>	<p>Briefly describe purpose of the service/policy e.g.</p> <ul style="list-style-type: none"> <li>● How the service/policy is delivered and by whom</li> <li>● If responsibility for its implementation is shared with other departments or organisations</li> <li>● Intended outcomes</li> </ul>	<p>A review of on street parking charges has been undertaken with proposals to implement increases at least in line with inflation to be applied for the next three years. The purpose of the increases is to ensure that as a minimum the charges remain relative in terms with inflation and continue to meet Parking Strategy and Transport Strategy objectives.</p> <p>Increased charges to be accompanied by the removal of the service charge for digital transactions purchased through MiPermit, encouraging the channel shift of customers to digital services.</p> <p>Proposals also look to extend on street charges to included Sundays, which is currently free. This aligns the on street charges to those of car parks now that</p>

		<p>the Park &amp; Ride service operates 7 days a week, and will ensure an increased availability of spaces for local residents and short stays, complementing other schemes to reutilise road space such as low traffic and liveable neighbourhoods.</p> <p>Trade permits allow small businesses, including landlords, to park in any permit holders bay or pay and display bay on street (also valid in car parks) and pay for parking. Within time limited areas, holders can activate and pay for parking stays that are longer than the maximum stay period at any location. Trade stays are to be increased in line with on street charges.</p>
1.2	<p>Provide brief details of the scope of the policy or service being reviewed, for example:</p> <ul style="list-style-type: none"> <li>● Is it a new service/policy or review of an existing one?</li> <li>● Is it a national requirement?).</li> <li>● How much room for review is there?</li> </ul>	<p>There is no national requirement and as such there is room for review. However, although not the purpose of these proposals, it is noted that by implementing these changes it should assist in the Introduction of a Clean Air Zone and help in addressing the climate emergency by encouraging the use of sustainable transport and active travel.</p>
1.3	<p>Do the aims of this policy link to or conflict with any other policies of the Council?</p>	<p>This Policy is in line with Transport Policies and the Parking Strategy. It is consistent with (although is not designed to promote) the objectives of the Climate Emergency and Clean Air Plan</p>
<p><b>2. Consideration of available data, research and information</b></p>		

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, sex, 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 reports

	<b>Key questions</b>	<b>Data, research and information that you can refer to</b>
<b>2.1</b>	What equalities training have staff received to enable them to understand the needs of our diverse community?	All staff within Parking Services have completed Equalities training during their induction 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 and this also received regular refresh using the corporate programme.

2.2	What is the equalities profile of service users?	Anyone who requires parking within the geographical area of Bath and North East Somerset can potentially purchase parking, therefore the service users are likely to be representative of the national population. <a href="http://www.bathnes.gov.uk/services/your-council-and-democracy/equality-and-diversity/equality-mapping">http://www.bathnes.gov.uk/services/your-council-and-democracy/equality-and-diversity/equality-mapping</a>
2.4	Are there any recent customer satisfaction surveys to refer to? What were the results? Are there any gaps? Or differences in experience/outcomes?	Parking Services also uses the Voicebox survey to measure customer satisfaction. The results of the Voicebox 28 survey (2019) record 57% of respondents rating the provision and operation of on street parking areas as acceptable to good.
2.5	What engagement or consultation has been undertaken as part of this EIA and with whom?  What were the results?	The “Balancing your Needs” parking strategy was consulted on in 2017 and adopted in 2018. The parking strategy set out the key policy direction and objectives for the service until 2028.  No specific consultation has been undertaken as part of this EIA as it is a review of existing services.
2.6	If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equalities considerations within this?	Charges are to be set within the Council’s Traffic Regulation Orders, which require a Statutory Notification period.  Persons are welcome to lodge objections if they feel there is an equalities issue to be addressed and the Council is mandated to consider such objections.

