

SCHEDULE OF BUDGET PROPOSALS AND EIA REFERENCE NUMBERS - SUSTAINABILITY & PARKING

Proposal Reference Number	Proposal Description	Cabinet Portfolio	Full?
9.2	Parking Transformation Programme	Sustainability & Parking	Part 1 only
9.4	Kerbside Permissions Charges Review – Demand Management	Sustainability & Parking	Part 1 only
9.5	Review of On Street Parking charges to manage demand	Sustainability & Parking	Part 1 only



EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) is the **simplest way** to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- **Section 1 of the EIA Tool: Initial Screening**, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

- The person who is making the decision or advising the decision-maker

Further Guidance

- [Step-by-Step Guidance to the questions](#)
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal

Parking Services – 2014 re-let strategy and transformation

Lead Officer

- i. Full Name – Kieran Fitsall
- ii. Position – Head of Service Improvement & Transformation
- iii. Department – City Management & Communities
- iv. Contact Details – kfitsall@westminster.gov.uk

Has this project, policy or proposal had an EIA carried out on it previously? If yes, please state date of original and append to this document for information.

Yes No

Date of original EIA: 9th May 2013

Version number and date of update

You will need to update your EIA as you move through the decision-making process. Record the version number here and the date you updated the EIA. Keep all versions so you have evidence that you have considered equality throughout the process.

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1 What are you analysing?

- What is the project, policy or proposal?
- What is the purpose of the policy/project/activity/strategy?
- In what context will it operate?
- What results are intended?
- Why is it needed?
- Who is it intended to benefit and how?
- Who, potentially, could this project, policy or proposal have a detrimental effect on, and how?

Westminster City Council has a reputation as a leader in delivering innovation in parking services. We aim to promote best practice and continual quality improvement across the service.

Parking is an ever-changing environment, and councils need to keep up with the pace of change. We constantly seek new ways of working with motorists, using new technologies to make use of the finite amount of space we have on our streets, all with the objective of delivering an easy, safe and fair parking service.

The current service is managed through outsourced contracts. The contract for the provision of Parking and CCTV Enforcement is performed by NSL and expires in June 2014, and the systems and back office processing is performed by Serco and expires in November 2014. The Council's aim is to provide a fully integrated service and as a result, the Council is seeking to procure a solution capable of providing these services beyond 2014.

The Council wishes to re-define how the Parking Service is delivered and is looking at new operating models managing the kerbside that use best practice and innovative solutions to deliver services to our residents, workers, businesses and visitors; when, where and how they expect us to.

1.2 From a service user and staff perspective, does the project, policy or proposal have the potential to disproportionately impact on any of the following groups? If so, is the impact positive or negative?

	None	Positive	Negative	Not sure
Disabled people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy/ maternity)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People or particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?	No	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

If the answer is "negative" or "unclear" consider doing a full EIA

1.3 What do you think that the overall NEGATIVE impact on groups and communities will be?	None / Minimal	Significant
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>None or minimal impact would be where there is no negative impact identified, or where there</u>		

will be no change to the services for any groups.
Wherever a negative impact has been identified
you should consider undertaking a full EIA by
completing the rest of the form.

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1.4 Using the screening and information in questions 1.2 and 1.3, should a full assessment be carried out on the project, policy or proposal?

Yes No

1.5 How have you come to this decision?

A full EQI was carried out at the outset when this programme was initiated

SECTION 2: EQUALITY IMPACT ASSESSMENT
Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1 Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal

- If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.*

	How many people use the service currently? What is this as a % of Westminster's population?	
	Disabled people	
	Particular ethnic groups	
	Men or women (include impacts due to pregnancy/maternity)	
	People of particular sexual orientations	
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
	Any other groups who may be affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

2.2 Build up a picture of the makeup of the workforce profile in the service affected.

What is the workforce profile of the service? As a percentage, how does this compare to the profile of Westminster City Council workforce? <ul style="list-style-type: none"> Age Disability Gender 					
	Group	Service		Council	
		No	%	No	%
	Age				
	16-24			35	2%
	25-29			148	7%
	30-44			893	43%
	45-59			854	41%
60-64			115	5%	

