

# Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
  - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
  - advancing equality of opportunity between people who share a protected characteristic and those who do not,
  - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
  - age
  - disability
  - gender
  - gender reassignment
  - marriage/civil partnership
  - pregnancy/maternity
  - race
  - religion/belief
  - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. All **Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA**. An EqIA should also be completed/reviewed at key stages of projects.
8. 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

## Section 1: Identifying details

Your function, service area and team: Housing Development Team

If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team: None

Title of policy or decision: **Policy for Allocating Surplus Car Parking Spaces Provided by the Council Housebuilding Programme.**

**Officer completing the EqIA: Francisca Muonweokwu-Egbunike Tel: ext. 2538**  
Email: [FMuonweokwuegbunike@eppingforestdc.gov.uk](mailto:FMuonweokwuegbunike@eppingforestdc.gov.uk)

Date of completing the assessment: **24<sup>th</sup> August 2020**

## Section 2: Policy to be analysed

2.1	<p>Is this a new policy (or decision) or a change to an existing policy, practice or project?</p> <p><b>Change in existing policy.</b></p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p><b>1) That the Council reviews and adopts the Policy for Allocating Surplus Car Parking Spaces Provided by the Council Housebuilding Programme.</b></p> <p><b>(2) To adopt and implement the allocation and eligibility criteria including the advertising, selection/allocation, licencing/charging of parking permits and enforcement of surplus car parking spaces.</b></p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p><b>To allocate surplus car parking spaces provided by the Council Housebuilding Programme.</b></p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"><li>• service users</li><li>• employees</li><li>• the wider community or groups of people, particularly where there are areas of known inequalities?</li></ul> <p><b>All these groups may potentially benefit from this policy change.</b></p> <p>Will the policy or decision influence how organisations operate?</p>

	<b>Council officers will allocate these surplus parking spaces in accordance with agreed eligibility criteria to local residents nearer to these new council homes, thereafter, in an expanding circle.</b>
2.4	Will the policy or decision involve substantial changes in resources? <b>No but it is anticipated that this Policy will generate income.</b>
2.5	Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?  <b>If adopted, it expected to reduce potential anti-social behaviour issues and minimise community tension that may arise if those surplus parking spaces are not managed effectively.</b>

### **Section 3: Evidence/data about the user population and consultation<sup>1</sup>**

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	What does the information tell you about those groups identified?  <b>This Policy will ensure that local applicants benefit from the surplus parking spaces and it is also linked to income generation. Further, as indicated above, this Policy if adopted, minimises potential anti-social behaviour issues and community tension which would have been caused if left unmanaged/ vacant.</b>
3.2	Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?  <b>Not necessary now.</b>
3.3	If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:

	<p><b>We will review and consult if necessary, however, consultation may not be necessary since this policy prioritises limited supply of parking spaces to local residents.</b></p>
--	--

## Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

<b>Description of impact</b>	<b>Nature of impact</b> Positive, neutral, adverse (explain why)	<b>Extent of impact</b> Low, medium, high (use L, M or H)
Age	Neutral	Low
Disability	Neutral	Low
Gender	Neutral	Low
Gender reassignment	Neutral	Low
Marriage/civil partnership	Neutral	Low
Pregnancy/maternity	Neutral	Low
Race	Neutral	Low
Religion/belief	Neutral	Low
Sexual orientation	Neutral	Low

## Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No X <input type="checkbox"/>	
		Yes <input type="checkbox"/>	If ' <b>YES</b> ', use the action plan at <b>Section 6</b> to describe the adverse impacts and what mitigating actions you could put in place.

## Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
None		

**Section 7: Sign off**

**I confirm that this initial analysis has been completed appropriately.  
(A typed signature is sufficient.)**

Signature of Head of Service:

Date:

Signature of person completing the EqIA:

Date:

**Advice**

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.