



**Annex B - Part D**

**Equality Impact Assessments**

**Completed for all 2018/18 savings proposals within cabinet portfolio:**

**City Highways**

## 5.10 Compliance and Audit Contract – Contract Efficiencies

What are you analysing?

- What is the purpose of the policy/project/activity/strategy?
- In what context will it operate?
- Who is it intended to benefit?
- What results are intended?
- Why is it needed?

- **What is the project, policy or proposal?**

This EIA covers the proposal to reduce compliance monitoring costs through the application of project and client fees which are chargeable to individual schemes. The Compliance and Audit contract provides assurance of the quality and commercial management of the Highways and Transportation Service contracts and includes Public Lighting, Drainage, Bridges and Structures and Traffic Management Order services.

- **What is the purpose of the policy/project/activity/strategy?**

These proposals are aimed at implementing the change through reviewing and refocussing the audit needs across the various services and meeting medium term savings targets.

- **In what context will it operate?**

This proposal has a unique Business Case and will have its own action plan, delivery lead and implementation process. This Business Case will operate as the overarching monitoring tool for implementation and monitoring of the individual proposals.

- **What results are intended?**

The intended result of the proposals are :

- To achieve a medium term saving in revenue funding of £50k from 2018/19 across City Management and Communities
- To deliver services in the most coordinated and efficient manner
- To minimise impact on service levels
- To deliver where possible an improved customer service and minimise the impact on Westminster's Businesses, Residents and Visitors

- **Why is it needed?**

Central Governments reduction in funding will result in a significant drop in available funding for Local Authorities. As a consequence, additional revenue savings need to be found across City Management and Communities in order to help close this funding gap. Failure to achieve sufficient savings will lead to further structural problems within Westminster's overall budget.

- **Who is it intended to benefit and how?**

The intended benefits will cover all of Westminster's Residents, Tourists and Workers.

- **Who, potentially, could this project, policy or proposal have a detrimental effect on, and how?**

It is not envisaged that this will impact on anyone other than the service provider.

Details of the lead person completing the screening/EIA

(i) Full Name: Kevin Goad

(ii) Position: Interim Manager, Highways and Public Realm

(iii) Unit: CMC

(iv) Contact Details: [kgoad@westminster.gov.uk](mailto:kgoad@westminster.gov.uk) 020 7641 3808

Date sent to [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)

18/08/2017

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.*

**V3 – 18 August 2017**

## 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	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?				
		<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
	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?	<b>None</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>If the answer is “negative” or “unclear” consider doing a full EIA</b>					
1.2	What do you think that the overall NEGATIVE impact on groups and communities will be?				
	<b>None/ Minimal</b>		<b>Significant</b>		
	<input checked="" type="checkbox"/>		<input type="checkbox"/>		
	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.		Significant impact would be where there is an impact is identified that has substantial impact on any groups.		
<b>If the answer is “significant” consider doing a full EIA</b>					

<b>1.3</b>	<b>Using the screening information in questions 1.1 and 1.2, should a full EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>1.4</b>	<b>How have you come to this decision?</b>
	This Business Case/proposal is an overarching framework to show how the City Management and Communities is responding to savings requirements and as such has no negative impact on groups or communities.

## **EQUALITY IMPACT ASSESSMENT**

### **SECTION 2: BUILDING AN EVIDENCE BASE**

<b>2.1</b>	<b>Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b>	
	<ul style="list-style-type: none"> <li><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></li> <li><i>A baseline of data is <a href="#">available here</a></i></li> </ul>	
	How many people use the service currently? What is this as a % of Westminster's population?	<b>A million visitors each day to Westminster will all interact at some point with the services linked to the proposals. This is 4.4 times the resident population.</b>
	Age	
	Disability	
	Gender	
	Race	
	Religion or belief	
	Sexual orientation	

<b>2.2</b>	<b>Are there any equality groups that are overrepresented in the monitoring information relative to their size of the population?</b> <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service. Information about Westminster's population is on the Equalities page on the WIRE.</i>
	<i>If yes, provide details.</i>
<b>2.3</b>	<b>Are there any equality groups that are underrepresented in the monitoring information relative to their size of the population?</b> <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>
	<i>If yes, provide details.</i>

### 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.

<b>3.1</b>	<p><b>Consultation Information</b>  <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i></p>
	<p>No consultation has been required to date but where the individual initiatives require consultation, this will take place with residents groups, disabled groups and any other group identified as affected.</p>
<b>3.2</b>	<p><b>What might the potential impact on individuals or groups be?</b>  <i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i></p>
	<p><i>Using the evidence gathered in section 2 and any consultation activity highlighted in 3.1; 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 in order to properly consider the impact. Please state when no impact has been identified.</i></p>

## 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? (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).													
	<p>Consider what actions can be put in place to remove or reduce your identified impact(s). Record all potential actions to show you have considered all options. Please note if no mitigating actions have been identified.</p>													
	<p><b>Column A – Issues or barriers, things to take into account</b></p>	<p><b>Column B – what changes can be made to remove or reduce barriers or negative impacts</b> (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).</p>												
	<p><i>Enter additional rows if require</i></p>													
4.2	Now that you have considered the potential or actual effect on equality, what action are you taking?													
	<table border="1"> <tbody> <tr> <td data-bbox="264 1603 368 1749"> <input checked="" type="checkbox"/> </td> <td data-bbox="376 1603 715 1749"> <p>1. No major change (no impacts identified)</p> </td> </tr> <tr> <td data-bbox="264 1760 368 1827"> <input type="checkbox"/> </td> <td data-bbox="376 1760 715 1827"> <p>2. Adjust the policy</p> </td> </tr> <tr> <td data-bbox="264 1839 368 1939"> <input type="checkbox"/> </td> <td data-bbox="376 1839 715 1939"> <p>3. Continue the policy (impacts identified)</p> </td> </tr> <tr> <td data-bbox="264 1951 368 2029"> <input type="checkbox"/> </td> <td data-bbox="376 1951 715 2029"> <p>4. Stop and remove the policy</p> </td> </tr> </tbody> </table>	<input checked="" type="checkbox"/>	<p>1. No major change (no impacts identified)</p>	<input type="checkbox"/>	<p>2. Adjust the policy</p>	<input type="checkbox"/>	<p>3. Continue the policy (impacts identified)</p>	<input type="checkbox"/>	<p>4. Stop and remove the policy</p>	<table border="1"> <tbody> <tr> <td data-bbox="722 1603 1525 1749"> <p>Your analysis demonstrates that the policy is robust and the evidence shows no potential for discrimination and you have taken all appropriate steps to advance equality &amp; foster good relations between groups.</p> </td> </tr> <tr> <td data-bbox="722 1760 1525 1827"> <p>You will take steps to remove barriers or to better advance equality.</p> </td> </tr> <tr> <td data-bbox="722 1839 1525 1939"> <p>You will adopt your proposal, despite any adverse effect provided you are satisfied that it does not unlawfully discriminate and it is justified.</p> </td> </tr> <tr> <td data-bbox="722 1951 1525 2029"> <p>There are adverse effects that are not justified and cannot be mitigated. The policy is unlawfully discriminating.</p> </td> </tr> </tbody> </table>	<p>Your analysis demonstrates that the policy is robust and the evidence shows no potential for discrimination and you have taken all appropriate steps to advance equality &amp; foster good relations between groups.</p>	<p>You will take steps to remove barriers or to better advance equality.</p>	<p>You will adopt your proposal, despite any adverse effect provided you are satisfied that it does not unlawfully discriminate and it is justified.</p>	<p>There are adverse effects that are not justified and cannot be mitigated. The policy is unlawfully discriminating.</p>
<input checked="" type="checkbox"/>	<p>1. No major change (no impacts identified)</p>													
<input type="checkbox"/>	<p>2. Adjust the policy</p>													
<input type="checkbox"/>	<p>3. Continue the policy (impacts identified)</p>													
<input type="checkbox"/>	<p>4. Stop and remove the policy</p>													
<p>Your analysis demonstrates that the policy is robust and the evidence shows no potential for discrimination and you have taken all appropriate steps to advance equality &amp; foster good relations between groups.</p>														
<p>You will take steps to remove barriers or to better advance equality.</p>														
<p>You will adopt your proposal, despite any adverse effect provided you are satisfied that it does not unlawfully discriminate and it is justified.</p>														
<p>There are adverse effects that are not justified and cannot be mitigated. The policy is unlawfully discriminating.</p>														



4.3	Please document the reasons for your decision

## SECTION 5: ACTION PLAN

*This section is for actions related any of the 9 protected characteristic: Age, Disability, Gender, Gender reassignment; Pregnancy & maternity, Race, Sexual Orientation or Religion/Belief*

<b>5.1</b> 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.  <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>  <b>NB. Add any additional rows, if required.</b>								
	<b>Action Required</b>	<b>Equality Groups Targeted</b>	<b>Intended outcome</b>	<b>Resources Needed</b>	<b>Name of Lead, Unit &amp; Contact Details</b>	<b>Completion Date (DD/MM/YY)</b>	<b>RAG</b>	
	<i>Enter additional rows if required</i>							

**THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER****SIGNATURE:** .....**FULL NAME:** .....Kevin Goad**UNIT:** .....CMC.....**EMAIL & TELEPHONE EXT:** ...kgoad@westminster.gov.uk**DATE (DD/MM/YYYY):** ...02/09/2016.....**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 **2 September 2016**.