<ul style="list-style-type: none"> • Gender Reassignment • Ethnicity • Pregnancy and Maternity • Religion/Belief • Sex • Sexual Orientation 	65 +			33	2%
	Disability				
	Yes			66	3%
	No			897	43%
	Not Known			1115	54%
	Ethnicity				
	Asian/Asian British			145	7%
	Black/Black British			416	20%
	Mixed			62	3%
	White			1371	66%
	Other			42	2%
	Unknown			83	4%
	Gender				
	Female			1192	57%
	Male			886	43%
	Pregnancy and Maternity				
	<ul style="list-style-type: none"> • Are any staff pregnant or on maternity • How are they affected by this change 				
	Religion & Belief				
	There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included				
	Sexual Orientation				
	There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included				
Gender Reassignment					
Data on Gender Reassignment is currently not available but it is unlikely that this proposal will impact either positively or negatively on the protected characteristic of gender reassignment. The consultation process should identify any issues that need to be considered with regards to this protected characteristic.					
	Using the information above, are any groups of staff disproportionately represented compared to the Council workforce?				
	Does TUPE apply to this proposal?				
	Will the reorganisation/restructure result in an increase or decrease in staff numbers? If so, approximately				

	how many?	
	Will the reorganisation/restructure result in changes in job roles or terms and conditions for staff? If so, what changes are proposed?	

2.3 Summary (to be completed following analysis of the evidence above)				
	None	Positive	Negative	Not sure
Does the project, policy or proposal have the potential to have a <u>disproportionate</u> impact on any of the following groups? If so, is the impact positive or negative?				
Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy/maternity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think this proposal may affect negatively or positively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 3: Assessing Impact

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

3.1 Consultation Information

This section should record the consultation activity undertaken in relation to this project, policy or proposal

	<p>i. Who will you consult with?</p> <p>ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)</p>
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3.2 What might the potential impact on individuals, groups or staff be?

<i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i>	
Generic impact (across all groups)	
Men or women (include impacts due to pregnancy/maternity)	
People of particular sexual orientation	
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
Disabled people	
Particular ethnic groups	
People on low incomes	
People in particular age groups	
Groups with particular faiths and beliefs	
Other excluded individuals and groups	

SECTION 4: Reducing & Mitigating Impact

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4.1 Where you have identified an impact, what can be done to reduce or mitigate the impact? <i>(Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).</i>	
Impact 1: [Insert impact here]	Consider options as to what we can do to reduce the impact
Impact 2: [Insert impact here]	
Impact 3: [Insert impact here]	
Impact 4: [Insert impact here]	
Impact 5: [Insert impact here]	

4.2 Now that you have considered the potential or actual effect on equality, what action are you taking?	
No major change (no impacts identified)	<input type="checkbox"/>
Adjust the policy/proposal	<input type="checkbox"/>
Continue the policy/proposal (impacts identified)	<input type="checkbox"/>
Stop and remove the policy/proposal	<input type="checkbox"/>

4.3 Please document the reasons for your decision	

4.4 How will the impact of the project, policy or proposal and any changes made	

to reduce the impact be monitored?	
4.5 Conclusion	<i>This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact</i>

SECTION 5: Next Steps

5.1

Action Plan

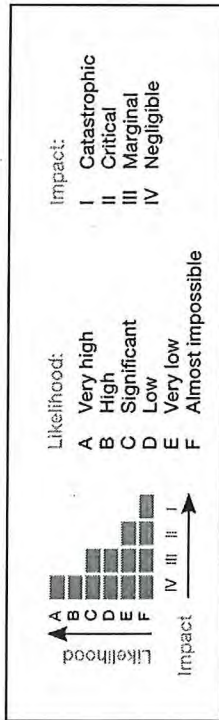
Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

NB. Add any additional rows, if required.


Action Required	Equality Groups Targeted	Intended Outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG

5.2 Risk Table

Ref	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
R1.1	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the risk identified]



THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER

Signature: .....

Full Name:**Kieran Fitsall**.....

Unit:**CITY MANAGEMENT & COMMUNITIES**.....

Email & Telephone Ext:**x.1735**.....

