

Equality analysis report

Use this report template to record your equality analysis. This report is a written record that demonstrates that you have shown *due regard* to the need to **eliminate unlawful discrimination, advance equality of opportunity and foster good relations** with respect to the personal characteristics protected by equality law. Due regard must be paid at formative stages of policy or service development, changes, or withdrawal.

To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:

- Factsheet 1: Equality Profile of the Epping Forest District
- Factsheet 2: Sources of information about equality protected characteristics
- Factsheet 3: Glossary of equality related terms
- Factsheet 4: Common misunderstandings about the Equality Duty
- Factsheet 5: Frequently asked questions
- Factsheet 6: Reporting equality analysis to a committee or other decision making body

If you require further help, please contact the Performance Improvement Unit.

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Car parking tariff review across the District
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	Revision of tariff at all Council car parks
Relationship with other policies / projects:	Corporate Plan, Stronger Communities and Stronger Place
Name of senior manager for the policy / project:	Q Durrani
Name of policy / project manager:	A Hoadley

Step 2. Decide if the policy, service change or withdrawal is equality relevant

Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.	If yes, state which protected groups: Council Officers will monitor Car Park users
If no, state your reasons for this decision. Go to step 7. <i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i>	If no, state reasons for your decision:

Step 3. Gather evidence to inform the equality analysis

What evidence have you gathered to help you understand the impact of your policy or service change or withdrawal on people? What does your evidence say about the people with the protected characteristics? If there is no evidence available for any of the characteristics, please explain why this is the case, and your plans to obtain relevant evidence. Please refer to Factsheet 2 ‘Sources of evidence for the protected characteristics’

<i>Characteristic</i>	<i>Evidence (name of research, report, guidance, data source etc)</i>	<i>What does this evidence tell you about people with the protected characteristics?</i>
Age	Corporate Plan 2018 -23. Themes: Stronger Communities, Stronger Place and Stronger Council by aspiration to make the District a great place to live, work, study and do business in	Some elderly patrons may have difficulty in understanding how the pay and display machines work or understanding the tariff boards
Dependents / caring responsibilities	Corporate Plan 2018 -23. Themes: Stronger Communities, Stronger Place and Stronger Council by aspiration to make the District a great place to live, work, study and do business in	Those with caring responsibilities may find the tariff systems in car parks complex to follow
Disability	Corporate Plan 2018 -23. Themes: Stronger Communities, Stronger Place and Stronger Council by aspiration to make the District a great place to live, work, study and do business in	Patrons with disabilities may have problem finding a disabled bay, not being able to reach to insert coins into pay and display machine and reading and understanding the tariff boards
Gender reassignment	Corporate commitment to Equality. Promoting culture and leisure	In the case of gender reassignment it may be that they feel uncomfortable to speak with a CEO to seek further information or clarification.
Marriage and civil partnership	Corporate Plan 2018 -23. Enabling Communities to support themselves	Might feel insecure approaching a Civil Enforcement Officer (CEO)
Pregnancy and maternity	Corporate Plan 2018 -23. Supporting healthy lifestyles	Pregnant women may have difficulty in walking long distances to get pay and display tickets.
Race / ethnicity	Corporate Plan 2018 -23. People and communities achieve their full potential	In the case of Race/Ethnicity some groups may feel uncomfortable to speak with a CEO to seek further information or clarification on the service.
Religion or belief	Corporate Plan 2018 -23. Promoting culture and leisure	In the case of Religion some groups may feel uncomfortable to speak with a CEO to seek further information or clarification on the service.
Sex	Corporate Plan 2018 -23. Adults and children are supported in times of need	Some patrons may feel vulnerable using the car parks when it is dark.
Sexual orientation	Corporate Plan 2018 -23. People and communities	There is limited information available to enable an assessment of the impact on this Characteristic.

	achieve their full potential	
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Steps 4 & 5 Analyse the activity, policy or change (*The duty to eliminate unlawful discrimination*)

Based on the evidence you have analysed, describe any actual or likely adverse impacts that may arise as a result of the policy decision. Where actual or likely adverse impacts have been identified, you should also state what actions will be taken to mitigate that negative impact, ie what can the Council do to minimise the negative consequences of its decision or action.

<i>Characteristic</i>	<i>Actual or likely adverse impacts identified</i>	<i>Actions that are already or will be taken to reduce the negative effects identified</i>
Age	Some elderly patrons may have difficulty in understanding how the pay and display machines work or understanding the tariff boards	The notice boards in car parks clearly explain the requirements for compliance, these will be reviewed to check if the information can be made clearer
Dependents / caring responsibilities	Those with caring responsibilities may find the tariff systems in car parks complex to follow	The notice boards in car parks clearly explain the requirements for compliance, these will be reviewed to check if the information can be made clearer
Disability	Patrons with disabilities may have problem finding a disabled bay, not being able to reach to insert coins into p&d machine and reading and understanding the tariff boards	Disabled badge holders can park in all Council car parks for free
Gender reassignment	Might feel insecure approaching a Civil Enforcement Officer (CEO)	NSL, the enforcement contractor, is fully aware of the equality legislation and will be reminded of ongoing staff training to ensure awareness remains high.
Marriage and civil partnership	In the case of gender reassignment it may be that they feel uncomfortable to speak with a CEO to seek further information or clarification.	NSL, the enforcement contractor, is fully aware of the equality legislation and will be reminded of ongoing staff training to ensure awareness remains high.
Pregnancy and maternity	Pregnant women may have difficulty in walking long distances to get pay and display tickets.	CEOs will observe the vehicle before issuing a PCN, this will allow sufficient time for drivers to walk to a machine and buy adequate ticket.
Race / ethnicity	In the case of Race/Ethnicity some groups may feel uncomfortable to speak with a CEO or member of Council staff to seek further information or clarification on the service.	Information is available on the Council Website and can also be requested by email
Religion or belief	In the case of Religion some groups may feel uncomfortable to speak with a CEO to seek further	Information is available on the Council Website and can also be