All completed EIAs should be sent to: [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)

## Title

**5.13 Highways – Expenditure Review**

What are you analysing?

- What is the purpose of the policy/project/activity/strategy?
- In what context will it operate?
- Who is it intended to benefit?
- What results are intended?
- Why is it needed?

This EIA covers proposed revenue saving from the Highways budgets in 2018/19 and will come from a number of areas including IT software maintenance, printing, fees, and contract efficiencies.

- **What is the purpose of the policy/project/activity/strategy?**

The purpose of this proposal is to ensure that the City Management and Communities Directorate is operating efficiently and effectively, providing a good customer service and meeting medium term savings targets.

- **In what context will it operate?**

This Business Case will consider a series of options for reducing costs on highways maintenance whilst minimising the potential impact on the levels and quality of service. The proposal will have its own action plan, delivery lead and implementation process.

- **What results are intended?**

The intended result of the proposals are :

- To achieve a medium term saving in revenue funding of £1million on 2017/18
- To minimise impact on service levels
- To deliver where possible an improved customer service and minimise the impact on Westminster's Businesses, Residents and Visitors

- **Why is it needed?**

Central Governments reduction in funding will result in a significant drop in available funding for Local Authorities. As a consequence, revenue savings needs to be found across the Highways and Public Realm service within City Management and Communities for 2017/18 in order to help close this funding gap. Failure to achieve sufficient savings will lead to further structural problems within Westminster's overall budget.

- **Who is it intended to benefit and how?**

The intended benefits will cover all of Westminster's Residents, Visitors and Workers.

- **Who, potentially, could this project, policy or proposal have a detrimental effect on, and how?**

Some of the individual proposals could potentially disproportionately impact Westminster's Residents, Tourists and Workers and not just those with protected characteristics. For example, alterations to existing service levels, however every effort will be made to keep any impacts to a minimum.

**Details of the lead person completing the screening/EIA**

- (i) Full Name: Kevin Goad
- (ii) Position: Interim Manager
- (iii) Unit: Highways and Public Realm
- (iv) Contact Details: 0207 641 1903

**Date sent to [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)**

18/08/2017

**Version number and date of update**

**V2.0 August 2017**

**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.

<b>1.1</b>	<b>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?</b>				
		<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
	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?	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>If the answer is “negative” or “unclear” consider doing a full EIA</b>					
<b>1.2</b>	<b>What do you think that the overall NEGATIVE impact on groups and communities will be?</b>				
	<b>None/ Minimal</b>		<b>Significant</b>		
	<input checked="" type="checkbox"/>		<input type="checkbox"/>		
	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.		Significant impact would be where there is an impact is identified that has substantial impact on any groups.		
<b>If the answer is “significant” consider doing a full EIA</b>					

<b>1.3</b>	<b>Using the screening information in questions 1.1 and 1.2, should a full EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>1.4</b>	<b>How have you come to this decision?</b>

## **EQUALITY IMPACT ASSESSMENT**

### **SECTION 2: BUILDING AN EVIDENCE BASE**

<b>2.1</b>	<b>Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b>	
	<ul style="list-style-type: none"> <li><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></li> <li><i>A baseline of data is <a href="#">available here</a></i></li> </ul>	
	How many people use the service currently? What is this as a % of Westminster's population?	<b>A million visitors each day to Westminster will all interact at some point with the services linked to the proposals. This is 4.4 times the resident population</b>
	Age	
	Disability	
	Gender	
	Race	
	Religion or belief	
	Sexual orientation	

<b>2.2</b>	<b>Are there any equality groups that are overrepresented in the monitoring information relative to their size of the population?</b> <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service. Information about Westminster's population is on the Equalities page on the WIRE.</i>
	<i>If yes, provide details.</i>
<b>2.3</b>	<b>Are there any equality groups that are underrepresented in the monitoring information relative to their size of the population?</b> <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>
	<i>If yes, provide details.</i>



### 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.

<b>3.1</b>	<b>Consultation Information</b> <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i>
	<p>No consultation has been required to date but where the individual initiatives require consultation, this will take place with residents groups, disabled groups and any other group identified as affected.</p>
<b>3.2</b>	<b>What might the potential impact on individuals or groups be?</b> <i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i>
	<p><i>Using the evidence gathered in section 2 and any consultation activity highlighted in 3.1; 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 in order to properly consider the impact. Please state when no impact has been identified.</i></p>



4.3	Please document the reasons for your decision

**SECTION 5: ACTION PLAN**

*This section is for actions related any of the 9 protected characteristic: Age, Disability, Gender, Gender reassignment; Pregnancy & maternity, Race, Sexual Orientation or Religion/Belief*

<p><b>5.1</b></p> <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><b>NB. Add any additional rows, if required.</b></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:** Kevin Goad

**FULL NAME:** Kevin Goad

**UNIT:** Highways and Public Realm

**EMAIL & TELEPHONE EXT:** [kgoad@westminster.gov.uk](mailto:kgoad@westminster.gov.uk) 1903

**DATE (DD/MM/YYYY):** 02/09/2016

**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 **2 September 2016**.

All completed EIAs should be sent to: [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)

## Title

**5.14 Review of Highways Services including Road Management**

What are you analysing?

- What is the purpose of the policy/project/activity/strategy?
- In what context will it operate?
- Who is it intended to benefit?
- What results are intended?
- Why is it needed?

This EIA covers an end to end review of the Highways service with a focus on the Road Management service considering its efficiency and effectiveness and the implementation of a new model for service delivery.

- **What is the purpose of the policy/project/activity/strategy?**

The purpose of this proposal is to ensure that the City Management and Communities Directorate is operating efficiently and effectively, providing a good customer service and meeting medium term savings targets.

- **In what context will it operate?**

This Business Case will consider a series of options for reducing the costs associated with the delivery of services across the public realm whilst minimising the potential impact on the levels and quality of service. The proposal will have its own action plan, delivery lead and implementation process.

- **What results are intended?**

The intended result of the proposals are :

- To achieve a medium term saving in revenue funding of £750k in 2017/18
- To minimise impact on service levels
- To deliver where possible an improved customer service and minimise the impact on Westminster's Businesses, Residents and Visitors

- **Why is it needed?**

Central Governments reduction in funding will result in a significant drop in available funding for Local Authorities. As a consequence, revenue savings needs to be found across the Highways and Public Realm service within City Management and Communities for 2017/18 in order to help close this funding gap. Failure to achieve sufficient savings will lead to further structural problems within Westminster's overall budget.

- **Who is it intended to benefit and how?**

The intended benefits will cover all of Westminster's Residents, Visitors, Businesses and Workers.

- **Who, potentially, could this project, policy or proposal have a detrimental effect on, and how?**

This proposal will impact existing staff in order to meet savings levels. A full staff consultation will be undertaken and relevant approvals agreed with cabinet members prior to any implementation.

**Details of the lead person completing the screening/EIA**

- (i) Full Name: Kevin Goad
- (ii) Position: Interim Manager
- (iii) Unit: Highways and Public Realm
- (iv) Contact Details: 0207 641 1903

**Date sent to [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)**

18/08/2017

**Version number and date of update**

**V2.0 August 2017**

**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 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?	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>If the answer is “negative” or “unclear” consider doing a full EIA</b>				
1.2 What do you think that the overall NEGATIVE impact on groups and communities will be?				
<b>None/ Minimal</b>		<b>Significant</b>		
<input checked="" type="checkbox"/>		<input type="checkbox"/>		
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.		Significant impact would be where there is an impact is identified that has substantial impact on any groups.		
<b>If the answer is “significant” consider doing a full EIA</b>				



<b>1.3</b>	<b>Using the screening information in questions 1.1 and 1.2, should a full EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>1.4</b>	<b>How have you come to this decision?</b>