Date of Completion (DD/MM/YY):**28th January 2015**.....

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



EQUALITY IMPACT ASSESSMENT TOOL

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SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal
Kerbside Permissions Fees & Charges Review
Lead Officer
i. Darren Montague ii. Implementation Manager iii. Parking Services iv. dmontague@westminster.gov.uk / x2293
Has this project, policy or proposal had an EIA carried out on it previously? If yes, please state date of original and append to this document for information.
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Date of original EIA: n/a
Version number and date of update
v1.0 - 6 November 2015

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1	What are you analysing?
	<p>The proposals are a result of a review of kerbside permission fees and charges for parking suspensions, dispensations and special permissions.</p> <p>The recommendations made following the review were as follows –</p> <ul style="list-style-type: none"> • A re-modelling in the charging regime, together with an increase in the charges for general parking bay suspensions and single yellow line dispensations. • A significant re-modelling in the London Joint Utilities Group (LJUG) charging structure and an increase in the charges for LJUG suspensions. • The introduction of charging for ‘special permissions’ at a rate 50% above that for general bay suspensions and SYL dispensations. • The introduction of a £20 ‘short notice’ administration fee for suspensions booked within ten calendar days of their commencement date. • Amendments to suspension-related policies regarding resident permit holder concessions, alternative bay provision and bay size classification. <p>As part of its regular kerbside management review regime, the Council aims to review its parking-related fees and charges bi-annually to ensure they continue to support the Council’s wider traffic management obligations.</p>

- The rationale for the proposals can collectively be summarised as follows -
- To provide demand and restraint pricing mechanisms to discourage and deter unnecessary suspensions, to attempt to reduce the number of parking bays that are taken out of commission, and/or, where a suspension must take place, to reduce the length of time for which a bay is suspended.
 - To be more consistent with other comparable central London boroughs, where the policy approach has proven successful in reducing demand and thus ensuring greater uniformity across neighbouring boroughs.
 - To align the Council's kerbside permissions regime so that charges are consistent, fair and consistently applied no matter what type of permission is required (i.e. bay suspension, dispensation or special permission).
 - To address recognised system and process flaws and inconsistencies.
 - To help manage the increasing demands on our kerbside space and the impacts from further growth and development by encouraging the safe and expeditious movement of traffic and the provision of suitable and adequate kerbside parking facilities for all users. To help ensure that residents are not disproportionately disadvantaged when resident bays become suspended in their locale

The beneficiaries of the proposals would be all road users, in that the proposals would help the Council achieve its statutory responsibility to ensure, where reasonably practicable, the safe and expeditious movement of traffic including pedestrians, as well as the need to ensure the provision of suitable and adequate parking facilities on the public highway, as well as local residents, as the proposals should discourage unnecessary and longer-term suspension of parking bays.

The only detriment that the proposals could have would a financial one to those who wish to suspend a parking bay for a period of time.

1.2 From a service user and staff perspective, does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?					
		None	Positive	Negative	Not sure
	Disabled people	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Particular ethnic groups	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Men or women (include impacts due to pregnancy/ maternity)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People or particular sexual orientation/s	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
	People in particular age groups	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Groups with particular faiths and beliefs	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?		<input type="checkbox"/>	<input type="checkbox"/>	
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If the answer is “negative” or “unclear” consider doing a full EIA

1.3	<p>What do you think that the overall NEGATIVE impact on groups and communities will be?</p> <p><u>None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups.</u> Wherever a negative impact has been identified you should consider undertaking a full EIA by completing the rest of the form.</p>	<p>None / Minimal</p> <p>X</p> <p>The only negative could be on low income groups in that the proposal is to increase charges.</p>	<p>Significant</p> <p><input type="checkbox"/></p>
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<p>1.4 Using the screening and information in questions 1.2 and 1.3, should a full assessment be carried out on the project, policy or proposal?</p>	
	<p>Yes <input type="checkbox"/> No X</p>
<p>1.5 How have you come to this decision?</p>	
	<p>Only very minimal impact (people on low income). Whilst the proposals include charge increases, these are only small for individuals who would generally only require short-term suspension durations up to a few days at a time (e.g. a £2 increase for a one-day suspension). The increases are more significant for longer-term suspensions which would affect companies and businesses.</p>

