

Appendix B: EQUALITY IMPACT ASSESSMENT

Completing an 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.

SECTION 1:

Title	New admin charge for unauthorised parking suspensions
What are you analysing? <ul style="list-style-type: none"> What is the policy/project/activity/strategy looking to achieve? Who is it intended to benefit? Are any specific groups targeted by this decision? What results are intended? 	The policy is intended to create a financial deterrent for companies that install unauthorised parking suspensions throughout the borough. A new admin fee will be applied on top of standard, retrospectively applied suspension fees. The new admin fee will be set at a rate equivalent to the extra administrative costs incurred by the Council in dealing with unauthorised suspensions. The intention is to improve customer compliance and reduce the volume of unauthorised suspension that occur.
Details of the lead person completing the screening/EIA	(i) Full Name: Will Haldane (ii) Position: Contract Officer (iii) Unit: Parking Services (iii) Contact Details: whaldane@westminster.gov.uk
Date sent to Equalities@westminster.gov.uk	
Version number and date of update	V1 02/09/2022
<i>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. However <u>only</u> the most updated version will be saved in the Equalities SharePoint folder.</i>	

SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <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> <i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i> 														
	<table border="1"> <tr> <td data-bbox="509 819 940 1070">How many people use the service currently? What is this as a % of Westminster's population?</td><td data-bbox="948 819 1481 1070">Parking suspensions are predominantly booked by companies. When booked by individuals, no personal data as outlined below, is gathered. Parking Services deal with approx. 400 to 500 companies per year who have installed unauthorised suspensions.</td></tr> <tr> <td data-bbox="509 1070 940 1162">Gender</td><td data-bbox="948 1070 1481 1162">n/a</td></tr> <tr> <td data-bbox="509 1162 940 1254">Race</td><td data-bbox="948 1162 1481 1254">n/a</td></tr> <tr> <td data-bbox="509 1254 940 1346">Disability</td><td data-bbox="948 1254 1481 1346">n/a</td></tr> <tr> <td data-bbox="509 1346 940 1438">Sexual orientation</td><td data-bbox="948 1346 1481 1438">n/a</td></tr> <tr> <td data-bbox="509 1438 940 1529">Age</td><td data-bbox="948 1438 1481 1529">n/a</td></tr> <tr> <td data-bbox="509 1529 940 1621">Religion or belief</td><td data-bbox="948 1529 1481 1621">n/a</td></tr> </table>	How many people use the service currently? What is this as a % of Westminster's population?	Parking suspensions are predominantly booked by companies. When booked by individuals, no personal data as outlined below, is gathered. Parking Services deal with approx. 400 to 500 companies per year who have installed unauthorised suspensions.	Gender	n/a	Race	n/a	Disability	n/a	Sexual orientation	n/a	Age	n/a	Religion or belief	n/a
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2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the proposal may have a disproportionate impact	N/a														

<p>on this group even if it is a universal service.</p>																																																	
<p>2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i></p>	<p>N/a</p>																																																
<p>2.4</p>	<p>Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</p>																																																
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¹ Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

	People on low incomes	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.</p>					

2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input type="checkbox"/> x
2.6	Provide brief reasons on how have you come to this decision?
	<p>Historic data shows that unauthorised suspensions have been almost exclusively installed by companies. Of a total of 2594 unauthorised suspensions dealt with by the Council over a two-year period, there was only one instance where a private individual/resident was responsible. Therefore, private individuals/residents with a protected characteristic should not be impacted by this admin charge.</p>

SECTION 3: ASSESSING THE 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. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men					x		n/a
	Women					x		n/a
Race	White					x		n/a
	Mixed/Multiple ethnic groups					x		n/a
	Asian/Asian British					x		n/a
	Black/African/Caribbean/ Black British					x		n/a
	Gypsies / travellers					x		n/a
	Other ethnic group					x		n/a
Disability	Physical					x		n/a
	Sensory					x		n/a
	Learning Difficulties					x		n/a
	Learning Disabilities					x		n/a
	Mental Health					x		n/a

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
Sexual Orientation	Lesbian, gay men, bisexual					x		n/a
Age	Older people (50+)					x		n/a
	Younger people (16 - 25)					x		n/a
Gender Reassignment						x		n/a
Impact due to pregnancy/maternity						x		n/a
Groups with particular faiths and beliefs						x		n/a
People on low incomes						x		n/a

SECTION 4: ACTION PLAN

4.1	<p>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.</p> <p><i>Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.</i></p> <p>NB. Add any additional rows, if required.</p>						
	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
	<i>Enter additional rows if required</i>						

THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER

SIGNATURE:

FULL NAME:Jon Rowing.....

UNIT:Parking Services.....

EMAIL & TELEPHONE EXT:jrowing@westminster.gov.uk.....

DATE (DD/MM/YYYY):02/09/2022.....

WHAT NEXT?

It is the responsibility of the service to complete an EIA to the required standard and the quality and completeness of EIAs will be monitored by EMT.

All EIAs for proposed changes to levels of service arising from budget proposals must be completed by (insert date).

All completed EIAs should be sent to Equalities@westminster.gov.uk