## **EQUALITY IMPACT ASSESSMENT**

### **SECTION 2: BUILDING AN EVIDENCE BASE**

<b>2.1</b>	<b>Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b> <ul style="list-style-type: none"> <li>• <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></li> <li>• <i>A baseline of data is <a href="#">available here</a></i></li> </ul>															
	<table border="1"> <tr> <td>How many people use the service currently? What is this as a % of Westminster's population?</td> <td><b>A million visitors each day to Westminster will all interact at some point with the services linked to the proposals. This is 4.4 times the resident population</b></td> </tr> <tr> <td>Age</td> <td></td> </tr> <tr> <td>Disability</td> <td></td> </tr> <tr> <td>Gender</td> <td></td> </tr> <tr> <td>Race</td> <td></td> </tr> <tr> <td>Religion or belief</td> <td></td> </tr> <tr> <td>Sexual orientation</td> <td></td> </tr> </table>	How many people use the service currently? What is this as a % of Westminster's population?	<b>A million visitors each day to Westminster will all interact at some point with the services linked to the proposals. This is 4.4 times the resident population</b>	Age		Disability		Gender		Race		Religion or belief		Sexual orientation		
How many people use the service currently? What is this as a % of Westminster's population?	<b>A million visitors each day to Westminster will all interact at some point with the services linked to the proposals. This is 4.4 times the resident population</b>															
Age																
Disability																
Gender																
Race																
Religion or belief																
Sexual orientation																

<b>2.2</b>	<b>Are there any equality groups that are overrepresented in the monitoring information relative to their size of the population?</b> <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service. Information about Westminster's population is on the Equalities page on the WIRE.</i>
	<i>If yes, provide details.</i>
<b>2.3</b>	<b>Are there any equality groups that are underrepresented in the monitoring information relative to their size of the population?</b> <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>
	<i>If yes, provide details.</i>

### 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.

<b>3.1</b>	<b>Consultation Information</b> <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i>
	<p>No consultation has been required to date but where the individual initiatives require consultation, this will take place with residents groups, disabled groups and any other group identified as affected.</p>
<b>3.2</b>	<b>What might the potential impact on individuals or groups be?</b> <i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i>
	<p><i>Using the evidence gathered in section 2 and any consultation activity highlighted in 3.1; 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 in order to properly consider the impact. Please state when no impact has been identified.</i></p>



4.3	Please document the reasons for your decision

**SECTION 5: ACTION PLAN**

*This section is for actions related any of the 9 protected characteristic: Age, Disability, Gender, Gender reassignment; Pregnancy & maternity, Race, Sexual Orientation or Religion/Belief*

<p><b>5.1</b></p> <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><b>NB. Add any additional rows, if required.</b></p>								
	<b>Action Required</b>	<b>Equality Groups Targeted</b>	<b>Intended outcome</b>	<b>Resources Needed</b>	<b>Name of Lead, Unit &amp; Contact Details</b>	<b>Completion Date (DD/MM/YY)</b>	<b>RAG</b>	
	<i>Enter additional rows if required</i>							

**THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER**

**SIGNATURE:** Kevin Goad

**FULL NAME:** Kevin Goad

**UNIT:** Highways and Public Realm

**EMAIL & TELEPHONE EXT:** [kgoad@westminster.gov.uk](mailto:kgoad@westminster.gov.uk) 1903

**DATE (DD/MM/YYYY):** 02/09/2016

**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 **2 September 2016**.

All completed EIAs should be sent to: [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)

Title
<b>5.15 Provision of Electric Vehicle Charging Points</b>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the purpose of the policy/project/activity/strategy?</li> <li>• In what context will it operate?</li> <li>• Who is it intended to benefit?</li> <li>• What results are intended?</li> <li>• Why is it needed?</li> </ul>
<p>The Council provide a number of kerbside electric vehicle (EV) charging bays throughout the City for the exclusive use of electric and plug-in hybrid vehicles.</p> <p>For some time, the number of charging points has remained relatively static with 56 recharging points operated at 66 bays, via Chargemaster, Elektromotive and POD Point under an inherited TfL contract through Source London, managed by Blue Point London Ltd (BPL). However there has been substantial growth in the EV market over the past few years and the process of how points are being managed, and by whom, is changing.</p> <p>Responsibility for each charging point is being transitioned to the respective operators through concession agreements, with each provider being charged a minimum of £1,300 per licence to operate the charge point on the highway. In doing so, the providers are free to introduce charges for membership, pay-as-you-go bay use and electricity. For the user this will mean greater choice, reliability and availability as charge points are expanded, upgraded and replaced, but an end to free charging. Users may wish to sign up with more than one operator and this system will create a competitive market. For the Council, responsibility for points, including maintenance costs and electricity charges, will now rest with the respective operators.</p>
Details of the lead person completing the screening/EIA
<ul style="list-style-type: none"> <li>(i) Full Name: Darren Montague</li> <li>(ii) Position: Service Implementation Manager</li> <li>(iii) Unit: Parking Services</li> <li>(iv) Contact Details: <a href="mailto:dmontague@westminster.gov.uk">dmontague@westminster.gov.uk</a> / x2293</li> </ul>
Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a>
18/08/2017
Version number and date of update
V1.0 – 18/08/17



## 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 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	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?	X	<input type="checkbox"/>	<input type="checkbox"/>	
<b>If the answer is “negative” or “unclear” consider doing a full EIA</b>				
1.2 What do you think that the overall NEGATIVE impact on groups and communities will be?				
<b>None/ Minimal</b>		<b>Significant</b>		
X		<input type="checkbox"/>		
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.		Significant impact would be where there is an impact identified that has substantial impact on any groups.		
<b>If the answer is “significant” consider doing a full EIA</b>				

<b>1.3</b>	<b>Using the screening information in questions 1.1 and 1.2, should a full EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>1.4</b>	<b>How have you come to this decision?</b>
	<p>Only very minimal financial impact identified for people on low incomes.</p> <p>People on low incomes may be disproportionately affected by the proposals in the sense that charges are to be introduced. However, the financial impact of these proposals is individually fairly minimal, and would only affect EV car drivers whose demographic would generally tend to not currently include those within low income groups.</p>

## **EQUALITY IMPACT ASSESSMENT**

### **SECTION 2: BUILDING AN EVIDENCE BASE**

<b>2.1</b>	<b>Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b> <ul style="list-style-type: none"> <li><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></li> <li><i>A baseline of data is <a href="#">available here</a></i></li> </ul>	
	How many people use the service currently? What is this as a % of Westminster's population?	
	Age	
	Disability	
	Gender	
	Race	
	Religion or belief	
	Sexual orientation	
<b>2.2</b>	<b>Are there any equality groups that are overrepresented in the monitoring information relative to their size of the population?</b> <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service. Information about Westminster's population is on the Equalities page on the WIRE.</i>	
	<i>If yes, provide details.</i>	

<b>2.3</b>	<b>Are there any equality groups that are underrepresented in the monitoring information relative to their size of the population?</b> <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>
	<i>If yes, provide details.</i>

### 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.

<b>3.1</b>	<b>Consultation Information</b> <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i>
	<i>It is helpful to identify whether you have conducted any consultations for your proposal, in some cases a statutory consultation is required. If your proposal has not required a consultation, please highlight this here. Consultations will help you identify what the potential impact of your proposal might be.</i>
<b>3.2</b>	<b>What might the potential impact on individuals or groups be?</b> <i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i>
	<i>Using the evidence gathered in section 2 and any consultation activity highlighted in 3.1; 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 in order to properly consider the impact. Please state when no impact has been identified.</i>

**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?

<b>4.1</b>	<b>Where you have identified an impact, what can be done to reduce or mitigate the impact?</b> (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).																	
<p>Consider what actions can be put in place to remove or reduce your identified impact(s). Record all potential actions to show you have considered all options. Please note if no mitigating actions have been identified.</p>																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #F4C49E; padding: 5px;">Column A – Issues or barriers, things to take into account</th> <th style="background-color: #F4C49E; padding: 5px;">Column B – what changes can be made to remove or reduce barriers or negative impacts (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).</th> </tr> </thead> <tbody> <tr><td style="height: 30px;"></td><td></td></tr> <tr><td style="height: 30px;"></td><td></td></tr> <tr><td style="height: 30px;"></td><td></td></tr> <tr><td style="height: 30px;"></td><td></td></tr> <tr><td style="height: 30px;"></td><td></td></tr> <tr><td style="height: 30px;"></td><td></td></tr> <tr> <td style="padding: 5px;"><i>Enter additional rows if require</i></td> <td></td> </tr> </tbody> </table>			Column A – Issues or barriers, things to take into account	Column B – what changes can be made to remove or reduce barriers or negative impacts (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>Enter additional rows if require</i>	
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<i>Enter additional rows if require</i>																		
<b>4.2</b>	<b>Now that you have considered the potential or actual effect on equality, what action are you taking?</b>																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 5%; text-align: center; vertical-align: middle;"><input type="checkbox"/></td> <td style="width: 35%; background-color: yellow; padding: 5px;"><b>1. No major change (no impacts identified)</b></td> <td style="padding: 5px;">Your analysis demonstrates that the policy is robust and the evidence shows no potential for discrimination and you have taken all appropriate steps to advance equality &amp; foster good relations between groups.</td> </tr> <tr> <td style="text-align: center; vertical-align: middle;"><input type="checkbox"/></td> <td style="background-color: yellow; padding: 5px;"><b>2. Adjust the policy</b></td> <td style="padding: 5px;">You will take steps to remove barriers or to better advance equality.</td> </tr> <tr> <td style="text-align: center; vertical-align: middle;"><input type="checkbox"/></td> <td style="background-color: yellow; padding: 5px;"><b>3. Continue the policy (impacts identified)</b></td> <td style="padding: 5px;">You will adopt your proposal, despite any adverse effect provided you are satisfied that it does not unlawfully discriminate and it is justified.</td> </tr> <tr> <td style="text-align: center; vertical-align: middle;"><input type="checkbox"/></td> <td style="background-color: yellow; padding: 5px;"><b>4. Stop and remove the policy</b></td> <td style="padding: 5px;">There are adverse effects that are not justified and cannot be mitigated. The policy is unlawfully discriminating.</td> </tr> </tbody> </table>			<input type="checkbox"/>	<b>1. No major change (no impacts identified)</b>	Your analysis demonstrates that the policy is robust and the evidence shows no potential for discrimination and you have taken all appropriate steps to advance equality & foster good relations between groups.	<input type="checkbox"/>	<b>2. Adjust the policy</b>	You will take steps to remove barriers or to better advance equality.	<input type="checkbox"/>	<b>3. Continue the policy (impacts identified)</b>	You will adopt your proposal, despite any adverse effect provided you are satisfied that it does not unlawfully discriminate and it is justified.	<input type="checkbox"/>	<b>4. Stop and remove the policy</b>	There are adverse effects that are not justified and cannot be mitigated. The policy is unlawfully discriminating.				
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4.3	Please document the reasons for your decision