SECTION 2: EQUALITY IMPACT ASSESSMENT

Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal	
	<ul style="list-style-type: none"> If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes. 	
	How many people use the service currently? What is this as a % of Westminster's population?	
	Disabled people	
	Particular ethnic groups	
	Men or women (include impacts due to pregnancy/maternity)	
	People of particular sexual orientations	
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
	Any other groups who may be affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeup of the workforce profile in the service affected.						
	What is the workforce profile of the service? As a percentage, how does this compare to the profile of Westminster City Council workforce? <ul style="list-style-type: none"> Age Disability Gender 	Group		Service		Council	
				No	%	No	%
		Age					
		16-24				35	2%
		25-29				148	7%
		30-44				893	43%
		45-59				854	41%
		60-64				115	5%

<ul style="list-style-type: none"> • Gender Reassignment • Ethnicity • Pregnancy and Maternity • Religion/Belief • Sex • Sexual Orientation 	65 +			33	2%
	Disability				
	Yes			66	3%
	No			897	43%
	Not Known			1115	54%
	Ethnicity				
	Asian/Asian British			145	7%
	Black/Black British			416	20%
	Mixed			62	3%
	White			1371	66%
	Other			42	2%
	Unknown			83	4%
	Gender				
	Female			1192	57%
	Male			886	43%
	Pregnancy and Maternity				
	<ul style="list-style-type: none"> • Are any staff pregnant or on maternity • How are they affected by this change 				
	Religion & Belief				
	There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included				
	Sexual Orientation				
There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included					
Gender Reassignment					
Data on Gender Reassignment is currently not available but it is unlikely that this proposal will impact either positively or negatively on the protected characteristic of gender reassignment. The consultation process should identify any issues that need to be considered with regards to this protected characteristic.					
	Using the information above, are any groups of staff disproportionately represented compared to the Council workforce?				
	Does TUPE apply to this proposal?				
	Will the reorganisation/restructure result in an increase or decrease in staff numbers? If so, approximately				

	how many?	
	Will the reorganisation/restructure result in changes in job roles or terms and conditions for staff? If so, what changes are proposed?	

2.3 Summary (to be completed following analysis of the evidence above)					
		None	Positive	Negative	Not sure
	Does the project, policy or proposal have the potential to have a <u>disproportionate</u> impact on any of the following groups? If so, is the impact positive or negative?				
	Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Particular ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Men or women (include impacts due to pregnancy/maternity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of particular sexual orientations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People in particular age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Groups with particular faiths and beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are there any other groups that you think this proposal may affect negatively or positively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 3: Assessing Impact

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

3.1 Consultation Information	
<i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i>	
	<p>i. Who will you consult with?</p> <p>ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)</p>
3.2 What might the potential impact on individuals, groups or staff be?	

<i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i>	
Generic impact (across all groups)	
Men or women (include impacts due to pregnancy/maternity)	
People of particular sexual orientation	
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
Disabled people	
Particular ethnic groups	
People on low incomes	
People in particular age groups	
Groups with particular faiths and beliefs	
Other excluded individuals and groups	

SECTION 4: Reducing & Mitigating Impact

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4.1	Where you have identified an impact, what can be done to reduce or mitigate the impact? <i>(Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).</i>	
	Impact 1: [Insert impact here]	Consider options as to what we can do to reduce the impact
	Impact 2: [Insert impact here]	
	Impact 3: [Insert impact here]	
	Impact 4: [Insert impact here]	
	Impact 5: [Insert impact here]	

4.2	Now that you have considered the potential or actual effect on equality, what action are you taking?	
	No major change (no impacts identified)	<input type="checkbox"/>
	Adjust the policy/proposal	<input type="checkbox"/>
	Continue the policy/proposal (impacts identified)	<input type="checkbox"/>
	Stop and remove the policy/proposal	<input type="checkbox"/>

4.3	Please document the reasons for your decision	
4.4	How will the impact of the project, policy or proposal and any changes made	

	to reduce the impact be monitored?
4.5	Conclusion <i>This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact</i>

