

Due Regard Record

Name of policy or activity: Off-Street Parking Programme

What this record is for: By law the Council must, in the course of its service delivery and decision making, think about and see if it can eliminate unlawful discrimination, advance equality of opportunity, and foster good relations. This active consideration is known as, ‘paying due regard’, and it must be recorded as evidence. We pay due regard by undertaking equality analysis and using what we learn through this analysis in our service delivery and decision making. The purpose of this form is as a log of evidence of due regard.

When do I use this record? Every time you complete equality analysis on a policy or activity this record must be updated. Due regard must be paid, and therefore equality analysis undertaken, at ‘formative stages’ of policies and activities including proposed changes to or withdrawal of services. This record must be included as an appendix to any report to decision making bodies. Agenda Planning Groups will not accept any report which does not include evidence of due regard being paid via completion of an Equality Analysis Report.

How do I use this record: When you next undertake equality analysis open a Due Regard Record. Use it to record a summary of your analysis, including the reason for the analysis, the evidence considered, what the evidence told you about the protected groups, and the key findings from the analysis. This will be key information from Steps 1-7 of the Equality Analysis process set out in the Toolkit, and your Equality Analysis Report. This Due Regard Record is Step 8 of that process.

Date / Name	Summary of equality analysis
Cabinet decision September 2008	In April 2011, the Cabinet agreed to the construction of off-street parking, starting with schemes at the top of an approved priority list of sites based on a site by site assessment of safety and need, and taking account of the percentage of Council owned properties in the vicinity. This was due to the fact that a number of Council properties have over the years been purchased under the Right to Buy Scheme, and the land on which the off-street parking would be HRA land. Financial rules do not permit funding General Fund expenditure from the HRA.
Cabinet decision April 2011	The Cabinet appointed the Main Contractor to commence the construction works for the top six schemes on the priority list. The Cabinet also considered a revised priority list, taking account of any newly added sites.
Cabinet decision October 2011	The Cabinet once again reviewed the priority ranking of sites, taking account of additional sites added at the request of the Cabinet. These additional sites were assessed using the agreed assessment criteria, namely: <ul style="list-style-type: none"> • Percentage of council tenants; • Lack of off street parking; • Road width; • Verge/footway damage; • Accident risk to pedestrians/drivers; and

- Special parking requirements.

Whilst the assessments take into account any technical or legal issues known at the time the initial assessments were undertaken, it does not take into account any technical or legal matters that may arise as part of a more detailed feasibility study, which may mean that some of these schemes may not actually be possible.

In all instances, local residents are consulted on whether they support an off-street parking scheme in their area, and if a majority does, they are consulted on the design and layout. All schemes that achieve the support of local residents are then subject to a planning application.