**SECTION 5: ACTION PLAN**

*This section is for actions related any of the 9 protected characteristic: Age, Disability, Gender, Gender reassignment; Pregnancy & maternity, Race, Sexual Orientation or Religion/Belief*

<p><b>5.1</b></p> <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><b>NB. Add any additional rows, if required.</b></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:** Adam Warnes.**UNIT:** Parking Services**EMAIL & TELEPHONE EXT:** [awarnes@westminster.gov.uk](mailto:awarnes@westminster.gov.uk) / x4074.**DATE (DD/MM/YYYY):** 18/08/2017.**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 **2 September 2016**.

All completed EIAs should be sent to: [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)



Title
<b>5.16 Flexible car sharing operators</b>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the purpose of the policy/project/activity/strategy?</li> <li>• In what context will it operate?</li> <li>• Who is it intended to benefit?</li> <li>• What results are intended?</li> <li>• Why is it needed?</li> </ul>
<p>Since 2009, the Council has operated a car club service to provide greener modes of transport in response to growing pressure on residents' parking, to help tackle congestion and poor air quality, and to free up kerbside space. The current contract, with Zipcar, is due to expire on 30 September 2017. Car clubs offer a pay-as-you-go service which provides an alternative for those who use their cars occasionally or do not want the expense of owning and running their own vehicle. Members pay an annual membership fee and then hire vehicles for a period of one hour to six months. The contractor supplies 185 vehicles operating from dedicated kerbside bays and is charged £1,500 per vehicle/bay, There are currently 11,000 members of the Westminster Car Club service.</p> <p>As well as the current fixed point/back to base model run by Zipcar, other car sharing models are now operating in London: floating (one-way) and point-to-point. Due to the rapidly expanding and ever-changing nature of the car club market, the Council has agreed a revised car sharing strategy for the new contract.</p> <p>The Council wish to incorporate alternative models into the contract and are therefore looking to split the procurement of the new contract into 2 separate lots: a fixed point service and a floating service. This will ensure service continuity for the existing customers whilst also introducing a new model of car sharing to complement our over-riding service objectives. Furthermore this will introduce competition to the service, giving customers greater choice and improving quality.</p>
Details of the lead person completing the screening/EIA
<ul style="list-style-type: none"> <li>(i) Full Name: Darren Montague</li> <li>(ii) Position: Service Implementation Manager</li> <li>(iii) Unit: Parking Services</li> <li>(iv) Contact Details: <a href="mailto:dmontague@westminster.gov.uk">dmontague@westminster.gov.uk</a> / x2293</li> </ul>
Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a>
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Version number and date of update
V1.0 – 18/08/17

**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.

<b>1.1</b>	<b>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?</b>				
		<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
	Disabled people	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Particular ethnic groups	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Men or women (include impacts due to pregnancy/ maternity)	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People or particular sexual orientation/s	<b>X</b>	<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	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People on low incomes	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
	People in particular age groups	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Groups with particular faiths and beliefs	<b>X</b>	<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?	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>If the answer is “negative” or “unclear” consider doing a full EIA</b>					
<b>1.2</b>	<b>What do you think that the overall NEGATIVE impact on groups and communities will be?</b>				
	<b>None/ Minimal</b>		<b>Significant</b>		
	<b>X</b>		<input type="checkbox"/>		
	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.		Significant impact would be where there is an impact is identified that has substantial impact on any groups.		
<b>If the answer is “significant” consider doing a full EIA</b>					

<b>1.3</b>	<b>Using the screening information in questions 1.1 and 1.2, should a full EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>1.4</b>	<b>How have you come to this decision?</b>
	<p>The only impacts identified to the respective groups would be a positive impact for both disabled people and people on low incomes.</p> <p>The Car sharing service will increase resident choice and provide a service for people who may not need to, wish to or be able to afford to own and keep their own vehicle. It offers flexibility and convenience of use and the competitive element of the new contract should keep prices minimal.</p>

## **EQUALITY IMPACT ASSESSMENT**

### **SECTION 2: BUILDING AN EVIDENCE BASE**

<b>2.1</b>	<b>Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b> <ul style="list-style-type: none"> <li><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></li> <li><i>A baseline of data is <a href="#">available here</a></i></li> </ul>														
	<table border="1"> <tr> <td data-bbox="264 633 770 786">How many people use the service currently? What is this as a % of Westminster's population?</td> <td data-bbox="770 633 1525 786"></td> </tr> <tr> <td data-bbox="264 786 770 880">Age</td> <td data-bbox="770 786 1525 880"></td> </tr> <tr> <td data-bbox="264 880 770 974">Disability</td> <td data-bbox="770 880 1525 974"></td> </tr> <tr> <td data-bbox="264 974 770 1068">Gender</td> <td data-bbox="770 974 1525 1068"></td> </tr> <tr> <td data-bbox="264 1068 770 1162">Race</td> <td data-bbox="770 1068 1525 1162"></td> </tr> <tr> <td data-bbox="264 1162 770 1256">Religion or belief</td> <td data-bbox="770 1162 1525 1256"></td> </tr> <tr> <td data-bbox="264 1256 770 1350">Sexual orientation</td> <td data-bbox="770 1256 1525 1350"></td> </tr> </table>	How many people use the service currently? What is this as a % of Westminster's population?		Age		Disability		Gender		Race		Religion or belief		Sexual orientation	
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<b>2.2</b>	<b>Are there any equality groups that are overrepresented in the monitoring information relative to their size of the population?</b> <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service. Information about Westminster's population is on the Equalities page on the WIRE.</i>														
	<i>If yes, provide details.</i>														

<b>2.3</b>	<b>Are there any equality groups that are underrepresented in the monitoring information relative to their size of the population?</b> <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>
	<i>If yes, provide details.</i>

### 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.

<b>3.1</b>	<b>Consultation Information</b> <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i>
	<i>It is helpful to identify whether you have conducted any consultations for your proposal, in some cases a statutory consultation is required. If your proposal has not required a consultation, please highlight this here. Consultations will help you identify what the potential impact of your proposal might be.</i>
<b>3.2</b>	<b>What might the potential impact on individuals or groups be?</b> <i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i>
	<i>Using the evidence gathered in section 2 and any consultation activity highlighted in 3.1; 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 in order to properly consider the impact. Please state when no impact has been identified.</i>

**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?

<b>4.1</b>	<b>Where you have identified an impact, what can be done to reduce or mitigate the impact?</b> (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).																	
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4.3	Please document the reasons for your decision

## SECTION 5: ACTION PLAN

*This section is for actions related any of the 9 protected characteristic: Age, Disability, Gender, Gender reassignment; Pregnancy & maternity, Race, Sexual Orientation or Religion/Belief*

<b>5.1</b> 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.  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.  <b>NB. Add any additional rows, if required.</b>							
Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG	
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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 **2 September 2016**.