SECTION 5: Next Steps

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Action Plan

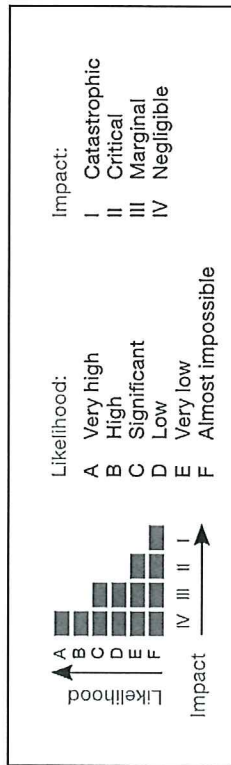
Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

NB. Add any additional rows, if required.

Action Required	Equality Groups Targeted	Intended Outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG

5.2 Risk Table

Ref	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
R1.1	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the risk identified]



THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER

Signature: *D. Montague*

Full Name: ... *DARRIN MONTAGUE*

Unit: ... *PARKING SERVICES*

Email & Telephone Ext: ... *d.montague@westminster.gov.uk / x 2293*

Date of Completion (DD/MM/YY): ... *06/11/15*

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) is the **simplest way** to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- **Section 1 of the EIA Tool: Initial Screening**, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

- The person who is making the decision or advising the decision-maker

Further Guidance

- [Step-by-Step Guidance to the questions](#)
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal
Paid for Parking Tariffs & Operational Policy Review
Lead Officer
i. Darren Montague ii. Implementation Manager iii. Parking Services iv. dmontague@westminster.gov.uk / x2293
Has this project, policy or proposal had an EIA carried out on it previously? If yes, please state date of original and append to this document for information.
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Date of original EIA: n/a
Version number and date of update
v1.0 - 9 November 2015

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1	What are you analysing?
	<p>The proposals are a result of a review of the on-street pay-to-park charges and related policy.</p> <p>The recommendations being made following the review are as follows –</p> <ul style="list-style-type: none"> • Implementation of a city-wide casual parking tariff increase, with the exception of motorcycle parking charges. • Withdrawal of the variable tariff in zone E so a single flat tariff applies during controlled hours. • Alignment of tariffs in F zone (Hyde Park, Marylebone & Fitzrovia). • Amendment of parking tariffs in C zone to ensure a closer alignment and consistency with neighbouring boroughs. • Re-alignment of the cost of trades permits to the cost of the relevant casual parking tariffs. • The publication of Variation Notices issued under section 46A of the Road Traffic Regulation Act 1984, in order to give effect to changes in casual parking tariffs. <p>In managing and responding to the future growth of the City, it is vital that the Council periodically reviews how its kerbside is managed to ensure our transport network and the quality of our public realm keeps pace with the environmental challenges and economic opportunities that have the potential to benefit all of those who live in, work in and visit our City.</p>

Parking tariffs for on-street casual parking are reviewed periodically. The last city-wide increase occurred in 2009 when an inflationary increase for all parking tariffs was applied and a variable tariff trial implemented within E zone (Mayfair & St James's). A further review of tariffs was carried out in September 2011 and Cabinet Member approval was granted for a 10% inflationary increase city-wide. However, this was only implemented in part in Westminster's outer controlled parking zones in November 2011. No tariff changes were implemented in the central zones and tariffs here remain at 2009 levels.

In determining and implementing its policies in relation to parking, the council is exercising powers conferred to it by the Road Traffic Regulation Act 1984 under section 122 and also of the Council's regard to its Network Management Duty under the Traffic Management Act 2004 that is to manage the road network so as to secure, so far as may be reasonably practicable, the expeditious, convenient and safe movement of traffic and the provision of suitable and adequate parking facilities on the highway. Any such Westminster pay to park charging review should also have regard to other transport and land use policies set out in the City Plan, The Greener City Action Plan, The Cycling Strategy, the proposed Walking Strategy and the wider objectives of the West End Partnership.