### 3. Assessment of impact: ‘Equality analysis’

	<p>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:</p> <ul style="list-style-type: none"> <li>● Meets any particular needs of equalities groups or could help promote equality in some way.</li> <li>● Could have a negative or adverse impact for any of the equalities groups</li> </ul>		
		<p><b>Examples of what the service has done to promote equality</b></p>	<p><b>Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this</b></p>
<p><b>3.1</b></p>	<p><b>Sex</b> – identify the impact/potential impact of the policy on women and men.</p>		<p>No impact</p>
<p><b>3.2</b></p>	<p><b>Pregnancy and maternity</b></p>		<p>No Impact</p>
<p><b>3.3</b></p>	<p><b>Gender reassignment</b> – identify the impact/potential impact of the policy on transgender people</p>		<p>No impact</p>

3.4	<p><b>Disability</b> - identify the impact/potential impact of the policy on disabled people (ensure consideration both physical, sensory and mental impairments and mental health)</p>		<p>The on street element of scheme does not impact on people with disabilities as they are currently entitled to park in all on street pay and display bays within the geographical area of Bath &amp; north East Somerset Council for free provided a valid blue badge is clearly displayed. A Blue badge also allows up to 3 hours of parking when parking on yellow lines where no loading restrictions are in place. It should be noted that there are other changes taking place related to Covid-19 social distancing, which restrict motor vehicle access to some roads within the city during the hours 10.00 to 18.00/2200. Additional work has been undertaken to consider some of the issues experienced by Blue Badge holders as a result of these road closures and to review the provision and location of Blue Badge bays and single yellow line parking options.</p>
3.5	<p><b>Age</b> – identify the impact/potential impact of the policy on different age groups</p>		<p>No Impact</p>
3.6	<p><b>Race</b> – identify the impact/potential impact on across different ethnic groups</p>		<p>No impact</p>



<b>3.7</b>	<p><b>Sexual orientation</b> - identify the impact/potential impact of the policy on</p> <p>lesbian, gay, bisexual, heterosexual people</p>		No impact
<b>3.8</b>	<p><b>Marriage and civil partnership</b> – does the policy/strategy treat married and civil partnered people equally?</p>		No impact
<b>3.9</b>	<p><b>Religion/belief</b> – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.</p>		<p>Those using on street parking to worship on Sundays will have to pay for parking. Parking is not currently provided for free to those whose religious holy days are on days other than a Sunday.</p> <p>.</p>
<b>3.10</b>	<p><b>Socio-economically disadvantaged*</b> – identify the impact on people who are disadvantaged due to</p>		<p>Whilst there is no intended impact based on socio-economically disadvantage- all who qualify can purchase parking, increased charges could have an impact on those who are economically</p>

	<p>factors like family background, educational attainment, neighbourhood, employment status can influence life chances</p> <p><b>(this is not a legal requirement, but is a local priority).</b></p>		<p>disadvantaged. However, the costs of parking stays equate only to a small percentage of the annual costs of running a motor vehicle and therefore the impact is small and other more sustainable options including active travel are also available.</p>
3.11	<p><b>Rural communities*</b> – identify the impact / potential impact on people living in rural communities</p>		<p>Whilst there is no intended impact for those living in rural communities, they may now need to pay for parking charges is using on street parking when visiting Bath. However, the costs of parking stays equate only to a small percentage of the annual costs of running a motor vehicle and therefore the impact is small and other more sustainable options including the Park and Ride are available 7 days a week</p>

There is no requirement within the public sector duty of the Equality Act to consider groups who may be disadvantaged due to socio economic status, or because of living in a rural area. However, these are significant issues within B&NES and have therefore been included here.

## 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/analysis. 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
EIA to be reviewed annually or if significant changes happen within the service provision.	To review the EIA		Team Manager - Parking	1 <sup>st</sup> Nov 2020
Issues raised by consultees through engagement or consultation exercise	Staff to review feedback and identify equalities issues and actions required as necessary.	Completion of review of feedback	Project lead	One month after engagement ends

## 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](mailto: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:** C Major

(Divisional Director or nominated senior officer)

**Date:** 28/10/2020

# Equality Impact Assessment / Equality Analysis

(updated October 2020)

<b>Title of service or policy</b>	Parking Suspensions
<b>Name of directorate and service</b>	Place-Environmental Services-Parking Services
<b>Name and role of officers completing the EIA</b>	Andrew Dunn- Parking Team Manager
<b>Date of assessment</b>	28 Oct 2020

Equality Impact Assessment (or ‘Equality Analysis’) is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The main aim is to identify any discriminatory or negative consequences for a particular group or sector of the community, and also to identify areas where equality can be better promoted. Equality impact Assessments (EIAs) can be carried out in relation to services provided to customers and residents as well as employment policies/strategies that relate to staffing matters.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis. **Not all sections will be relevant – so leave blank any that are not applicable.** It is intended that this is used as a working document throughout the process, and a final version will be published on the Council’s website.