All completed EIAs should be sent to: [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)

Title
<b>5.17 Direct Deployment of Parking Marshals</b>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the purpose of the policy/project/activity/strategy?</li> <li>• In what context will it operate?</li> <li>• Who is it intended to benefit?</li> <li>• What results are intended?</li> <li>• Why is it needed?</li> </ul>
<p>Parking Services' People &amp; Resources contract with NSL Ltd, which amongst other things provides on-street Marshals and equipment, runs until June 2018, with provision to extend until June 2020.</p> <p>As part of extension negotiations with NSL to deliver savings on the current contract, discussions are taking place for NSL to deploy the on-street Marshals in a smarter way. The service currently procures around 400,000 hours of employed Marshalling hours p/a at an annual contractual cost of approx. £6m. However around 15-20% of all employed hours are 'lost' due to travel time.</p> <p>It is therefore proposed that a significant cost saving could be made by deploying Marshals directly to their beat from home. The number of deployed hours would thus be unaffected but the number of employed hours would reduce significantly.</p>
Details of the lead person completing the screening/EIA
<p>(ii) Full Name: Darren Montague</p> <p>(ii) Position: Service Implementation Manager</p> <p>(iii) Unit: Parking Services</p> <p>(iii) Contact Details: <a href="mailto:dmontague@westminster.gov.uk">dmontague@westminster.gov.uk</a> / x2293</p>
Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a>
18/08/2017
Version number and date of update
V1.0 – 18/08/17

## 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 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	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	X	<input type="checkbox"/>	<input type="checkbox"/>	<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?	X	<input type="checkbox"/>	<input type="checkbox"/>	
<b>If the answer is “negative” or “unclear” consider doing a full EIA</b>				
1.2 What do you think that the overall NEGATIVE impact on groups and communities will be?				
<b>None/ Minimal</b>		<b>Significant</b>		
X		<input type="checkbox"/>		
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.		Significant impact would be where there is an impact identified that has substantial impact on any groups.		
<b>If the answer is “significant” consider doing a full EIA</b>				

<b>1.3</b>	<b>Using the screening information in questions 1.1 and 1.2, should a full EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>1.4</b>	<b>How have you come to this decision?</b>
	<p>No disproportionate negative impacts identified for any particular group.</p> <p>Instead of travelling from home to a base to then travel to a beat, staff would just directly travel to their beat.</p>

## **EQUALITY IMPACT ASSESSMENT**

### **SECTION 2: BUILDING AN EVIDENCE BASE**

<b>2.1</b>	<b>Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b> <ul style="list-style-type: none"> <li><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></li> <li><i>A baseline of data is <a href="#">available here</a></i></li> </ul>														
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<b>2.2</b>	<b>Are there any equality groups that are overrepresented in the monitoring information relative to their size of the population?</b> <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service. Information about Westminster's population is on the Equalities page on the WIRE.</i>														
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<b>2.3</b>	<b>Are there any equality groups that are underrepresented in the monitoring information relative to their size of the population?</b> <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>
	<i>If yes, provide details.</i>

### 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.

<b>3.1</b>	<b>Consultation Information</b> <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i>
	<i>It is helpful to identify whether you have conducted any consultations for your proposal, in some cases a statutory consultation is required. If your proposal has not required a consultation, please highlight this here. Consultations will help you identify what the potential impact of your proposal might be.</i>
<b>3.2</b>	<b>What might the potential impact on individuals or groups be?</b> <i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i>
	<i>Using the evidence gathered in section 2 and any consultation activity highlighted in 3.1; 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 in order to properly consider the impact. Please state when no impact has been identified.</i>

## 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	<b>Where you have identified an impact, what can be done to reduce or mitigate the impact?</b> (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).	
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4.2	<b>Now that you have considered the potential or actual effect on equality, what action are you taking?</b>	
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**SECTION 5: ACTION PLAN**

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Title
<b>5.18 Parking: Business Processing and Technology Contract Review</b>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the purpose of the policy/project/activity/strategy?</li> <li>• In what context will it operate?</li> <li>• Who is it intended to benefit?</li> <li>• What results are intended?</li> <li>• Why is it needed?</li> </ul>
<p>Westminster City Council has a reputation as a leader in delivering innovation in parking services. Parking is an ever-changing environment, and we constantly seek new ways of working, 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 for our customers.</p> <p>The transformation of the Parking Service in 2014 saw a number of contracts consolidated into two main contracts: People and Resources (P&amp;R) and Business Processing and Technology (BP&amp;T), both delivered through NSL Ltd.</p> <p>Parking Services' aim was to provide a fully integrated service by seeking to procure solutions capable of providing services beyond 2014 and into the future. In terms of BP&amp;T, the Council wished to re-define how the Parking Service was delivered and introduced new operating models for managing the kerbside and the back office functions that used best practice and innovative solutions to deliver services to our residents, visitors and businesses alike, with a strong focus on self-serve.</p> <p>However one innovative solution procured within BP&amp;T was the IBM Intelligent Operations Centre tool (IOC). The tool, finally delivered, offers little operational benefit and no enhancement of the customer experience. It is therefore proposed that this technology systems and its associated hosting architecture be removed from the contract through change control procedures and in the process reduce unnecessary maintenance and licensing costs.</p>
Details of the lead person completing the screening/EIA
<p>(iii) Full Name: Darren Montague</p> <p>(ii) Position: Service Implementation Manager</p> <p>(iii) Unit: Parking Services</p> <p>(iv) Contact Details: <a href="mailto:dmontague@westminster.gov.uk">dmontague@westminster.gov.uk</a> / x2293</p>
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People on low incomes	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?	X	<input type="checkbox"/>	<input type="checkbox"/>	
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<b>1.3</b>	<b>Using the screening information in questions 1.1 and 1.2, should a full EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>1.4</b>	<b>How have you come to this decision?</b>
	<p>No negative impacts identified.</p> <p>The changes proposed would have no detrimental impact on customers.</p> <p>The proposed changes would have no TUPE implications for NSL staff.</p>

## **EQUALITY IMPACT ASSESSMENT**

### **SECTION 2: BUILDING AN EVIDENCE BASE**

<b>2.1</b>	<p><b>Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li><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></li> <li><i>A baseline of data is <a href="#">available here</a></i></li> </ul>														
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	<input type="checkbox"/>	<b>1. No major change (no impacts identified)</b> Your analysis demonstrates that the policy is robust and the evidence shows no potential for discrimination and you have taken all appropriate steps to advance equality & foster good relations between groups.
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4.3	Please document the reasons for your decision

**SECTION 5: ACTION PLAN**

*This section is for actions related any of the 9 protected characteristic: Age, Disability, Gender, Gender reassignment; Pregnancy & maternity, Race, Sexual Orientation or Religion/Belief*

<p><b>5.1</b></p> <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><b>NB. Add any additional rows, if required.</b></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:** Adam Warnes.**UNIT:** Parking Services**EMAIL & TELEPHONE EXT:** [awarnes@westminster.gov.uk](mailto:awarnes@westminster.gov.uk) / x4074.**DATE (DD/MM/YYYY):** 18/08/2017.**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 **2 September 2016**.

All completed EIAs should be sent to: [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)

Title
<b>5.19 Pay-to-Park Benchmarking</b>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the purpose of the policy/project/activity/strategy?</li> <li>• In what context will it operate?</li> <li>• Who is it intended to benefit?</li> <li>• What results are intended?</li> <li>• Why is it needed?</li> </ul>
<p>The RingGo pay-to-park system is provided by Cobalt via the Business Processing and Technology (BP&amp;T) contract the Council has with NSL Ltd. As part of this contract, the Council pay Cobalt an 11.685p transaction charge for every pay-to-park transaction made through the RingGo service, including amendments and cancellations. This is separate and in addition to the Council paying a payment service provider fee as well as a merchant acquiring fee, which varies depending on the type of card used: debit or credit.</p> <p>Since the procurement of the contract, PaybyPhone (our previous supplier) have been purchased by the VW Group and there have been a number of new entrants into the market, notably Passport and Just Park. Intelligence from recent market procurement activity suggests that the transaction market rate has fallen significantly in this time and Cobalt's rate is no longer considered competitive, especially given the volume of transactions experienced in Westminster.</p> <p>The Council therefore are invoking a contractual clause within the BP&amp;T contract to activate a market benchmarking exercise. This will force the incumbent supplier to match the market rate derived from the exercise, lest we are then able to change supplier.</p> <p>This exercise is expected to reduce the current transaction costs by up to 33%.</p>
Details of the lead person completing the screening/EIA
<ul style="list-style-type: none"> <li>(i) Full Name: Darren Montague</li> <li>(ii) Position: Service Implementation Manager</li> <li>(iii) Unit: Parking Services</li> <li>(iv) Contact Details: <a href="mailto:dmontague@westminster.gov.uk">dmontague@westminster.gov.uk</a> / x2293</li> </ul>
Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a>
18/08/2017
Version number and date of update
V1.0 – 18/08/17

**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.

<b>1.1</b>	<b>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?</b>				
		<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
	Disabled people	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Particular ethnic groups	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Men or women (include impacts due to pregnancy/ maternity)	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People or particular sexual orientation/s	<b>X</b>	<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	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People on low incomes	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People in particular age groups	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Groups with particular faiths and beliefs	<b>X</b>	<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?	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>If the answer is “negative” or “unclear” consider doing a full EIA</b>					
<b>1.2</b>	<b>What do you think that the overall NEGATIVE impact on groups and communities will be?</b>				
	<b>None/ Minimal</b>	<b>Significant</b>			
	<b>X</b>	<input type="checkbox"/>			
	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.	Significant impact would be where there is an impact is identified that has substantial impact on any groups.			
<b>If the answer is “significant” consider doing a full EIA</b>					

<b>1.3</b>	<b>Using the screening information in questions 1.1 and 1.2, should a full EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>1.4</b>	<b>How have you come to this decision?</b>
	This is a contractual arrangement that has no impact, disproportionate or otherwise, on any of the listed groups.