Our core evidential position is the 2015 Parking Occupancy Survey that was completed in June 2015 and concluded that Westminster's paid-for parking facilities are subject to very high parking stress levels, some of which exceed as much as 80% during the daytime in three of the City's seven parking zones. Without any intervention by the Council to address this position now this trend will worsen in the years to come to the detriment of the City's future economic and environmental wellbeing and growth.

The rationale for the proposals can collectively can be summarised as follows -

- As a demand and restraint pricing mechanism to help manage increasing demands on our kerbside and strategic highway network and to manage the expectant impacts from further growth and development by encouraging the safe and expeditious movement of traffic and the provision of suitable and adequate kerbside parking facilities for all users.
- To be more consistent with neighbouring boroughs so that parking is not inordinately displaced into Westminster's available kerbside space.
- To align the Council's kerbside tariffs so that charges are consistent, fair and consistently applied across the whole of the borough.

The beneficiaries of the proposals would be general road users, in that the proposals would help the Council achieve its statutory responsibility to ensure, where reasonably practicable, the safe and expeditious movement of traffic including pedestrians, as well as the need to ensure the provision of suitable and adequate parking facilities on the public highway.

The only detriment that the proposals could have would a financial one to those who regularly pay to park on-street.

1.2 From a service user and staff perspective, does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?					
		None	Positive	Negative	Not sure
	Disabled people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Men or women (include impacts due to pregnancy/ maternity)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People or particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	People in particular age groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?		<input type="checkbox"/>	<input type="checkbox"/>	

If the answer is “negative” or “unclear” consider doing a full EIA

1.3 What do you think that the overall NEGATIVE impact on groups and communities will be?		None / Minimal	Significant
<p><u>None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups. Wherever a negative impact has been identified you should consider undertaking a full EIA by completing the rest of the form.</u></p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		The only negative could be on low income groups in that the proposal is to increase charges.	

1.4 Using the screening and information in questions 1.2 and 1.3, should a full assessment be carried out on the project, policy or proposal?	
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1.5 How have you come to this decision?	
	Only very minimal impact (people on low income). Whilst the proposals include charge increases, these are only small for individuals who would generally only require short-term

	<p>parking. The proposals also align charges with neighbouring boroughs so parking in Westminster would still be no more expensive than in parking in neighbouring boroughs.</p>
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SECTION 2: EQUALITY IMPACT ASSESSMENT
Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1		<i>Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</i>
		<ul style="list-style-type: none"> <i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i>
	How many people use the service currently? What is this as a % of Westminster's population?	
	Disabled people	
	Particular ethnic groups	
	Men or women (include impacts due to pregnancy/maternity)	
	People of particular sexual orientations	
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
	Any other groups who may be affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

2.2		<i>Build up a picture of the makeup of the workforce profile in the service affected.</i>																																											
	What is the workforce profile of the service? As a percentage, how does this compare to the profile of Westminster City Council workforce? <ul style="list-style-type: none"> Age Disability Gender 	<table border="1"> <thead> <tr> <th rowspan="2">Group</th> <th colspan="2">Service</th> <th colspan="2">Council</th> </tr> <tr> <th>No</th> <th>%</th> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td colspan="5">Age</td> </tr> <tr> <td>16-24</td> <td></td> <td></td> <td>35</td> <td>2%</td> </tr> <tr> <td>25-29</td> <td></td> <td></td> <td>148</td> <td>7%</td> </tr> <tr> <td>30-44</td> <td></td> <td></td> <td>893</td> <td>43%</td> </tr> <tr> <td>45-59</td> <td></td> <td></td> <td>854</td> <td>41%</td> </tr> <tr> <td>60-64</td> <td></td> <td></td> <td>115</td> <td>5%</td> </tr> </tbody> </table>					Group	Service		Council		No	%	No	%	Age					16-24			35	2%	25-29			148	7%	30-44			893	43%	45-59			854	41%	60-64			115	5%
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<ul style="list-style-type: none"> • Gender Reassignment • Ethnicity • Pregnancy and Maternity • Religion/Belief • Sex • Sexual Orientation 	65 +			33	2%
	Disability				
	Yes			66	3%
	No			897	43%
	Not Known			1115	54%
	Ethnicity				
	Asian/Asian British			145	7%
	Black/Black British			416	20%
	Mixed			62	3%
	White			1371	66%
	Other			42	2%
	Unknown			83	4%
	Gender				
	Female			1192	57%
	Male			886	43%
	Pregnancy and Maternity				
	<ul style="list-style-type: none"> • Are any staff pregnant or on maternity • How are they affected by this change 				
	Religion & Belief				
	There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included				
	Sexual Orientation				
There is insufficient data to make an assessment on this characteristic. Any issues identified as part of the consultation process will be included					
Gender Reassignment					
Data on Gender Reassignment is currently not available but it is unlikely that this proposal will impact either positively or negatively on the protected characteristic of gender reassignment. The consultation process should identify any issues that need to be considered with regards to this protected characteristic.					
	Using the information above, are any groups of staff disproportionately represented compared to the Council workforce?				
	Does TUPE apply to this proposal?				
	Will the reorganisation/restructure result in an increase or decrease in staff numbers? If so, approximately				

