

Community Equality Impact Assessment Form

Community Equality Impact Assessments should be carried out whenever you plan, change or remove a service, policy or function. The process should be used as a health check – a way of consolidating knowledge you have on your service. Please refer to the Community Equality Impact Assessment Guidelines to help you complete this activity.

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|---|---|
| Name of service, policy, procedure, function or project to be assessed: | The introduction of charges for disabled parking in West Hill Car Park. |
| Is this a new or existing function or policy? | Charging for disabled parking in Epsom & Ewell Borough Council car parks was agreed in 2010. Despite this the charging policy was never introduced in West Hill Car Park. |
| Key purpose / objective of this service, policy, procedure, function or project to be assessed: | To achieve consistency within our car parks by bringing the car park in line with all other town centre car parks which charge for blue badge parking. |
| Lead Officer – inc. contact details | Richard Chevalier 01372 732355 |
| Directorate and Head of Service | Ian Dyer |
| Other stakeholders – list all involved | |
| Start date – The assessment should be started <u>prior</u> to policy / service development and early enough to influence the decision-making process | October 2019 |
| End date – The assessment will need to inform decision making so the end date should take this into account | December 2019 |

Step 1: Identify why you are undertaking a Community Equality Impact Assessment

A proposal is being taken to Environment & Safe Communities Committee in October 2019 which is proposing introducing a charge in West Hill car park for evening parking, Sunday parking and also charging for blue badge holders to park within the car park. Although blue badge charging in car parks has been in operation since 2010, charging has never been requested for blue badge holders who use this car park.

The possession of a blue badge is recognition of a disability. Epsom & Ewell Borough Council makes provision for blue badge holders within car parks by providing designated bays for use, of which there are two in West Hill Car Park. The Council also offers a discounted rate of parking for blue badge holders which entitles them to stay for an additional hour for free following the expiry of a valid pay and display ticket.

Step 2: Identify the proposed changes to your service

Describe the possible changes your proposal will have on your service. Also outline the possible affect(s) it may have on the **protected characteristics**. Following your initial assessment if it is absolutely obvious that your changes will not have any effect on any of the **protected characteristics**, no further analysis or action is necessary. In this event, you must clearly record how you came to this conclusion.

The change is that blue badge holders will be required to pay for their parking. As with other Epsom & Ewell Borough Council pay and display car parks an additional free hour will be given on expiry of a pay and display ticket.

Step 3: Assessment of data and research

Identify what data and research is available to inform the impact of your proposals on service users and / or staff. Where there are data gaps you should include this as an action within your **Community Equality Impact Assessment Action Plan – Step 7**.

The key factor to consider is whether there are identified users who regularly park in this bay to attend a local event who would be disadvantaged by such a charge being introduced. The Epsom Christian Fellowship church situated opposite meets on a Sunday and has various activities which take place during the week. Over the next few weeks a study will be done of the number of vehicles parked within these bays.

Step 4: Consultation

Identify what relevant consultation could inform your Impact assessment. If you have recent relevant consultation data you could use this. If not, you will have to undertake new consultation, this should be included as an action within your **Community Equality Impact Assessment Action Plan – Step 7**. Make sure the extent of your consultation is in proportion to the proposed change that is being made. Have you consulted the Equalities Forum?

Engagement with local community groups and the church to identify if there are users who regularly require free parking here. A public consultation process will also be undertaken, including advertising in the car park and local newspaper.