	information or clarification on the service.	requested by email
Sex	Some patrons may feel vulnerable using the car parks when it is dark.	All Council car parks are Park mark accredited; CCTV and lighting systems are being upgraded through the ongoing work on the Parking Strategy.
Sexual orientation	There is limited information available to enable an assessment of the impact on this Characteristic. It is assumed that some members of this group may feel uncomfortable approaching a CEO or Council officer	Information is available on the Council Website and can also be requested by email

Step 6.

The duty to advance equality of opportunity

Can the policy, service or project help to advance equality of opportunity in any way? If yes, provide details. If no, provide reasons. *(Note: not relevant to marriage and civil partnership)*

<i>Characteristic</i>	<i>Ways that this policy, service or project can advance equality of opportunity</i>	<i>Why this policy, service or project cannot help to advance equality of opportunity:</i>
Age	Improvement in signage and due consideration to observation time before issue of a PCN.	
Dependents / caring responsibilities	Observation by CEO before issuing a PCN and ability for motorists to call the Council and speak with a staff member.	
Disability	Provision of bays for disabled badge holders, free parking across all car parks.	
Gender reassignment	Enforcement contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	
Pregnancy and maternity	Observation time before issue of a PCN, use of CEOs as agents of the Council when dealing with the members of the public	
Race / ethnicity	Enforcement contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	
Religion or belief	Enforcement contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and	

	members of the public.	
Sex	Enforcement contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	
Sexual orientation	Enforcement contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	

The duty to foster good relations

Can the policy, service or project help to foster good relations in any way? If yes, provide details. If no, provide reasons. (*Note: not relevant to marriage and civil partnership*)

<i>Characteristic</i>	<i>How this policy, service or project can foster good relations:</i>	<i>Why this policy, service or project cannot help to foster good relations:</i>
Age	Ability to ring the Council for information,	
Dependents / caring responsibilities	Observation by CEO before issue of a PCN to ensure that those with caring responsibilities have adequate time to attend to those cared for.	
Disability	Free parking in all Car Parks throughout the year.	
Gender reassignment	Ability to monitor enforcement contractors commitment to equality legislation and foster good relations via the Car Parking Partnership Board	
Pregnancy and maternity	Observation before issue of a PCN will ensure those with mobility restrictions can get ample time to purchase pay and display tickets	
Race / ethnicity	Ability to monitor enforcement contractors commitment to equality legislation and foster good relations via the Car Parking Partnership Board	
Religion or belief	Ability to monitor enforcement contractors commitment to equality legislation and foster good relations via the Car Parking Partnership Board	
Sex	Ability to monitor enforcement contractors commitment to equality legislation and foster good	

	relations via the Car Parking Partnership Board	
Sexual orientation	Ability to monitor enforcement contractors commitment to equality legislation and foster good relations via the Car Parking Partnership Board	

Step 7. Documentation and Authorisation

Summary of actions to be taken as a result of this analysis (add additional rows as required):	Name and job title of responsible officer	How and when progress against this action will be reported
<ol style="list-style-type: none"> The actions/decisions have the potential to adversely affect the characteristic groups. This will be mitigated by ensuring that the enforcement contractors activities are managed and monitored through the formal contractual arrangements and the proposed new Car Parking Partnership Board. Equalities monitoring and reporting will be reviewed by the Car Parking Partnership Board and corrective measures reviewed periodically. The opportunity to replace the display signs and boards in the car parks will be taken to simplify the information on display, as much as permissible under the relevant legislation, to make it easier for some of the adverse impacts identified in this analysis to be mitigated. CEOs will be the Councils interface with the public, they will, through the enforcement contractor, be encouraged to play a supportive and helpful role. 	Mrs A Hoadley Car Park and Street Furniture Manager	Regular reviews and on going monitoring updates to be provided to Assistant Director

Name and job title of officer completing this analysis:	Amanda Hoadley Car Parking and Street Furniture Manager
Date of completion:	07/08/2018
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Qasim (Kim) Durrani Assistant Director (Technical) Neighbourhoods
Date of authorisation:	
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	

Step 8. Report your equality analysis to decision makers:

Your findings from this analysis (and any previous analysis) must be made available to a decision making body when it is considering the relevant service or policy.

Therefore you must:

- reflect the findings from this analysis in a 'Due Regard Record' (template available), and attach it as an appendix to your report. The Record can be

updated as your policy or service changes develop, and it exists as a log of evidence of due regard;

- Include this equality information in your verbal report to agenda planning groups or directly to portfolio holders and other decision making groups.

Your summary of equality analysis must include the following information:

- if this policy, service change or withdrawal is relevant to equality, and if not, why not;
- the evidence base (information / data / research / feedback / consultation) you used to help you understand the impact of what you are doing or are proposing to do on people with protected characteristics;
- what the evidence base (information / data / research / feedback / consultation) told you about people with protected characteristics;
- what you found when you used that evidence base to assess the impact on people with the protected characteristics;
- whether or not your policy or service changes could help to advance quality of opportunity for people with any of the protected characteristics;
- whether or not your policy or service changes could help to foster good relations between communities.