



City of Westminster

# EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an EIA is the simplest way to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the earliest stages of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When you should undertake an EIA:

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles (particularly if it impacts on frontline services).
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding).

Who should undertake the EIA:

- The person who is making the decision or advising the decision-maker

Guidance and tools for completing EIAs are available on the WIRE:

<https://officesharedservice.sharepoint.com/sites/intranet/wcc-comms/Pages/Equality-Impact-Assessments-.aspx>

An EIA e-learning module is available for all Westminster staff:

[www.learningpool.com/westminster/course/view.php?id=159](http://www.learningpool.com/westminster/course/view.php?id=159)

When you have completed an EIA, please send the final copy to [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)

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**.

Title
<p><b>City Management and Communities Transformation (MTP Savings): 5.1 – Alternative Service Delivery Model Proposals,</b></p>
<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 three MTP Savings proposals, reference 5.1, 5.2 and 5.3. These proposals are aimed at implementing a series of changes to existing service delivery across The Highways Infrastructure and Public Realm services and contracts which were transferred to City Management and Communities from 1 April 2015. Proposals focus on 3 main themes:</p> <ul style="list-style-type: none"> <li>• Identifying alternative service delivery models to deliver efficiency savings</li> <li>• Utilising alternative sources of funding for core activities</li> <li>• Reviewing existing service levels</li> </ul> <p>• <b>What is the purpose of the policy/project/activity/strategy?</b></p> <p>The purpose of these proposals are to ensure that City management and communities is operating efficiently and effectively, providing a good customer service and meeting medium term savings targets.</p> <p>• <b>In what context will it operate?</b></p> <p>This Business Case covers a series of proposal which will all have their own timetable and implementation process. This Business Plan will operate as the overarching monitoring tool for implementation and monitoring of the individual proposals.</p> <p>• <b>What results are intended?</b></p> <p>The intended result of the proposals are :</p> <ul style="list-style-type: none"> <li>• To achieve a medium term saving in revenue funding of £1.73million over three years from 2015/16 across City Management and Communities</li> <li>• To deliver services in the most coordinated and efficient manner</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 Tourists</li> <li>• To adopt new technology to improve efficiency and customer service</li> </ul> <p>• <b>Why is it needed?</b></p> <p>Central Governments reduction in funding will result in a significant drop in available funding for Local Authorities. As a consequence, £1.73 million revenue savings needs to be found across Built Environment over three years from 2015/16 in order to help close this funding gap. Failure to achieve sufficient savings will lead to further structural problems within Westminster’s overall budget. This collection of proposals commenced in August 2014 in order to allow time to develop the individual efficiencies identified and to start deliver savings from April 2015.</p> <p>• <b>Who is it intended to benefit and how?</b></p> <p>The intended benefits will cover all of Westminster’s Residents, Tourists and Workers.</p> <p>• <b>Who, potentially, could this project, policy or proposal have a detrimental effect on, and how?</b></p>

Some of the individual proposals could have a detrimental effect on Westminster’s Residents, Tourists and Workers, such as alteration to existing service levels, but every effort will be made to keep any detrimental effect to a minimum.

Details of the lead person completing the screening/EIA

(i) Kevin Goad

(ii) Interim Manager

(iii) Highways and Public Realm

(iii) 0276411903

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

02/09/2016

Version number and date of update

**V2.0**

## 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?		<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 2.1 and 2.2, 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>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.</p> <p>The individual proposals each with their own timeline and implementation process may have some impact. As part of their natural implementation process some proposals may have to produce and EIA and this will done at the appropriate time for that proposal.</p> <p>For example one of the proposals is for Adaptive Lighting which may involve dimming and trimming' street lights. This will require and EIA. Conversely, identified efficiency savings that have 'no impact on service' delivery would not have to produce an EIA.</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?	<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	
2.2	<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>No</p>	
2.3	<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>No</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.