	how many?	
	Will the reorganisation/restructure result in changes in job roles or terms and conditions for staff? If so, what changes are proposed?	

2.3 Summary (to be completed following analysis of the evidence above)					
		None	Positive	Negative	Not sure
	Does the project, policy or proposal have the potential to have a <u>disproportionate</u> impact on any of the following groups? If so, is the impact positive or negative?				
	Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Particular ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Groups with particular faiths and beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are there any other groups that you think this proposal may affect negatively or positively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 3: Assessing Impact

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

3.1	Consultation Information <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i>
	<p>i. Who will you consult with?</p> <p>ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)</p>
3.2	What might the potential impact on individuals, groups or staff be?

<i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i>	
Generic impact (across all groups)	
Men or women (include impacts due to pregnancy/maternity)	
People of particular sexual orientation	
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
Disabled people	
Particular ethnic groups	
People on low incomes	
People in particular age groups	
Groups with particular faiths and beliefs	
Other excluded individuals and groups	

SECTION 4: Reducing & Mitigating Impact

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4.1	Where you have identified an impact, what can be done to reduce or mitigate the impact? <i>(Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).</i>	
	Impact 1: [Insert impact here]	Consider options as to what we can do to reduce the impact
	Impact 2: [Insert impact here]	
	Impact 3: [Insert impact here]	
	Impact 4: [Insert impact here]	
	Impact 5: [Insert impact here]	

4.2	Now that you have considered the potential or actual effect on equality, what action are you taking?	
	No major change (no impacts identified)	<input type="checkbox"/>
	Adjust the policy/proposal	<input type="checkbox"/>
	Continue the policy/proposal (impacts identified)	<input type="checkbox"/>
	Stop and remove the policy/proposal	<input type="checkbox"/>

4.3	Please document the reasons for your decision	
4.4	How will the impact of the project, policy or proposal and any changes made	

	to reduce the impact be monitored?
4.5	Conclusion <i>This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact</i>

SECTION 5: Next Steps

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Action Plan

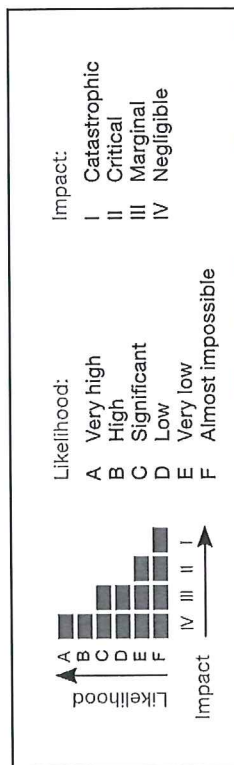
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NB. Add any additional rows, if required.

Action Required	Equality Groups Targeted	Intended Outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG

5.2 Risk Table

Ref	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
R.1.1	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the risk identified]



THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER

Signature: *D. Montague*

Full Name: ...*DARREN MONTAGUE*.....

Unit:*PARKING SERVICES*.....

Email & Telephone Ext:*d.montague@westminster.gov.uk / x 2203*.....

Date of Completion (DD/MM/YY):*09/11/15*.....

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk

