

Equality Impact Assessment / Equality Analysis

(updated May 2021)

Title of service or policy	Variation of Street Works Permit Fees
Name of directorate and service	Highways & Traffic, Place Management
Name and role of officers completing the EIA	Paul Garrod Traffic Management & Network Manager
Date of assessment	July 2022

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.

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 e.g. <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 	<p>The Street Works Team is responsible for the management and coordination of road works and events affecting the highway, and helps the Council fulfil its statutory highway network management duty.</p> <p>It uses a permit scheme system for managing road works, where a works promoter has to apply for a permit to work on the highway. The Council can charge a fee for the permits to cover the cost of running the scheme with regards to permits for utility works. The fees of those permits needs to be increased in order to cover the cost of processing those permits.</p>
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? 	<p>Statutory regulations enable the council to recover the cost of processing permits for utility works. A review of the first year of the permit scheme has identified that the permit fee income does not cover those costs. A revised set of fees to cover those costs has been put forward. These new fees are similar to a neighbouring authority's and are below the maximum permit fee level set out in regulations.</p> <p>If the fees are not increased the council will have to reduce the service it currently operates, which will result in less management and coordination of</p>

		<p>road works, which is highly likely to result in more congestion and disruption to the public, fewer inspections of those works which could lead to safety issues with road works being unchallenged, and greater likelihood of failed reinstatements of the highway, causing faster deterioration of the roads and footpaths.</p> <p>Permit fees are only charged to utility companies and developers working on the highway.</p>
1.3	Do the aims of this policy link to or conflict with any other policies of the Council?	<p>It enables the service to continue as it is now. Efficient management of road works helps minimise delays to all road users and ensure works are carried out safely, which aligns to core council policies with regards to Focussing on Prevention and Delivering for Local Residents.</p> <p>There is no conflict with other Council policies.</p>
2. Consideration of available data, research and information		
<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"> ● 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 		
	Key questions	Data, research and information that you can refer to

2.1	What equalities training have staff received to enable them to understand the needs of our diverse community?	New staff receive the standard equalities induction training.
2.2	What is the equalities profile of service users?	The service users are all people who live, work and visit B&NES because they are affected, either directly or indirectly, by how the highway network operates.
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?	There are no recent satisfaction surveys with regards to this service.
2.5	What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results?	There is a statutory consultation process set out before amendments can be made to a street works permit scheme. We consulted utility companies on the proposed revised fees because they are directly affected by the changes. This consultation was undertaken in January 2022.
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?	No further consultation is planned with regards to street works permit fees unless we have further proposals to alter them in the future.

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 could help 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	Issues relating to all groups and protected characteristics	Increasing the permit fees enables the council to continue providing the street works service as it is now. This benefits the public through improved road works	There are no adverse impacts identified.

		information and a reduction in delays caused by road works.	
3.2	Sex – identify the impact/potential impact of the policy on women and men.	None identified	Increasing street works permit fees will not have an adverse impact on this equalities group.
3.3	Pregnancy and maternity	None identified	Increasing street works permit fees will not have an adverse impact on this equalities group.
3.4	Gender reassignment – identify the impact/potential impact of the policy on transgender people	None identified	Increasing street works permit fees will not have an adverse impact on this equalities group.
3.5	Disability – identify the impact/potential impact of the policy on disabled people (ensure consideration both physical, sensory and mental impairments and mental health)	Increasing the fees enables the present level of service to continue. This means the council can properly consider the needs of all users of the public highway when utility works are taking place, including the needs of disabled people at road works.	Increasing street works permit fees will not have an adverse impact on this equalities group.
3.6	Age – identify the impact/potential impact of the policy on different age groups	Increasing the fees enables the present level of service to continue. This means the council can properly consider the needs of all users of the public highway when utility works are taking place, including the needs of younger and older people at road works.	Increasing street works permit fees will not have an adverse impact on this equalities group.
3.7	Race – identify the impact/potential impact on across different ethnic groups	None identified	Increasing street works permit fees will not have an adverse impact on this equalities group.

3.8	Sexual orientation – identify the impact/potential impact of the policy on lesbian, gay, bisexual, heterosexual people	None identified	Increasing street works permit fees will not have an adverse impact on this equalities group.
3.9	Marriage and civil partnership – does the policy/strategy treat married and civil partnered people equally?	None identified	Increasing street works permit fees will not have an adverse impact on this equalities group.
3.10	Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.	None identified	Increasing street works permit fees will not have an adverse impact on this equalities group.
3.11	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 (this is not a legal requirement, but is a local priority).	None identified	Increasing street works permit fees will not have an adverse impact on this equalities group.
3.12	Rural communities* identify the impact / potential impact on people living in rural communities	None identified	Increasing street works permit fees will not have an adverse impact on this equalities group.
3.13	Armed Forces Community ** serving members; reservists;	None identified	Increasing street works permit fees will not have an adverse impact on this equalities

<p>veterans and their families, including the bereaved. Public services will soon be required by law to pay due regard to the Armed Forces Community when developing policy, procedures and making decisions, particularly in the areas of public housing, education and healthcare (to remove disadvantage and consider special provision).</p>		<p>group.</p>
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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.

** The Equality Act does not cover armed forces community. However, when the Armed Forces Bill becomes law there will be a requirement to pay 'due regard' to make sure the Armed Forces Community are not disadvantaged when accessing public services.

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
None	None	N/A	N/A	N/A

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 - Director of Place Management

Date: 13/07/22