

## Equality Impact Assessment (EqIA) form: the full impact assessment

### 1. Process and guidance

The purpose of an EqIA is to make sure that the council is meeting the needs of all our residents by ensuring we consider how different groups of people may be affected by or experience a proposal in different ways. EqIAs help us to meet our [Public Sector Equality Duty](#) and where applicable the [Armed Forces Duty](#)

The council has a two stage EqIA process:

- Stage 1 - the initial impact assessment
- Stage 2 - the full impact assessment.

This form is for use at Stage 2 of the process. If an officer is undertaking a project, policy change, or service change and a negative impact has been identified at Stage 1 on a protected equality group then a full impact assessment must be completed.

Guidance and tools for council officers can be accessed on the council's Tackling Inequality Together intranet pages.

Date started:	14 February 2023
Completed by:	Geoff Hislop Parking Manager
Service:	Place & Growth
Project or policy EqIA relates to:	Off Street parking Report Increase in charges
Date EqIA discussed at service team meeting:	22 February 2023
Equality Improvement Plan approved:	Yes
Signed off by (AD):	Chris Easton

Sign off date:	22 February 2023
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## 2. Consultation

During the initial impact review, it was found that some protected equality groups might be negatively impacted by the proposal. To further understand the potential impacts and decide what actions might be needed, the relevant equality groups should be consulted.

**Please complete the table below for the relevant characteristics.**

Equality group	Date of consultation	Potential negative impacts identified	Changes or actions based on feedback from consultation
Religious belief	15 Dec 2022 – 29 Jan 2023	The introduction of Sunday charges may have a minor short-term impact on people visiting places of worship although the number of locations where off-street cars parks near to these locations is small.	No comments received relating to this.
Socio-economic disadvantage	15 Dec 2022 – 29 Jan 2023	Increased costs of parking charges	The prices remain competitive with neighbouring Local authorities. Season tickets offer alternative cheaper solution that can be budgeted for by paying monthly. Evening charges are set low at £1.00 first hour £2.00 max. Off street parking restrictions already in place. Payment options by telephone, coin, and card payment available. Resident's evening permits offering a reduction on evening charges. Parking charges applying every day provides consistency and will promote

			alternatives active travel opportunities to promote health and wellbeing.
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### 3. Equality improvement plan

The project owner must complete an Equality Improvement Plan. This improvement plan sets out the actions to minimise or remove negative impacts. It should also be used to action any opportunities to promote equality and understanding between communities that have been identified throughout the assessment.

The improvement plan should be a ‘live document’ and be updated and reviewed throughout the delivery of the proposal.

The improvement plan comprises:

- A. an assessment table
- B. an implementation table

**Please complete Table A now and keep Table B up to date throughout delivery of the proposal.**

**Table A: Assessment table**

<b>Equality group</b>	<b>Actions required</b>	<b>Expected outcome from actions</b>	<b>Responsible owner</b>	<b>How will the delivery of your actions be monitored</b>	<b>Review date (s)</b>
Religious belief	Advertise revised pricing structure to show options available in each car park. Signs in each car park, Social media, web site information	Improved information about what is available to assist in providing cost effective parking.	Parking Manager/ WBC comm team	Review Sunday Car park usage data over 6 months to determine effects of the revised pricing structure.  It is not known how many people use the car park to access sites of religious	Six months from implementation

	and Borough news letter.			worship but complaints/feedback will be actively monitored to assess this	
Socio-economic disadvantage	Advertise revised pricing structure to show options available in each car park. Signs in each car park, Social media, web site information and Borough news letter.	Improved information about what is available to assist in providing cost effective parking.	Parking Manager/WBC comm team	Review Car park usage data over 6 months to determine effects of the revised pricing structure.	Six months from implementation

**Table B: Implementation table**

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Notes from implementation	Actions completed	Impacts eliminated or mitigated
<ol style="list-style-type: none"> <li>1. Comms plan</li> <li>2. New signs in all car parks</li> <li>3. Review parking usage data</li> </ol>	None at this time	

**4. Conclusion, sign-off & Publication**

The completed EqIA must be reviewed by the management team for your service and submitted for sign-off to the relevant Assistant Director or project sponsor. The EqIA must then be attached to the project or policy paper to be considered by the Executive or other relevant committee and will be published to the council's website.

**Please complete the table below:**



Date of executive paper publication:	21 March 2023
How do you intend to communicate any changes to the affected groups?	Social media, Advertise making of the Order, new signs in place at all car parks
Date of communication:	After exec decision to implement.

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