

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.

Name of service, policy, procedure, function or project to be assessed:	The proposed motion to offer free half an hour parking in all of the Borough Council's car parks.
Is this a new or existing function or policy?	This would be a new function.
Key purpose / objective of this service, policy, procedure, function or project to be assessed:	The proposed motion would reduce the cost of parking for some people who visit the borough
Lead Officer – inc. contact details	Richard Chevalier rchevalier@epsom-ewell.gov.uk
Directorate and Head of Service	Ian Dyer
Other stakeholders – list all involved	
Start date – The assessment should be started <i>prior</i> to policy / service development and early enough to influence the decision-making process	December 2018
End date – The assessment will need to inform decision making so the end date should take this into account	January 2019

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

To consider the equality impact that the introduction of free parking for half an hour could have on car park users.

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 motion could lead to a change in car park usage and in particular the behavioural patterns of car park users such as frequency of visits and duration of stay.

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 financial impact can be assessed using the software programmes associated with the car park equipment.

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?

None at present although if the motion was passed then a formal consultation would be undertaken inviting representations from car park users or members of the public.

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)		Yes		An older or less able bodied person may struggle to complete their 'shopping' requirements within half an hour and would be subject to a fee whereas a 'younger' car park user may be able to dash in and out within the time.
Disability (long-term health impairment could include mental health problems, asthma, heart conditions, chronic fatigue etc.)		Yes		See above. The Borough Council currently provides one hour additional parking to blue badge holders subject to payment of the minimum fee. If this motion was passed there would be less differentiated benefit for disabled drivers compared with the general public and therefore, additional discount for Disabled drivers could also need to be considered.

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
Gender (male, female)			No impact	<p>The proposals would generally impact equally on both men and women.</p> <p>There may be a positive impact for those who have young children and drop them off and pick them up from some schools that are within walking distance of the Council's car parks. While the potential benefit from this can relate to both women and men equally, historically a higher proportion of women have undertaken this activity. However, there is currently no data available on this including what proportion this represents of all the men and women that use Council car parks.</p>
Race (Minority ethnic communities e.g. colour, ethnic or national origin, nationality. This includes travellers and gypsies)			No impact	
Religion or belief (Believing faiths/religions e.g. Christians, Hindus, Muslims, people with no faith/religion)			No impact	
Sexual orientation (heterosexuals, lesbians, gay men and bisexual men or women)			No impact	
Gender re-assignment (people who intend, are in the process of or have undergone gender reassignment)			No impact	
Marriage and civil partnership – (only in respect of eliminating unlawful discrimination)			No impact	

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
Pregnancy and maternity		Yes		Again it is possible that pregnant car park users or those with very young children may take longer to perform the tasks they have when visiting a car park and therefore they would be subject to a fee while others would not.
Non-statutory Group Consideration				
Other equality issues (please state)			No impact	
Socio-economically disadvantaged (e.g. factors such as family background, educational attainment, neighbourhood, employment status)			No impact	<p>Lower charges generally have a disproportionate benefit for those on very low incomes. However, the significant cost related to car ownership means that the discount of the first half hour would have a negligible impact overall.</p> <p>Removing charges for the first half an hour, may encourage more “dash in an out” type of shopping behaviour for some abled bodied people, which may benefit some types of businesses (click and collect) and offer less economic benefit others such as a (department store or clothes outlet).</p>

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).

Should the motion be passed and a free half an hour parking be given to all car park users it is possible that the change could lead to a disproportionate negative impact on the basis of older age, disability and pregnancy/maternity as these car park users are less likely to be able to perform their required tasks within the free half an hour period of parking than other car park users.

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)

Step 8: Sign off

	Name & Job Title	Signature **	Date
Lead Officer:	Richard Chevalier	R Chevalier	21/12/2018
Validated By: (Head of Service)	Ian Dyer	I Dyer	27/12/2018
Approved By: (Equalities Lead)			
Published on website by: (Consultation & Communication team)			

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