## **EQUALITY IMPACT ASSESSMENT**

### **SECTION 2: BUILDING AN EVIDENCE BASE**

<b>2.1</b>	<b>Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b> <ul style="list-style-type: none"> <li><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></li> <li><i>A baseline of data is <a href="#">available here</a></i></li> </ul>														
	<table border="1"> <tr> <td data-bbox="264 633 770 786">How many people use the service currently? What is this as a % of Westminster's population?</td> <td data-bbox="770 633 1514 786"></td> </tr> <tr> <td data-bbox="264 786 770 880">Age</td> <td data-bbox="770 786 1514 880"></td> </tr> <tr> <td data-bbox="264 880 770 974">Disability</td> <td data-bbox="770 880 1514 974"></td> </tr> <tr> <td data-bbox="264 974 770 1068">Gender</td> <td data-bbox="770 974 1514 1068"></td> </tr> <tr> <td data-bbox="264 1068 770 1162">Race</td> <td data-bbox="770 1068 1514 1162"></td> </tr> <tr> <td data-bbox="264 1162 770 1256">Religion or belief</td> <td data-bbox="770 1162 1514 1256"></td> </tr> <tr> <td data-bbox="264 1256 770 1350">Sexual orientation</td> <td data-bbox="770 1256 1514 1350"></td> </tr> </table>	How many people use the service currently? What is this as a % of Westminster's population?		Age		Disability		Gender		Race		Religion or belief		Sexual orientation	
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<b>2.2</b>	<b>Are there any equality groups that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service. Information about Westminster's population is on the Equalities page on the WIRE.</i></b>														
	<i>If yes, provide details.</i>														

<b>2.3</b>	<b>Are there any equality groups that are underrepresented in the monitoring information relative to their size of the population?</b> <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>
	<i>If yes, provide details.</i>

### 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.

<b>3.1</b>	<b>Consultation Information</b> <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i>
	<i>It is helpful to identify whether you have conducted any consultations for your proposal, in some cases a statutory consultation is required. If your proposal has not required a consultation, please highlight this here. Consultations will help you identify what the potential impact of your proposal might be.</i>
<b>3.2</b>	<b>What might the potential impact on individuals or groups be?</b> <i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i>
	<i>Using the evidence gathered in section 2 and any consultation activity highlighted in 3.1; 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 in order to properly consider the impact. Please state when no impact has been identified.</i>



## 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	<b>Where you have identified an impact, what can be done to reduce or mitigate the impact?</b> (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).																	
	<p>Consider what actions can be put in place to remove or reduce your identified impact(s). Record all potential actions to show you have considered all options. Please note if no mitigating actions have been identified.</p> <table border="1" data-bbox="264 689 1540 1384"> <thead> <tr> <th data-bbox="264 689 746 831"> <b>Column A – Issues or barriers, things to take into account</b> </th> <th data-bbox="746 689 1540 831"> <b>Column B – what changes can be made to remove or reduce barriers or negative impacts</b> (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).           </th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td data-bbox="264 1294 746 1384"><i>Enter additional rows if require</i></td> <td data-bbox="746 1294 1540 1384"> </td> </tr> </tbody> </table>		<b>Column A – Issues or barriers, things to take into account</b>	<b>Column B – what changes can be made to remove or reduce barriers or negative impacts</b> (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>Enter additional rows if require</i>	
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<i>Enter additional rows if require</i>																		
4.2	<b>Now that you have considered the potential or actual effect on equality, what action are you taking?</b>																	
	<table border="1" data-bbox="264 1592 1540 2029"> <tbody> <tr> <td data-bbox="264 1592 371 1749"> <input type="checkbox"/> </td> <td data-bbox="371 1592 719 1749"> <b>1. No major change (no impacts identified)</b> </td> <td data-bbox="719 1592 1540 1749">           Your analysis demonstrates that the policy is robust and the evidence shows no potential for discrimination and you have taken all appropriate steps to advance equality &amp; foster good relations between groups.         </td> </tr> <tr> <td data-bbox="264 1749 371 1832"> <input type="checkbox"/> </td> <td data-bbox="371 1749 719 1832"> <b>2. Adjust the policy</b> </td> <td data-bbox="719 1749 1540 1832">           You will take steps to remove barriers or to better advance equality.         </td> </tr> <tr> <td data-bbox="264 1832 371 1951"> <input type="checkbox"/> </td> <td data-bbox="371 1832 719 1951"> <b>3. Continue the policy (impacts identified)</b> </td> <td data-bbox="719 1832 1540 1951">           You will adopt your proposal, despite any adverse effect provided you are satisfied that it does not unlawfully discriminate and it is justified.         </td> </tr> <tr> <td data-bbox="264 1951 371 2029"> <input type="checkbox"/> </td> <td data-bbox="371 1951 719 2029"> <b>4. Stop and remove the policy</b> </td> <td data-bbox="719 1951 1540 2029">           There are adverse effects that are not justified and cannot be mitigated. The policy is unlawfully discriminating.         </td> </tr> </tbody> </table>		<input type="checkbox"/>	<b>1. No major change (no impacts identified)</b>	Your analysis demonstrates that the policy is robust and the evidence shows no potential for discrimination and you have taken all appropriate steps to advance equality & foster good relations between groups.	<input type="checkbox"/>	<b>2. Adjust the policy</b>	You will take steps to remove barriers or to better advance equality.	<input type="checkbox"/>	<b>3. Continue the policy (impacts identified)</b>	You will adopt your proposal, despite any adverse effect provided you are satisfied that it does not unlawfully discriminate and it is justified.	<input type="checkbox"/>	<b>4. Stop and remove the policy</b>	There are adverse effects that are not justified and cannot be mitigated. The policy is unlawfully discriminating.				
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4.3	Please document the reasons for your decision

**SECTION 5: ACTION PLAN**

*This section is for actions related any of the 9 protected characteristic: Age, Disability, Gender, Gender reassignment; Pregnancy & maternity, Race, Sexual Orientation or Religion/Belief*

<b>5.1</b>  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.  <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>  <b>NB. Add any additional rows, if required.</b>	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.							
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**THIS SECTION TO BE COMPLETED BY THE RELEVANT SERVICE MANAGER****SIGNATURE:** .....**FULL NAME:** Adam Warnes.**UNIT:** Parking Services**EMAIL & TELEPHONE EXT:** [awarnes@westminster.gov.uk](mailto:awarnes@westminster.gov.uk) / x4074.**DATE (DD/MM/YYYY):** 18/08/2017.**WHAT NEXT?**

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<b>Title</b>
<b>5.20 Bay Suspension Relocation Service</b>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the purpose of the policy/project/activity/strategy?</li> <li>• In what context will it operate?</li> <li>• Who is it intended to benefit?</li> <li>• What results are intended and why is it needed?</li> </ul>
<p>Since the cessation of the vehicle removals service in 2008, WCC has employed a policy of vehicle relocation which allows for vehicles contravening parking contraventions to be relocated to a nearby location where this is deemed necessary or appropriate, at no cost to the owner/driver of the vehicle.</p> <p>A contract was let for this service in July 2016 to Mansfield Group. This contract provides a dedicated relocations vehicle available within the borough Mon–Sat 08:30-14.30. Outside of these hours WCC can call in extra relocation resources for emergencies and to cover scheduled Special Events and other departmental work such as the tree pruning.</p> <p>The provision of this service allows vehicles that are contravening parking regulations to be relocated to a more suitable parking space allowing WCC to carry out its core functions under the Traffic Management Act 2004 to secure the expeditious movement of traffic on the authority's road network.</p> <p>The relocation service is commonly used to relocate vehicles parked in contravention of bays that have been suspended. This service, which is free to the motorist, operates on a priority basis meaning that there is no guarantee that we can always depend on the vehicle being available for use at any specific location at any given time. Where customers are unable to access bays they have suspended for a particular purpose this inconveniences them and regular bay users (e.g. residents), and can result in not insignificant costs to both themselves and WCC.</p> <p>Anecdotally some customers would be willing to pay a premium on top of the standard suspensions charges to guarantee the use of a relocation truck with an SLA for removal. This proposal is therefore looking to provide this additional service and generate additional income on top of the &gt;£20m p/a already generated by the suspensions service.</p>
<b>Details of the lead person completing the screening/EIA</b>
<p>(iv) Full Name: Darren Montague</p> <p>(ii) Position: Service Implementation Manager</p> <p>(iii) Unit: Parking Services</p> <p>(iv) Contact Details: <a href="mailto:dmontague@westminster.gov.uk">dmontague@westminster.gov.uk</a> / x2293</p>
<b>Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a></b>
18/08/2017
<b>Version number and date of update</b>
V1.0 – 18/08/17