<b>1.</b>	<b>Identify the aims of the policy or service and how it is implemented.</b>					
	<b>Key questions</b>	<b>Answers / Notes</b>				
<b>1.1</b>	<p>Briefly describe purpose of the service/policy e.g.</p> <ul style="list-style-type: none"> <li>● How the service/policy is delivered and by whom</li> <li>● If responsibility for its implementation is shared with other departments or organisations</li> <li>● Intended outcomes</li> </ul>	<p>Parking Services provide the means for residents and businesses to request a temporary suspension of the restrictions prescribed by Traffic Regulation Orders to support the local economy, including for house moves, events, and utilities works.</p> <p>Proposals are to implement price increases to charges which have remained at current charges since 2016, reflecting increases in costs to deliver the service from staffing and materials. Proposed charges are displayed in the table below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50px; height: 40px;"></td> <td style="text-align: center; width: 80px;"><b>First bay/day</b></td> <td style="text-align: center; width: 80px;"><b>Each additional bay/day</b></td> </tr> </table>			<b>First bay/day</b>	<b>Each additional bay/day</b>
	<b>First bay/day</b>	<b>Each additional bay/day</b>				

		<table border="1"> <tr> <td>Inner Zone</td> <td>£50</td> <td>£30</td> </tr> <tr> <td>Outer Zone</td> <td>£50</td> <td>£10</td> </tr> </table>	Inner Zone	£50	£30	Outer Zone	£50	£10
Inner Zone	£50	£30						
Outer Zone	£50	£10						
<b>1.2</b>	<p>Provide brief details of the scope of the policy or service being reviewed, for example:</p> <ul style="list-style-type: none"> <li>• Is it a new service/policy or review of an existing one?</li> <li>• Is it a national requirement?).</li> <li>• How much room for review is there?</li> </ul>	It is a review of an existing service provided and as it is not a national requirement there is room for review						
<b>1.3</b>	Do the aims of this policy link to or conflict with any other policies of the Council?	Policy is in line with Transport Polices and the Parking Strategy through the management of the limited kerb space to prevent network congestion, and also meets the overriding purpose of the Council to improve people lives, by facilitating everyday activities such as house moves and maintenance of properties.						
<p><b>2. Consideration of available data, research and information</b></p>								

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, sex, 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 reports

	<b>Key questions</b>	<b>Data, research and information that you can refer to</b>
<b>2.1</b>	What equalities training have staff received to enable them to understand the needs of our diverse community?	All staff within Parking Services have completed Equalities training during their induction 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 and this also received regular refresh using the corporate programme
<b>2.2</b>	What is the equalities profile of service users?	Anyone who requires a suspension of parking within the geographical area of Bath and North East Somerset can potentially apply for a suspension of



		<p>parking, therefore the service users are likely to be representative of the national population. However, some locations have restrictions which cannot be suspended due to Health &amp; Safety reasons.</p> <p><a href="http://www.bathnes.gov.uk/services/your-council-and-democracy/equality-and-diversity/equality-mapping">http://www.bathnes.gov.uk/services/your-council-and-democracy/equality-and-diversity/equality-mapping</a></p>
<b>2.4</b>	<p>Are there any recent customer satisfaction surveys to refer to? What were the results? Are there any gaps? Or differences in experience/outcomes?</p>	<p>Parking Services also uses the Voicebox survey to measure customer satisfaction. The results of the Voicebox 28 survey (2019) record 57% of respondents rating the provision and operation of on street parking areas as acceptable to good.</p>
<b>2.5</b>	<p>What engagement or consultation has been undertaken as part of this EIA and with whom?</p> <p>What were the results?</p>	<p>The “Balancing your Needs” parking strategy was consulted on in 2017 and adopted in 2018. The parking strategy set out the key policy direction and objectives for the service until 2028.</p> <p>No specific consultation has been undertaken as part of this EIA as it is a review of existing services.</p>
<b>2.6</b>	<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>Proposals to be implemented through the fees and charges setting process.</p>
<p><b>3. Assessment of impact: ‘Equality analysis’</b></p>		
	<p>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:</p>	