Step 5: Impact Assessment

Use the data, research and consultation results to consider the positive and negative impacts of the proposals in respect of the three aims;

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equality of opportunity; and
- Foster good relations

and the protected characteristics of the Equality Duty. Don't forget to consider staff as well as service users. Please use the template below.

| Equality Strand | Positive It could benefit Yes / No | Negative Yes (High / Low) / No | No Impact (Yes / No) | Reason Describe the person you are assessing the impact on, including identifying: details of characteristic (if relevant) e.g. mobility problems / particular religion and why and how they might be negatively or positively affected. Identify risks if negative; identify benefits if positive |
|---|--|--------------------------------------|-------------------------|---|
| Age (e.g. older people, younger people and children) | | | N/A | |
| Disability (long-term health impairment could include mental health problems, asthma, heart conditions, chronic fatigue etc.) | | Yes – Low | | Charging for blue badge users in the car park will not impact on their ability to park or obtain a space but will now mean a fee is payable. |
| Gender (male, female) | | | N/A | |
| Race (Minority ethnic communities e.g. colour, ethnic or national origin, nationality. This includes travellers and gypsies) | | | N/A | |
| Religion or belief (Believing faiths/religions e.g. Christians, Hindus, Muslims, people with no faith/religion) | | | See note | There is no discrimination in terms of believe however a Christian church situated opposite is the nearest establishment which may be affected. |
| Sexual orientation (heterosexuals, lesbians, gay men and bisexual men or women) | | | N/A | |
| Gender re-assignment (people who intend, are in the process of or have undergone gender reassignment) | | | N/A | |

| Equality Strand | Positive It could benefit Yes / No | Negative Yes (High / Low) / No | No Impact (Yes / No) | Reason Describe the person you are assessing the impact on, including identifying: details of characteristic (if relevant) e.g. mobility problems / particular religion and why and how they might be negatively or positively affected. Identify risks if negative; identify benefits if positive |
|---|--|--------------------------------------|-------------------------|---|
| Marriage and civil partnership – (only in respect of eliminating unlawful discrimination) | | | N/A | |
| Pregnancy and maternity | | | N/A | |
| Non-statutory Group Consideration | | | | |
| Other equality issues (please state) | | | N/A | |
| Socio-economically disadvantaged (e.g. factors such as family background, educational attainment, neighbourhood, employment status) | | | N/A | |

Step 6: Decision / Result

Following your analysis, you should make a decision as to whether or not your proposal will negatively or positively impact any protected characteristics. You should take into account all factors such as finance and legal in your decision. Include information about whether stakeholders agree with your findings and proposed response (action plan).

The characteristic impacted is Disability as a charge would be levied for blue badge holders should the proposal go ahead. The introduction of a charge is unlikely to decrease availability of a space should a disabled driver require one here.

Step 7: Community Equality Impact Assessment Action Plan

Once you have taken all factors into account, you need to create an Action Plan using the template below. These actions should be based on the information and analysis gathered during Steps 1 to 6. It should include any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. You should also identify positive actions. The actions need to be built into your service planning framework. Actions / targets should be SMART, Specific, Measurable, Achievable, Realistic and Time framed.

| Issues Identified | Actions Required | Progress Milestones | By When? | Responsible Officer(s) |
|---|--|---|----------|------------------------|
| Church located opposite | Church to be formally consulted with | The church was contacted in November 2019 and comments were received from 4 members. | Nov 2019 | Richard Chevalier |
| Blue badge users | Changes to Traffic Order to be advertised in local newspaper and in Car Park with objections or representations to be made to the Council. | The Traffic Order was advertised in the car park on November 14 th 2019. | Nov 2019 | Richard Chevalier |
| Other Disability Groups to be contacted | Liaise with Unison officer to identify relevant organisations. | On recommendation of the Unison officer the Central Surrey Voluntary Action group were consulted. | Oct 2019 | Richard Chevalier |
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Step 8: Sign off

| | Name & Job Title | Signature ** | Date |
|---|--|--------------|------------|
| Lead Officer: | Richard Chevalier Parking Manager | R Chevalier | 20/12/2019 |
| Validated By: (Head of Service) | Ian Dyer Head of Operational Services | I Dyer | 31/12/2019 |
| Approved By: (Equalities Lead) | | | |
| Published on website by: (Consultation & Communication team) | | | |

** Please type your name to allow forms to be sent electronically