**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.

<b>1.1</b>	<b>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?</b>				
		<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
	Disabled people	<input type="checkbox"/>	<b>X</b>	<b>X</b>	<input type="checkbox"/>
	Particular ethnic groups	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Men or women (include impacts due to pregnancy/ maternity)	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People or particular sexual orientation/s	<b>X</b>	<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	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People on low incomes	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People in particular age groups	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Groups with particular faiths and beliefs	<b>X</b>	<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?	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>If the answer is “negative” or “unclear” consider doing a full EIA</b>					
<b>1.2</b>	<b>What do you think that the overall NEGATIVE impact on groups and communities will be?</b>				
	<b>None/ Minimal</b>		<b>Significant</b>		
	<b>X</b>		<input type="checkbox"/>		
	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.		Significant impact would be where there is an impact is identified that has substantial impact on any groups.		
<b>If the answer is “significant” consider doing a full EIA</b>					

<b>1.3</b>	<b>Using the screening information in questions 1.1 and 1.2, should a full EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>1.4</b>	<b>How have you come to this decision?</b>
	<p>Only very minimal financial impact.</p> <p>The provision of this service relates to the relocation of motor vehicles which are parked in contravention of the parking regulations. The relocation service itself has been the subject of a separate EIA in August 2016.</p> <p>The vehicles that are relocated are placed on the street at a site as near as possible to where the vehicle was found and within the WCC boundary area. Details of relocated vehicles are updated to London Councils' TRACE system which motorists contact to ascertain the status and location of the relocated vehicle. Should the motorist fear that their vehicle has been stolen, the Police will advise that a TRACE check be made in the first instance.</p> <p>No financial charge is made against any individual for vehicle relocation, it is just used as a means to free up road space that is needed for other reasons, in this case a pre-paid and pre-arranged bay suspension. Vehicles are therefore only relocated in certain, limited circumstances.</p> <p>The only potential negative impact identified through this EIA was relating to disabled people. However should a disabled driver park in contravention in a suspended bay WCC operate a policy that if a vehicle is displaying a disabled badge it is not to be relocated unless absolutely necessary and all steps to trace the owner/driver should be made before relocation. However the service can also conversely act as a positive for disabled people in the sense that should they be suspending a bay for any reason, for an extra charge this proposal could then guarantee them access to that space.</p> <p>People on low incomes could theoretically be disproportionately affected by the proposals in the sense that this extra service would be chargeable. However, it is expected that for each individual suspension the financial impact of these proposals be minimal and in reality would only affect those already paying to suspended a bay or bays. This element of the EIA has therefore been marked as 'no impact'.</p> <p>This proposal has no TUPE implications or redundancies of existing staff.</p>

## **EQUALITY IMPACT ASSESSMENT**

### **SECTION 2: BUILDING AN EVIDENCE BASE**

<b>2.1</b>	<b>Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b> <ul style="list-style-type: none"> <li><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></li> <li><i>A baseline of data is <a href="#">available here</a></i></li> </ul>	
	How many people use the service currently? What is this as a % of Westminster's population?	
	Age	
	Disability	
	Gender	
	Race	
	Religion or belief	
	Sexual orientation	
<b>2.2</b>	<b>Are there any equality groups that are overrepresented in the monitoring information relative to their size of the population?</b> <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service. Information about Westminster's population is on the Equalities page on the WIRE.</i>	
	<i>If yes, provide details.</i>	



<b>2.3</b>	<b>Are there any equality groups that are underrepresented in the monitoring information relative to their size of the population?</b> <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>
	<i>If yes, provide details.</i>

### 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.

<b>3.1</b>	<b>Consultation Information</b> <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i>
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<b>3.2</b>	<b>What might the potential impact on individuals or groups be?</b> <i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i>
	<i>Using the evidence gathered in section 2 and any consultation activity highlighted in 3.1; 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 in order to properly consider the impact. Please state when no impact has been identified.</i>

## 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	<b>Where you have identified an impact, what can be done to reduce or mitigate the impact?</b> (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).																	
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4.3	Please document the reasons for your decision

## SECTION 5: ACTION PLAN

*This section is for actions related any of the 9 protected characteristic: Age, Disability, Gender, Gender reassignment; Pregnancy & maternity, Race, Sexual Orientation or Religion/Belief*

<b>5.1</b> 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.  <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>  <b>NB. Add any additional rows, if required.</b>						
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:** Adam Warnes.**UNIT:** Parking Services**EMAIL & TELEPHONE EXT:** [awarnes@westminster.gov.uk](mailto:awarnes@westminster.gov.uk) / x4074.**DATE (DD/MM/YYYY):** 18/08/2017.**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 **2 September 2016**.

All completed EIAs should be sent to: [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)

## Title

**5.21 Temporary Structures Charging Review**

What are you analysing?

- What is the purpose of the policy/project/activity/strategy?
- In what context will it operate?
- Who is it intended to benefit?
- What results are intended?
- Why is it needed?

Road Management has a £150k MTP target associated with charging building contractors for routine cleansing of gullies in a proximity to their sites. While we have always checked for clearly blocked gullies around sites, as both part of our routine highway inspection works and the scheduled inspections of the licenced structures of a site, we have never proactively undertaken cleanses and investigation of the actual inner-workings of gullies that could be affected by poor working practices by the builders. Gullies are susceptible to damage from builders due to the nature of the works and the materials that they use. It is all too easy for those working on building sites to wash concrete run-off or silt/sand down our gullies. We hold sites accountable for the mess they leave on a daily basis so to avoid failing to keep the highway clean an inconsiderate builder could see it as an easy option to flush material away; out of sight, out of mind. However this material can cause blockages within our gullies that may not manifest for some time, perhaps even years after they have completed their works.

What our new proposal aims to achieve is to close this gap whereby subterranean damage goes undetected and our residents suffer from poorly functioning assets which have to be repaired at public expense.

The simplest way to implement this process is through a surcharge to each highway licence to cover the costs of our works with an update to the process to ensure that the pre-works inspections identify each potentially affected gully that will need to be treated. This has the added benefit that gullies would be inspected and cleaned at every renewal of a licence in addition to the start/end of the period of building activity.

The uplift to the Licences will apply to all applicants. The size of the increase is proposed to be set at two levels depending on whether the site falls into our existing small or large licence categories. It is proposed that we will make an assumption as to the average number of gullies affected by both small sites and large sites when deciding the suitable increase for each category. The costs for the service will be apportioned to ensure that larger sites pay proportionally more than smaller sites. This will pass the greater costs onto the large developers undertaking significant works and subsidise the impact on residents or businesses undertaking minor works.

This proposed change will enable the Council to improve the functionality of our gullies and ensure that developers and contractors meet their social responsibility duties to their neighbours and passing road-users.

Details of the lead person completing the screening/EIA

(v) Full Name: Jonathan Rowing

(ii) Position: Head of Road Management

(iii) Unit: Highways and Public Realm/CM&C

(iv) Contact Details: jrowing@westminster.gov.uk

Date sent to [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)

18/08/2017

Version number and date of update

**V1.0 18<sup>th</sup> August 2017**

*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.

<b>1.1</b>	<b>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?</b>				
		<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
	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?		<input type="checkbox"/>	<input type="checkbox"/>	
<b>If the answer is “negative” or “unclear” consider doing a full EIA</b>					
<b>1.2</b>	<b>What do you think that the overall NEGATIVE impact on groups and communities will be?</b>				
	<b>None/ Minimal</b>		<b>Significant</b>		
	<input checked="" type="checkbox"/>		<input type="checkbox"/>		
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<b>If the answer is “significant” consider doing a full EIA</b>					



<b>1.3</b>	<b>Using the screening information in questions 1.1 and 1.2, should a full EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>1.4</b>	<b>How have you come to this decision?</b>
	The proposal is City Wide and aims to improve the public amenity for all road users though better management of the highway at the cost of those organisations potentially causing it damage.

## EQUALITY IMPACT ASSESSMENT

### SECTION 2: BUILDING AN EVIDENCE BASE

<b>2.1</b>	<b>Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b>	
	<ul style="list-style-type: none"> <li><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></li> <li><i>A baseline of data is <a href="#">available here</a></i></li> </ul>	
	How many people use the service currently? What is this as a % of Westminster's population?	
	Age	
	Disability	
	Gender	
	Race	
	Religion or belief	
	Sexual orientation	

<b>2.2</b>	<p><b>Are there any equality groups that are overrepresented in the monitoring information relative to their size of the population?</b> <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service. Information about Westminster's population is on the Equalities page on the WIRE.</i></p>
	<p><i>If yes, provide details.</i></p>
<b>2.3</b>	<p><b>Are there any equality groups that are underrepresented in the monitoring information relative to their size of the population?</b> <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><i>If yes, provide details.</i></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.

<b>3.1</b>	<p><b>Consultation Information</b>  <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i></p>
	<p><i>It is helpful to identify whether you have conducted any consultations for your proposal, in some cases a statutory consultation is required. If your proposal has not required a consultation, please highlight this here. Consultations will help you identify what the potential impact of your proposal might be.</i></p>
<b>3.2</b>	<p><b>What might the potential impact on individuals or groups be?</b>  <i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i></p>
	<p><i>Using the evidence gathered in section 2 and any consultation activity highlighted in 3.1; 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 in order to properly consider the impact. Please state when no impact has been identified.</i></p>

**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?

<b>4.1</b>	<b>Where you have identified an impact, what can be done to reduce or mitigate the impact?</b> (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).																	
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<b>4.3</b>	<b>Please document the reasons for your decision</b>

**SECTION 5: ACTION PLAN**

*This section is for actions related any of the 9 protected characteristic: Age, Disability, Gender, Gender reassignment; Pregnancy & maternity, Race, Sexual Orientation or Religion/Belief*

<p><b>5.1</b></p> <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><b>NB. Add any additional rows, if required.</b></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:	.....
UNIT:	.....
EMAIL & TELEPHONE EXT:	.....
DATE (DD/MM/YYYY):	.....

**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 2 September 2016.

All completed EIAs should be sent to: [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)

Title
<b>5.22 Abnormal loads cost recovery</b>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the purpose of the policy/project/activity/strategy?</li> <li>• In what context will it operate?</li> <li>• Who is it intended to benefit?</li> <li>• What results are intended?</li> <li>• Why is it needed?</li> </ul>
<p>This EIA covers proposed revenue saving by recovering costs to the Council for facilitating abnormal loads (e.g. cranes) through the review of existing charging arrangements.</p> <ul style="list-style-type: none"> <li>• <b>What is the purpose of the policy/project/activity/strategy?</b> The purpose of this proposal is to ensure that the City Management and Communities Directorate is operating efficiently and effectively, providing a good customer service and meeting medium term savings targets.</li> <li>• <b>In what context will it operate?</b> This Business Case will consider a series of options for full cost recovery whilst minimising the potential impact on the levels and quality of service. The proposal will have its own action plan, delivery lead and implementation process which will align with the wider full service review that is also currently taking place.</li> <li>• <b>What results are intended?</b> The intended result of the proposals are : <ul style="list-style-type: none"> <li>○ To achieve a medium term saving in revenue funding of £100k in 2017/18</li> <li>○ To minimise impact on service levels</li> <li>○ To deliver where possible an improved customer service and minimise the impact on Westminster's Businesses, Residents and Visitors</li> </ul> </li> <li>• <b>Why is it needed?</b> Central Government's reduction in funding will result in a significant drop in available funding for Local Authorities. As a consequence, revenue savings needs to be found across the Highways and Public Realm service within City Management and Communities for 2017/18 in order to help close this funding gap. Failure to achieve sufficient savings will lead to further structural problems within Westminster's overall budget.</li> <li>• <b>Who is it intended to benefit and how?</b> The intended benefits will cover all of Westminster's Residents, Visitors and Workers.</li> <li>• <b>Who, potentially, could this project, policy or proposal have a detrimental effect on, and how?</b> It is not envisaged that this will impact on anyone other than the service provider.</li> </ul>
<b>Details of the lead person completing the screening/EIA</b>
<ul style="list-style-type: none"> <li>(i) Full Name: Kevin Goad</li> <li>(ii) Position: Interim Manager</li> <li>(iii) Unit: Highways and Public Realm</li> <li>(iv) Contact Details: 0207 641 1903</li> </ul>



Date sent to [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)

18/08/2017

Version number and date of update

**V2.0 August 2017**

## 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 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?	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>If the answer is “negative” or “unclear” consider doing a full EIA</b>				

1.2	<b>What do you think that the overall NEGATIVE impact on groups and communities will be?</b>						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">None/ Minimal</th> <th style="width: 50%; text-align: center;">Significant</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> <input checked="" type="checkbox"/>            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.         </td> <td style="text-align: center;"> <input type="checkbox"/>            Significant impact would be where there is an impact is identified that has substantial impact on any groups.         </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <b>If the answer is “significant” consider doing a full EIA</b> </td> </tr> </tbody> </table>	None/ Minimal	Significant	<input checked="" type="checkbox"/> 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.	<input type="checkbox"/> Significant impact would be where there is an impact is identified that has substantial impact on any groups.	<b>If the answer is “significant” consider doing a full EIA</b>	
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<b>If the answer is “significant” consider doing a full EIA</b>							
1.3	<b>Using the screening information in questions 1.1 and 1.2, should a full EIA be carried out on the project, policy or proposal</b>						
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
1.4	<b>How have you come to this decision?</b>						

## **EQUALITY IMPACT ASSESSMENT**

### **SECTION 2: BUILDING AN EVIDENCE BASE**

2.1	<b>Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b> <ul style="list-style-type: none"> <li>• <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></li> <li>• <i>A baseline of data is <a href="#">available here</a></i></li> </ul>						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">How many people use the service currently? What is this as a % of Westminster’s population?</td> <td style="width: 50%; padding: 5px;"><b>A million visitors each day to Westminster will all interact at some point with the services linked to the proposals. This is 4.4 times the resident population</b></td> </tr> <tr> <td style="padding: 5px;">Age</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Disability</td> <td style="padding: 5px;"></td> </tr> </table>	How many people use the service currently? What is this as a % of Westminster’s population?	<b>A million visitors each day to Westminster will all interact at some point with the services linked to the proposals. This is 4.4 times the resident population</b>	Age		Disability	
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Age							
Disability							

	Gender	
	Race	
	Religion or belief	
	Sexual orientation	
<b>2.2</b>	<p><b>Are there any equality groups that are overrepresented in the monitoring information relative to their size of the population?</b> <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service. Information about Westminster’s population is on the Equalities page on the WIRE.</i></p>	
	<p><i>If yes, provide details.</i></p>	
<b>2.3</b>	<p><b>Are there any equality groups that are underrepresented in the monitoring information relative to their size of the population?</b> <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><i>If yes, provide details.</i></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.

<b>3.1</b>	<p><b>Consultation Information</b>  <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i></p>
	<p>No consultation has been required to date but where the individual initiatives require consultation, this will take place with residents groups, disabled groups and any other group identified as affected.</p>
<b>3.2</b>	<p><b>What might the potential impact on individuals or groups be?</b>  <i>Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups</i></p>
	<p><i>Using the evidence gathered in section 2 and any consultation activity highlighted in 3.1; 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 in order to properly consider the impact. Please state when no impact has been identified.</i></p>

**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?

<b>4.1</b>	<b>Where you have identified an impact, what can be done to reduce or mitigate the impact?</b> (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).																					
	<p>Consider what actions can be put in place to remove or reduce your identified impact(s). Record all potential actions to show you have considered all options. Please note if no mitigating actions have been identified.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #F4C49E;"> <th style="width: 45%; padding: 5px;"><b>Column A – Issues or barriers, things to take into account</b></th> <th style="padding: 5px;"><b>Column B – what changes can be made to remove or reduce barriers or negative impacts</b> (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).</th> </tr> </thead> <tbody> <tr><td style="height: 30px;"></td><td></td></tr> <tr><td style="height: 30px;"></td><td></td></tr> <tr><td style="height: 30px;"></td><td></td></tr> <tr><td style="height: 30px;"></td><td></td></tr> <tr><td style="height: 30px;"></td><td></td></tr> <tr><td style="height: 30px;"></td><td></td></tr> <tr><td style="height: 30px;"></td><td></td></tr> <tr><td style="height: 30px;"></td><td></td></tr> <tr><td style="height: 30px;"><i>Enter additional rows if require</i></td><td></td></tr> </tbody> </table>		<b>Column A – Issues or barriers, things to take into account</b>	<b>Column B – what changes can be made to remove or reduce barriers or negative impacts</b> (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>Enter additional rows if require</i>	
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4.3	Please document the reasons for your decision

**SECTION 5: ACTION PLAN**

*This section is for actions related any of the 9 protected characteristic: Age, Disability, Gender, Gender reassignment; Pregnancy & maternity, Race, Sexual Orientation or Religion/Belief*

<p><b>5.1</b></p> <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><b>NB. Add any additional rows, if required.</b></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:** Kevin Goad

**FULL NAME:** Kevin Goad

**UNIT:** Highways and Public Realm

**EMAIL & TELEPHONE EXT:** [kgoad@westminster.gov.uk](mailto:kgoad@westminster.gov.uk) 1903

**DATE (DD/MM/YYYY):** 02/09/2016

**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 **2 September 2016**.

All completed EIAs should be sent to: [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)