	<ul style="list-style-type: none"> <li>● Meets any particular needs of equalities groups or could help promote equality in some way.</li> <li>● Could have a negative or adverse impact for any of the equalities groups</li> </ul>		
		<b>Examples of what the service has done to promote equality</b>	<b>Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this</b>
<b>3.1</b>	<b>Sex</b> – identify the impact/potential impact of the policy on women and men.		No impact – the service is available to all that need it, subject to limitations on locations due to health and safety.
<b>3.2</b>	<b>Pregnancy and maternity</b>		No impact – the service is available to all that need it, subject to limitations on locations due to health and safety.
<b>3.3</b>	<b>Gender reassignment</b> – identify the impact/potential impact of the policy on transgender people		No impact – the service is available to all that need it, subject to limitations on locations due to health and safety.
<b>3.4</b>	<b>Disability</b> - identify the impact/potential impact of		No impact – the service is available to all that need it, subject to limitations on locations due to

	the policy on disabled people (ensure consideration both physical, sensory and mental impairments and mental health)		health and safety.
3.5	<b>Age</b> – identify the impact/potential impact of the policy on different age groups		No impact – the service is available to all that need it, subject to limitations on locations due to health and safety.
3.6	<b>Race</b> – identify the impact/potential impact on across different ethnic groups		No impact – the service is available to all that need it, subject to limitations on locations due to health and safety.
3.7	<b>Sexual orientation</b> - identify the impact/potential impact of the policy on  lesbian, gay, bisexual, heterosexual people		No impact – the service is available to all that need it, subject to limitations on locations due to health and safety.

3.8	<p><b>Marriage and civil partnership</b> – does the policy/strategy treat married and civil partnered people equally?</p>		<p>No impact – the service is available to all that need it, subject to limitations on locations due to health and safety.</p>
3.9	<p><b>Religion/belief</b> – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.</p>		<p>No impact – the service is available to all that need it, subject to limitations on locations due to health and safety.</p>
3.10	<p><b>Socio-economically disadvantaged*</b> – 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><b>(this is not a legal requirement, but is a local priority).</b></p>		<p>No impact – the service is available to all that need it, subject to limitations on locations due to health and safety. Cost may have an impact on an individual’s ability to confirm the service, however charges reflect the cost to the Council for delivering the service.</p> <p>Where suspension activities are required to support an event in support of registered charities, the charity may request in writing an exemption from the charges.</p>
3.11	<p><b>Rural communities*</b> – identify the impact / potential</p>		<p>No impact – the service is available to all that need it, subject to limitations on locations due to</p>

	impact on people living in rural communities		health and safety.
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There is no requirement within the public sector duty of the Equality Act to consider groups who may be disadvantaged due to socio economic status, or because of living in a rural area. However, these are significant issues within B&NES and have therefore been included here.

#### **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/analysis. 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.

<b>Issues identified</b>	<b>Actions required</b>	<b>Progress milestones</b>	<b>Officer responsible</b>	<b>By when</b>
EIA to be reviewed annually or if significant changes happen	To review the EIA		Team Manager –	1 <sup>st</sup> Nov

within the service provision.			Parking	2021
Ongoing monitoring	Staff will regularly review issues raised by members of the public to identify if there are any unintended negative impacts for particular groups			

## 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](mailto: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:** C Major

(Divisional Director or nominated senior officer)

**Date:** 28/10/2020

# Equality Impact Assessment / Equality Analysis

(updated October 2020)

<b>Title of service or policy</b>	<b>Prioritise walking, cycling, micro mobility and public transport over car use by residents</b>
<b>Name of directorate and service</b>	Place-Environmental Services-Parking Services
<b>Name and role of officers completing the EIA</b>	Andrew Dunn- Parking Team Manager
<b>Date of assessment</b>	28 Oct 2020

Equality Impact Assessment (or ‘Equality Analysis’) is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The main aim is to identify any discriminatory or negative consequences for a particular group or sector of the community, and also to identify areas where equality can be better promoted. Equality impact Assessments (EIAs) can be carried out in relation to services provided to customers and residents as well as employment policies/strategies that relate to staffing matters.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis. **Not all sections will be relevant – so leave blank any that are not applicable.** It is intended that this is used as a working document throughout the process, and a final version will be published on the Council’s website.

<b>1.</b>	<b>Identify the aims of the policy or service and how it is implemented.</b>	
	<b>Key questions</b>	<b>Answers / Notes</b>
<b>1.1</b>	<p>Briefly describe purpose of the service/policy e.g.</p> <ul style="list-style-type: none"> <li>● How the service/policy is delivered and by whom</li> <li>● If responsibility for its implementation is shared with other departments or organisations</li> <li>● Intended outcomes</li> </ul>	<p>Currently residents can receive a discount of 10% off their daily paid for parking when using MiPermit in Bath, this is a disincentive to use more sustainable transport and active travel modes such as walking and cycling.</p> <p>Removing this discount ends the disincentive.</p>
<b>1.2</b>	Provide brief details of the scope of the policy or service being reviewed, for	This is a review of a current service and is not a national requirement



	<p>example:</p> <ul style="list-style-type: none"> <li>● Is it a new service/policy or review of an existing one?</li> <li>● Is it a national requirement?).</li> <li>● How much room for review is there?</li> </ul>	<p>therefore there is room for review.</p>
<p><b>1.3</b></p>	<p>Do the aims of this policy link to or conflict with any other policies of the Council?</p>	<p>Policy is in line with Transport Polices and the Parking Strategy. It is consistent with (although is not designed to promote) the objectives of the Climate Emergency and Clean Air Plan. It helps to promote more active lifestyles through active travel and to secure the safer movement of pedestrian traffic on the highway by reducing the public health risks posed to them by air pollution</p>

**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, sex, 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 reports

	<b>Key questions</b>	<b>Data, research and information that you can refer to</b>
<b>2.1</b>	What equalities training have staff received to enable them to understand the needs of our diverse community?	All staff within Parking Services have completed Equalities training during their induction 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 and this also received regular refresh using the corporate programme.
<b>2.2</b>	What is the equalities profile of service users?	Service users are all residents of Bath and North East Somerset that drive into Bath city centre therefore reflects the equalities profile of the general

		population.
<b>2.4</b>	Are there any recent customer satisfaction surveys to refer to? What were the results? Are there any gaps? Or differences in experience/outcomes?	Parking Services also uses the Voicebox survey to measure customer satisfaction. The results of the Voicebox 28 survey (2019) record 57% of respondents rating the provision and operation of on street parking areas, and 66% rating the car park provision, as acceptable to good.
<b>2.5</b>	What engagement or consultation has been undertaken as part of this EIA and with whom?  What were the results?	The “Balancing your Needs” parking strategy was consulted on in 2017 and adopted in 2018. The parking strategy set out the key policy direction and objectives for the service until 2028.  No specific consultation has been undertaken as part of this EIA as it is a review of existing services.
<b>2.6</b>	If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equalities considerations within this?	Charges are to be set within the Council’s Traffic Regulation Orders, which require a Statutory Notification period.  Persons are welcome to lodge objections if they feel there is an equalities issue to be addressed and the Council is mandated to consider such objections.
<b>3. Assessment of impact: ‘Equality analysis’</b>		
	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:	
	<ul style="list-style-type: none"> <li>● Meets any particular needs of equalities groups or could help promote equality in some way.</li> <li>● Could have a negative or adverse impact for any of the equalities groups</li> </ul>	

		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	<b>Sex</b> – identify the impact/potential impact of the policy on women and men.		No Impact
3.2	<b>Pregnancy and maternity</b>		No Impact
3.3	<b>Gender reassignment</b> – identify the impact/potential impact of the policy on transgender people		No Impact
3.4	<b>Disability</b> - identify the impact/potential impact of the policy on disabled people (ensure consideration both physical, sensory and mental		No Impact

	impairments and mental health)		
3.5	<b>Age</b> – identify the impact/potential impact of the policy on different age groups		No Impact
3.6	<b>Race</b> – identify the impact/potential impact on across different ethnic groups		No Impact
3.7	<b>Sexual orientation</b> - identify the impact/potential impact of the policy on  lesbian, gay, bisexual, heterosexual people		No Impact
3.8	<b>Marriage and civil partnership</b> – does the policy/strategy treat married and civil partnered people equally?		No Impact

3.9	<p><b>Religion/belief</b> – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.</p>		No Impact
3.10	<p><b>Socio-economically disadvantaged*</b> – 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><b>(this is not a legal requirement, but is a local priority).</b></p>		<p>Whilst there is no intended impact based on socio-economically disadvantage- all who qualify can purchase ad hoc parking tickets, the removal of the 10% discount could have an impact on those who are economically disadvantaged. However, the increased costs of ad hoc parking stays equate only to a small percentage of the annual costs of running a motor vehicle and therefore the impact is small.</p> <p>The saving against the daily cost of parking is much less than can be achieved from alternative travel choices such as park and ride or active travel. The saving for short stays is currently offset by the 10p service charge for digital transactions.</p>
3.11	<p><b>Rural communities*</b> – identify the impact / potential impact on people living in rural communities</p>		No Impact

There is no requirement within the public sector duty of the Equality Act to consider groups who may be disadvantaged due to socio economic status, or because of living in a rural area. However, these are significant issues within B&NES and have therefore been included here.

## 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/analysis. 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
EIA to be reviewed annually or if significant changes happen within the service provision.	To review the EIA.		Team Manager – Parking	1 <sup>st</sup> Nov 2021

Ongoing monitoring	Staff will regularly review issues raised by members of the public to identify if there are any unintended negative impacts for particular groups			

## 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](mailto: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:**

C Major

(Divisional Director or nominated senior officer)

**Date:** 28/10/2020



# Equality Impact Assessment / Equality Analysis

(updated October 2020)

<b>Title of service or policy</b>	Emissions based residents parking permits
<b>Name of directorate and service</b>	Place - Environmental Services - Parking Services
<b>Name and role of officers completing the EIA</b>	Andrew Dunn, Team Manager - Parking
<b>Date of assessment</b>	28 Oct 2020

Equality Impact Assessment (or ‘Equality Analysis’) is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The main aim is to identify any discriminatory or negative consequences for a particular group or sector of the community, and also to identify areas where equality can be better promoted. Equality impact Assessments (EIAs) can be carried out in relation to services provided to customers and residents as well as employment policies/strategies that relate to staffing matters.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis. **Not all sections will be relevant – so leave blank any that are not applicable.** It is intended that this is used as a working document throughout the process, and a final version will be published on the Council’s website.

<b>1.</b>	<b>Identify the aims of the policy or service and how it is implemented.</b>	
	<b>Key questions</b>	<b>Answers / Notes</b>
<b>1.1</b>	<p>Briefly describe purpose of the service/policy e.g.</p> <ul style="list-style-type: none"> <li>● How the service/policy is delivered and by whom</li> <li>● If responsibility for its implementation is shared with other departments or organisations</li> <li>● Intended outcomes</li> </ul>	<p>Emissions based parking permits for all residents parking zones will facilitate the achievement of the strategic outcomes of local transport policy by reducing congestion and vehicle intrusion into neighbourhoods, and particularly residential neighbourhoods. It will also improve air quality by ensuring NO2 targets are met in the shortest possible time through a major shift to mass transport, walking and cycling in order to secure the safer movement of pedestrian traffic on the highway by reducing the public health risks posed to them by air pollution.</p>

		<p>This new pricing policy is based on vehicle CO2 emissions as per vehicle Excise Duty (VED) classification (aligned to April 2017) with an additional diesel supplement to help achieve NO2 targets in the shortest possible time.</p> <p>Prices for the more polluting vehicles are set higher based proportionately on their emissions.</p> <p>Visitor permits are available to residents living in all residents parking zones in digital and paper formats and allow visitors to park on street in permit zones. Paper permits are only valid by the full day, and to support vulnerable residents unable to use digital permits, which can be used by the hour, a half day paper permit will be introduced. The daily pro rata cost of visitor permits will increase by £0.50 per day in year 1, then a further £0.25 a day in years 2 and 3.</p>
<b>1.2</b>	<p>Provide brief details of the scope of the policy or service being reviewed, for example:</p> <ul style="list-style-type: none"> <li>● Is it a new service/policy or review of an existing one?</li> <li>● Is it a national requirement?).</li> <li>● How much room for review is there?</li> </ul>	<p>This is a review of existing residents parking zone permit pricing policy, with permits issued in line with the Traffic Management Act 2004 to allow enforcement of its residents parking zones.</p> <p>In 2017 the Council was directed to Produce a Clean Air Plan to achieve compliance with European Limit Values in the shortest possible time, or by 2021 at the latest.</p> <p>There is room for review</p>
<b>1.3</b>	<p>Do the aims of this policy link to or conflict</p>	<p>This Policy is in line with Transport Policies and the Parking Strategy. It is</p>

	with any other policies of the Council?	consistent with (although is not designed to promote) the objectives of the Climate Emergency and Clean Air
<h2>2. Consideration of available data, research and information</h2>		
<p>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:</p> <ul style="list-style-type: none"> <li>● <b>Demographic</b> data and other statistics, including census findings</li> <li>● Recent <b>research</b> findings (local and national)</li> <li>● Results from <b>consultation or engagement</b> you have undertaken</li> <li>● Service user <b>monitoring data</b> (including ethnicity, sex, disability, religion/belief, sexual orientation and age)</li> <li>● Information from <b>relevant groups</b> or agencies, for example trade unions and voluntary/community organisations</li> <li>● Analysis of records of enquiries about your service, or <b>complaints</b> or <b>compliments</b> about them</li> <li>● Recommendations of <b>external inspections</b> or audit reports</li> </ul>		
	<b>Key questions</b>	<b>Data, research and information that you can refer to</b>

<b>2.1</b>	What equalities training have staff received to enable them to understand the needs of our diverse community?	All staff within Parking Services have completed Equalities training during their induction 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 and this also received regular refresh using the corporate programme.
<b>2.2</b>	What is the equalities profile of service users?	Service users are all residents and visitors within Bath and Keynsham where residents parking zones are currently located and therefore reflects the equalities profile of the general population. Residents living with a zone are entitled to purchase permit where they own a qualifying vehicle; however, as the permit authorises parking on the highway which impacts network congestion and air quality, the impact of the policy extends to all road users, including pedestrians.
<b>2.4</b>	Are there any recent customer satisfaction surveys to refer to? What were the results? Are there any gaps? Or differences in experience/outcomes?	Parking Services also uses the Voicebox survey to measure customer satisfaction. The results of the Voicebox 28 survey (2019) record 76% of respondents rating the provision and operation of parking permits as acceptable to good.
<b>2.5</b>	What engagement or consultation has been undertaken as part of this EIA and with whom?  What were the results?	The “Balancing your Needs” parking strategy was consulted on in 2017 and adopted in 2018. The parking strategy set out the key policy direction and objectives for the service until 2028.  No specific consultation has been undertaken as part of this EIA as it is a review of existing services and its outcomes reflect the objectives of the

		Council's current policies and priorities.	
<b>2.6</b>	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>The Parking Strategy sets out objectives and actions which include a review of the available permit types and remove those that do not comply with the objectives and policies of the strategy.</p> <p>This will include further engagement and consultation with the relevant groups as appropriate.</p>	
<b>3. Assessment of impact: 'Equality analysis'</b>			
	<p>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:</p> <ul style="list-style-type: none"> <li>● Meets any particular needs of equalities groups or could help promote equality in some way.</li> <li>● Could have a negative or adverse impact for any of the equalities groups</li> </ul>		
		<b>Examples of what the service has done to promote equality</b>	<b>Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this</b>
<b>3.1</b>	<b>Sex</b> – identify the impact/potential impact of the policy on women and		No impact based on gender – all who qualify regardless of gender are able to purchase parking via MiPermit.

	men.		
<b>3.2</b>	<b>Pregnancy and maternity</b>		No Impact
<b>3.3</b>	<b>Gender reassignment</b> – identify the impact/potential impact of the policy on transgender people		No impact based on gender reassignment - – all who qualify are able to purchase parking via MiPermit.
<b>3.4</b>	<b>Disability</b> - identify the impact/potential impact of the policy on disabled people (ensure consideration both physical, sensory and mental impairments and mental health)	As part of separate proposals Blue Badge holders living in resident permit zones will be provided with a permit for their zone free of charge. The addition of half day paper permits will provide greater flexibility and value for those not able to use digital permits.	The on street element of the permit management scheme does not impact on people with disabilities as they are currently entitled to park in all on street pay and display bays within the geographical area of Bath & north East Somerset Council without displaying a pay and display ticket provided a valid blue badge is clearly displayed.  Customers which do not qualify for a Blue badge but who may have difficulty accessing/using online/App based services may contact MiPermit for assistance 7 days a week by telephone.
<b>3.5</b>	<b>Age</b> – identify the impact/potential impact of the policy on different age	The addition of half day paper permits will provide greater flexibility and value for those not able to use digital permits.	Customers who have difficulty accessing/using online/App based services may contact MiPermit by telephone for assistance 7 days a week.

	groups		
<b>3.6</b>	<b>Race</b> – identify the impact/potential impact on across different ethnic groups		No impact based on race – all who qualify are able to purchase parking permits via MiPermit
<b>3.7</b>	<b>Sexual orientation</b> - identify the impact/potential impact of the policy on  lesbian, gay, bisexual, heterosexual people		No impact based on sexual orientation – all who qualify are able to purchase parking permits via MiPermit
<b>3.8</b>	<b>Marriage and civil partnership</b> – does the policy/strategy treat married and civil partnered people equally?		No impact based on marriage/civil partnership – all who qualify are able to purchase parking permits via MiPermit
<b>3.9</b>	<b>Religion/belief</b> – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.		No impact based on religion/beliefs/no religion – all who qualify are able to purchase parking permits via MiPermit



<p><b>3.10</b></p>	<p><b>Socio-economically disadvantaged*</b> – 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><b>(this is not a legal requirement, but is a local priority).</b></p>	<p>The addition of half day paper permits will provide greater flexibility and value for those not able to use digital permits.</p>	<p>Whilst there is no intended impact based on socio-economically disadvantage - all who qualify are able to purchase one through MiPermit; however the costs of permits could have an impact on those who are economically disadvantaged where they own a polluting vehicle and are unable to replace it. Even with the higher costs of more polluting vehicles, the costs of permits equate only to a small percentage of the annual costs of running a motor vehicle. This impact has been considered against the wider needs of vulnerable residents and pedestrians who are more at risk from the negative health impacts from high levels of pollution caused by vehicles.</p>
<p><b>3.11</b></p>	<p><b>Rural communities*</b> – identify the impact / potential impact on people living in rural communities</p>		<p>No impact on rural communities – all who qualify are able to purchase parking permits via MiPermit</p>

There is no requirement within the public sector duty of the Equality Act to consider groups who may be disadvantaged due to socio economic status, or because of living in a rural area. However, these are significant issues within B&NES and have therefore been included here.

## 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/analysis. 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
EIA to be reviewed annually or if significant changes happen within the service provision.	To review the EIA			
Issues raised by consultees through engagement or consultation exercise	Staff to review feedback and identify equalities issues and actions required as necessary.	Completion of review of feedback	Project lead	One month after engagement ends

## 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](mailto: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:** C Major (Divisional Director or nominated senior officer)

**Date:** 28/10/2020