<p><b>3.1</b></p>	<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>
<p><b>3.2</b></p>	<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>

## 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).															
	<table border="1"> <thead> <tr> <th data-bbox="252 613 732 757">Column A – Issues or barriers, things to take into account</th> <th data-bbox="742 613 1511 757">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 data-bbox="252 763 732 846"></td> <td data-bbox="742 763 1511 846"></td> </tr> <tr> <td data-bbox="252 853 732 936"></td> <td data-bbox="742 853 1511 936"></td> </tr> <tr> <td data-bbox="252 943 732 1025"></td> <td data-bbox="742 943 1511 1025"></td> </tr> <tr> <td data-bbox="252 1032 732 1115"></td> <td data-bbox="742 1032 1511 1115"></td> </tr> <tr> <td data-bbox="252 1122 732 1205"></td> <td data-bbox="742 1122 1511 1205"></td> </tr> <tr> <td data-bbox="252 1211 732 1294"><i>Enter additional rows if require</i></td> <td data-bbox="742 1211 1511 1294"></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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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="252 1518 357 1675"><input checked="" type="checkbox"/></td> <td data-bbox="363 1518 699 1675">1. No major change (no impacts identified)</td> <td data-bbox="705 1518 1511 1675">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="252 1682 357 1749"><input type="checkbox"/></td> <td data-bbox="363 1682 699 1749">2. Adjust the policy</td> <td data-bbox="705 1682 1511 1749">You will take steps to remove barriers or to better advance equality.</td> </tr> <tr> <td data-bbox="252 1756 357 1868"><input type="checkbox"/></td> <td data-bbox="363 1756 699 1868">3. Continue the policy (impacts identified)</td> <td data-bbox="705 1756 1511 1868">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="252 1874 357 1942"><input type="checkbox"/></td> <td data-bbox="363 1874 699 1942">4. Stop and remove the policy</td> <td data-bbox="705 1874 1511 1942">There are adverse effects that are not justified and cannot be mitigated. The policy is unlawfully discriminating.</td> </tr> </tbody> </table>		<input checked="" type="checkbox"/>	1. No major change (no impacts identified)	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"/>	2. Adjust the policy	You will take steps to remove barriers or to better advance equality.	<input type="checkbox"/>	3. Continue the policy (impacts identified)	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"/>	4. Stop and remove the policy	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>								
	<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:** CMC Highways Public Realm

**EMAIL & TELEPHONE EXT:** [kgoad@westminster.gov.uk](mailto:kgoad@westminster.gov.uk) 0207 641 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.**

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Title
<p><b>City Management and Communities Transformation (MTP Savings): 5.2 – Service Level Changes,</b></p>
<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>
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1.2 What do you think that the overall NEGATIVE impact on groups and communities will be?				
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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 2.1 and 2.2, 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>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.</p> <p>The individual proposals each with their own timeline and implementation process may have some impact. As part of their natural implementation process some proposals may have to produce and EIA and this will done at the appropriate time for that proposal.</p> <p>For example one of the proposals is for Adaptive Lighting which may involve dimming and trimming’ street lights. This will require and EIA. Conversely, identified efficiency savings that have ‘no impact on service’ delivery would not have to produce an EIA.</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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	<p>No</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.

<p><b>3.1</b></p>	<p><b>Consultation Information</b>  <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i></p>
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## 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).	
	.	
	<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>	
<b>4.2</b>	<b>Now that you have considered the potential or actual effect on equality, what action are you taking?</b>	
	<input checked="" type="checkbox"/> <b>5. 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>6. Adjust the policy</b>	You will take steps to remove barriers or to better advance equality.
	<input type="checkbox"/> <b>7. 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>8. Stop and remove the policy</b>	There are adverse effects that are not justified and cannot be mitigated. The policy is unlawfully discriminating.
<b>4.3</b>	<b>Please document the reasons for your decision</b>	

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**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:** CMC Highways Public Realm

**EMAIL & TELEPHONE EXT:** [kgoad@westminster.gov.uk](mailto:kgoad@westminster.gov.uk) 0207 641 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)**



City of Westminster

## EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an EIA is the simplest way to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the earliest stages of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When you should undertake an EIA:

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles (particularly if it impacts on frontline services).
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding).

Who should undertake the EIA:

- The person who is making the decision or advising the decision-maker

Guidance and tools for completing EIAs are available on the WIRE:

<https://officesharedservice.sharepoint.com/sites/intranet/wcc-comms/Pages/Equality-Impact-Assessments-.aspx>

An EIA e-learning module is available for all Westminster staff:

[www.learningpool.com/westminster/course/view.php?id=159](http://www.learningpool.com/westminster/course/view.php?id=159)

When you have completed an EIA, please send the final copy to [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)

**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.**

Title
<b>Compliance and Audit Contract: MTP Proposal 5.10</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>
<ul style="list-style-type: none"> <li>• <b>What is the project, policy or proposal?</b> This EIA covers the proposal to reduce the current service levels in the Compliance and Audit Contract for Highways, Public Lighting, Drainage, Bridges and Structures and Traffic Management Order services.</li> <li>• <b>What is the purpose of the policy/project/activity/strategy?</b> 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.</li> <li>• <b>In what context will it operate?</b> This proposal has a unique Business Case and will have its own project plan, governance and and implementation process. This Business Case will operate as the overarching monitoring tool for implementation and monitoring of the individual proposals.</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 £75k over two years from 2017/18 across City Management and Communities</li> <li>• To deliver services in the most coordinated and efficient manner</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 Tourists</li> </ul> </li> <li>• <b>Why is it needed?</b> 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 from 2015/16 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, Tourists 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>
(iii) Full Name: Kevin Goad
(ii) Position: Interim Manager, Highways Infrastructure and Public Realm

(iii) Unit: CMC

(iii) 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)

02/09/2016

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.*

**V2 – 02 September 2016**



## 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>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 identified that has substantial impact on any groups.		
<b>If the answer is “significant” consider doing a full EIA</b>				

1.3	Using the screening information in questions 2.1 and 2.2, should a full EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1.4	How have you come to this decision?
	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

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>	
	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.

<p><b>3.1</b></p>	<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>
<p><b>3.2</b></p>	<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?	
	<input checked="" type="checkbox"/>	<p><b>9. 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 &amp; foster good relations between groups.</p>
	<input type="checkbox"/>	<p><b>10. Adjust the policy</b> You will take steps to remove barriers or to better advance equality.</p>
	<input type="checkbox"/>	<p><b>11. 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.</p>
	<input type="checkbox"/>	<p><b>12. Stop and remove the policy</b> 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*

<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:** .....

**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.**

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





City of Westminster

## EQUALITY IMPACT ASSESSMENT TOOL

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Completing an EIA is the simplest way to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the earliest stages of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When you should undertake an EIA:

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles (particularly if it impacts on frontline services).
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding).

Who should undertake the EIA:

- The person who is making the decision or advising the decision-maker

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<https://officesharedservice.sharepoint.com/sites/intranet/wcc-comms/Pages/Equality-Impact-Assessments-.aspx>

An EIA e-learning module is available for all Westminster staff:

[www.learningpool.com/westminster/course/view.php?id=159](http://www.learningpool.com/westminster/course/view.php?id=159)

When you have completed an EIA, please send the final copy to [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)

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**All EIAs for proposed changes to levels of service arising from budget proposals must be completed by 2 September 2016.**

Title
5.13 MTP Savings 2017 – Highways Revenue Budgets
<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 further revenue saving from the Highways Maintenance budgets in 2017.</p> <ul style="list-style-type: none"> <li>• <b>What is the purpose of the policy/project/activity/strategy?</b> The purpose of these proposals are to ensure that 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 reducing spend on highways maintenance whilst minimising the potential impact on the levels and quality of service.</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 £1million on 2017/18</li> <li>• To minimise impact on service levels</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, £1 million 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, Tourists and Workers.</li> <li>• <b>Who, potentially, could this project, policy or proposal have a detrimental effect on, and how?</b> Some of the individual proposals could have a detrimental effect on Westminster’s Residents, Tourists and Workers, such as alteration to existing service levels, but every effort will be made to keep any detrimental effect to a minimum. All changes currently under consideration would be to regular maintenance regimes City-wide. There is not proposed to be any specific geographic focus for service level changes. Resulting savings will be offered up centrally to general fund (so will not be re-invested in a way that could have particular known impacts for any specific group.</li> </ul>
<p>Details of the lead person completing the screening/EIA</p>
<p>(iv) Full Name: Kevin Goad</p> <p>(ii) Position: Interim Manager</p>

(iii) Unit: Highways and Public Realm

(iii) Contact Details: 0207 641 1903

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

2 Sept 2016

Version number and date of update

**V3**

**28 Sept 2016**

## 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?	<input checked="" type="checkbox"/>	<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>				

1.3	Using the screening information in questions 2.1 and 2.2, should a full EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1.4	How have you come to this decision?
	<p>For a number of reasons it would not be practical or appropriate to carry out a full EIA at this time:</p> <ol style="list-style-type: none"> <li>1. The changes being proposed are amendments to regular, city-wide highways maintenance services. There are not proposals to focus on any particular geographic area which could be disproportionately disadvantageous to specific groups.</li> <li>2. The objective is to generate savings to feed back into the general fund, not for investment in other aspects of service delivery which may particularly benefit certain groups.</li> <li>3. There is a range/number of proposals currently under consideration – decisions are yet to be finalised about which may be taken forward. As above, it is not anticipated that any of the proposals being looked at would particularly impact specific groups within the community. However, if/when any such proposals come forward for implementation that may have this type of impact, a full EIA will be carried out at that time on those proposals specifically, to establish the nature of the impact and identify mitigating actions.</li> </ol> <p><b><u>As the shortlist of options is reviewed and specific proposals become defined and agreed for implementation, it is noted that a full EIA may be necessary for those specific changes. This will depend on the types of proposals that emerge.</u></b></p>

## **EQUALITY IMPACT ASSESSMENT**

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

2.1	<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>
-----	--

<p>How many people use the service currently? What is this as a % of Westminster’s population?</p>	
<p>Age</p>	
<p>Disability</p>	
<p>Gender</p>	
<p>Race</p>	
<p>Religion or belief</p>	
<p>Sexual orientation</p>	
<p><b>2.2</b></p>	<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>
<p><b>2.3</b></p>	<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.

<p><b>3.1</b></p>	<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>
<p><b>3.2</b></p>	<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?	
	<input type="checkbox"/>	<p><b>13. 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 &amp; foster good relations between groups.</p>
	<input type="checkbox"/>	<p><b>14. Adjust the policy</b> You will take steps to remove barriers or to better advance equality.</p>
	<input type="checkbox"/>	<p><b>15. 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.</p>
	<input type="checkbox"/>	<p><b>16. Stop and remove the policy</b> 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*

<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: 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)



City of Westminster

## EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an EIA is the simplest way to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the earliest stages of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When you should undertake an EIA:

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles (particularly if it impacts on frontline services).
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding).

Who should undertake the EIA:

- The person who is making the decision or advising the decision-maker

Guidance and tools for completing EIAs are available on the WIRE:

<https://officesharedservice.sharepoint.com/sites/intranet/wcc-comms/Pages/Equality-Impact-Assessments-.aspx>

An EIA e-learning module is available for all Westminster staff:

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**All EIAs for proposed changes to levels of service arising from budget proposals must be completed by 2 September 2016.**

Title
9.2 Parking Services 2014 Relet Strategy & Transformation
<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. We aim to promote best practice and continual quality improvement across the service.</p> <p>Parking is an ever-changing environment, and councils need to keep up with the pace of change. We constantly seek new ways of working with motorists, 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.</p> <p>The transformation of the Parking Service saw a number of contracts consolidated into just two: a People and Resources contract let in August 2014 to NSL; and a Business Processing and Technology contract, let in November 2014 also to NSL.</p> <p>The Council's aim in doing this was to provide a fully integrated service by seeking to procure solutions capable of providing these services beyond 2014.</p> <p>At the time of developing the respective specifications, the Council wished to re-define how the Parking Service was delivered and looked at new operating models managing the kerbside that used best practice and innovative solutions to deliver services to our residents, workers, businesses and visitors; when, where and how they expect us to.</p> <p>The outcome was that channel shift has been encouraged so that customers are more able to self-serve, and thus engage with the service and make transactions online and via new technology.</p> <p>A Marshalling concept was also introduced whereby the on-street focus shifted from enforcement to compliance. Civil Enforcement Officers were therefore rebadged as 'Marshals', with a much greater customer-orientated remit.</p>
Details of the lead person completing the screening/EIA
<p>(v) 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>
2 September 2016

Version number and date of update

V2.0 – 31 August 2016

## 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 type="checkbox"/>	X	X	<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	<input type="checkbox"/>	X	X	<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 is identified that has substantial impact on any groups.		
<b>If the answer is “significant” consider doing a full EIA</b>				

1.3	<b>Using the screening information in questions 2.1 and 2.2, 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>
	<p>Although 1.1 indicates three groups which theoretically could be negatively impacted through the BPT contract changes, this is not necessarily the case.</p> <p>In terms of disabled people, the channel shift to more online services has both positive and negative connotations. Not having to physically attend or contact in person would/could be an advantage, especially to those who are more tech savvy. For those who are not, access in person to services continue to be available for residents or customers who cannot or prefer not to use telephone or online services. Physical access to the service is provided via Westminster libraries and post offices where payments can be made. The Council offers numerous payment methods to facilitate the use of the parking service, in terms of paying for on-street parking, permits and PCNs. On-street parking can be paid for by phone, by credit/debit card or by cash through the purchase of scratchcards at WCC libraries. Permits can be purchased and PCNs paid for online, by phone, by post and in person by credit/debit card, postal order, cheque or cash.</p> <p>The above also would mitigate an potential issues for those on low incomes whom may not be able to afford the devices and technology to enable regular online transactions.</p> <p>Although stereotypically it might be expected that some older residents would be less inclined to use technology, Westminster's population as a whole is very comfortable with new technology.</p> <p>Latest results are from September 2015 City Survey indicate:</p> <ul style="list-style-type: none"> <li>- 90% of WCC residents use the internet;</li> <li>- 56% of WCC residents use the internet through an iPhone;</li> <li>- 35% of WCC residents use the internet through an iPad;</li> <li>- 84% of WCC internet users use it every day;</li> <li>- 28% of WCC residents say they have used the council website in the last six months;</li> <li>- 39% of WCC residents have visited the WCC website to find a telephone number</li> <li>- 73% of WCC residents set up direct debits as much as possible</li> </ul>

## **EQUALITY IMPACT ASSESSMENT**

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

2.1	<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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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;">How many people use the service currently? What is this as a % of Westminster’s population?</td> <td style="width: 60%;"></td> </tr> <tr> <td style="padding: 5px;">Age</td> <td></td> </tr> <tr> <td style="padding: 5px;">Disability</td> <td></td> </tr> <tr> <td style="padding: 5px;">Gender</td> <td></td> </tr> <tr> <td style="padding: 5px;">Race</td> <td></td> </tr> <tr> <td style="padding: 5px;">Religion or belief</td> <td></td> </tr> <tr> <td style="padding: 5px;">Sexual orientation</td> <td></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	
How many people use the service currently? What is this as a % of Westminster’s population?															
Age															
Disability															
Gender															
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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.

<p><b>3.1</b></p>	<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>
<p><b>3.2</b></p>	<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	<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*

<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:** .....

**FULL NAME:** Darren Montague

**UNIT:** Parking Services

**EMAIL & TELEPHONE EXT:** [dmontague@westminster.gov.uk](mailto:dmontague@westminster.gov.uk), x2293

**DATE (DD/MM/YYYY):** 31/08/16

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City of Westminster

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Title
9.4 Kerbside Permissions Fees & Charges Review
<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>As part of its regular kerbside management review regime, the Council aims to review its parking-related fees and charges bi-annually to ensure they continue to support the Council's wider traffic management obligations.</p> <p>A review of kerbside permission fees and charges for parking suspensions, dispensations and special permissions was carried out in 2015, with the Cabinet Member for Sustainability and Parking approving a number of recommendations in November 2015.</p> <p>The changes made following the review were as follows –</p> <ul style="list-style-type: none"> <li>• A re-modelling in the charging regime, together with an increase in the charges for general parking bay suspensions and single yellow line dispensations.</li> <li>• A significant re-modelling in the London Joint Utilities Group (LJUG) charging structure and an increase in the charges for LJUG suspensions.</li> <li>• The introduction of charging for 'special permissions' at a rate 50% above that for general bay suspensions and dispensations.</li> <li>• The introduction of a £20 'short notice' administration fee for suspensions booked within ten calendar days of their commencement date.</li> <li>• Amendments to suspension-related policies regarding resident permit holder concessions, alternative bay provision and bay size classification.</li> </ul> <p>The rationale for the proposals can collectively can be summarised as follows -</p> <ul style="list-style-type: none"> <li>• To provide demand and restraint pricing mechanisms to discourage and deter unnecessary suspensions, to attempt to reduce the number of parking bays that are taken out of commission, and/or, where a suspension must take place, to reduce the length of time for which a bay is suspended.</li> <li>• To be more consistent with other comparable central London boroughs, where the policy approach has proven successful in reducing demand and thus ensuring greater uniformity across neighbouring boroughs.</li> <li>• To align the Council's kerbside permissions regime so that charges are consistent, fair and consistently applied no matter what type of permission is required (i.e. bay suspension, dispensation or special permission).</li> <li>• To address recognised system and process flaws and inconsistencies.</li> <li>• To help manage the increasing demands on our kerbside space and the impacts from further growth and development by encouraging the safe and expeditious movement of traffic and the provision of suitable and adequate kerbside parking facilities for all users. To help ensure that residents are not disproportionately disadvantaged when resident bays become suspended in their locale</li> </ul> <p>The beneficiaries of the proposals are: all general road users, in that the changes help the Council</p>



achieve its statutory responsibility to ensure, where reasonably practicable, the safe and expeditious movement of traffic including pedestrians, as well as the need to ensure the provision of suitable and adequate parking facilities on the public highway, and; local residents, as the proposals should discourage unnecessary and longer-term suspension of parking bays.

The only detriment that the changes have is a financial one to those who wish to suspend a parking bay for a period of time.

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

(vi) Full Name: Darren Montague

(ii) Position: Service Implementation Manager

(iii) Unit: Parking Services

(iii) Contact Details: [dmontague@westminster.gov.uk](mailto:dmontague@westminster.gov.uk), x2293

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

2 September 2016

#### Version number and date of update

V2.0 – 23 Aug 2016

## SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

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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
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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 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 2.1 and 2.2, should a full EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <b>X</b>
<b>1.4</b>	<b>How have you come to this decision?</b>
	Only very minimal impact (people on low income). Whilst the changes include charge increases, these are only small for individuals who would generally only require short-term suspension durations up to a few days at a time (e.g. a £2 increase for a one-day suspension). The increases are more significant for longer-term suspensions which would affect companies, businesses and utilities.

## 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	

<p><b>2.2</b></p>	<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>
<p><b>2.3</b></p>	<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.

<p><b>3.1</b></p>	<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>
<p><b>3.2</b></p>	<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?	
	<input type="checkbox"/>	<p><b>21. 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 &amp; foster good relations between groups.</p>
	<input type="checkbox"/>	<p><b>22. Adjust the policy</b> You will take steps to remove barriers or to better advance equality.</p>
	<input type="checkbox"/>	<p><b>23. 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.</p>
	<input type="checkbox"/>	<p><b>24. Stop and remove the policy</b> 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>	<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:** Darren Montague

**UNIT:** Parking Services

**EMAIL & TELEPHONE EXT:** [dmontague@westminster.gov.uk](mailto:dmontague@westminster.gov.uk), x2293.

**DATE (DD/MM/YYYY):** 23/08/16.

**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)**



City of Westminster

## EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an EIA is the simplest way to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the earliest stages of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When you should undertake an EIA:

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles (particularly if it impacts on frontline services).
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding).

Who should undertake the EIA:

- The person who is making the decision or advising the decision-maker

Guidance and tools for completing EIAs are available on the WIRE:

<https://officesharedservice.sharepoint.com/sites/intranet/wcc-comms/Pages/Equality-Impact-Assessments-.aspx>

An EIA e-learning module is available for all Westminster staff:

[www.learningpool.com/westminster/course/view.php?id=159](http://www.learningpool.com/westminster/course/view.php?id=159)

When you have completed an EIA, please send the final copy to [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)

**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.**

Title
9.5 Paid for Parking Tariffs & Operational Policy Review
<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>In managing and responding to the future growth of the City, it is vital that the Council periodically reviews how its kerbside is managed to ensure our transport network and the quality of our public realm keeps pace with the environmental challenges and economic opportunities that have the potential to benefit all of those who live in, work in and visit our City. Parking tariffs for on-street casual parking are therefore reviewed periodically. This EIA is based on the review of on-street parking tariffs which was carried out in 2015.</p> <p>Prior to this 2015 review, the last city-wide parking tariff increase occurred in 2009 when an inflationary increase was applied and a variable tariff trial implemented within E zone (Mayfair &amp; St James's). A further review of tariffs was carried out in September 2011 and Cabinet Member approval was granted for a 10% inflationary increase city-wide. However, this was only implemented in part in Westminster's outer controlled parking zones in November 2011. No tariff changes were implemented in the central zones and prior to the 2015 review tariffs here remained at 2009 levels.</p> <p>The recommendations coming out of the review were approved by the Cabinet Member for Sustainability and Parking in December 2015.</p> <p>The changes made following the review were as follows –</p> <ul style="list-style-type: none"> <li>• Implementation of a city-wide casual parking tariff increase, with the exception of motorcycle parking charges.</li> <li>• Withdrawal of the variable tariff in zone E so a single flat tariff applies during controlled hours.</li> <li>• Alignment of tariffs in F zone (Hyde Park, Marylebone &amp; Fitzrovia).</li> <li>• Amendment of parking tariffs in C zone to ensure a closer alignment and consistency with neighbouring boroughs.</li> <li>• Re-alignment of the cost of trades permits to the cost of the relevant casual parking tariffs.</li> <li>• The publication of Variation Notices issued under section 46A of the Road Traffic Regulation Act 1984, in order to give effect to changes in casual parking tariffs.</li> </ul> <p>The rationale for the changes can collectively can be summarised as follows -</p> <ul style="list-style-type: none"> <li>• As a demand and restraint pricing mechanism to help manage increasing demands on our kerbside and strategic highway network and to manage the expectant impacts from further growth and development by encouraging the safe and expeditious movement of traffic and the provision of suitable and adequate kerbside parking facilities for all users.</li> <li>• To be more consistent with neighbouring boroughs so that parking is not inordinately displaced into Westminster's available kerbside space.</li> <li>• To align the Council's kerbside tariffs so that charges are consistent, fair and consistently applied across the whole of the borough.</li> </ul>

The beneficiaries of the changes are general road users, in that the proposals would help the Council achieve its statutory responsibility to ensure, where reasonably practicable, the safe and expeditious movement of traffic including pedestrians, as well as the need to ensure the provision of suitable and adequate parking facilities on the public highway.

The only detriment that the changes could have is a financial one to those who regularly pay to park on-street.

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

(vii) Full Name: Darren Montague

(ii) Position: Service Implementation Manager

(iii) Unit: Parking Services

(iii) Contact Details: [dmontague@westminster.gov.uk](mailto:dmontague@westminster.gov.uk), x2293

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

2 September 2016

#### Version number and date of update

V2.0 – 23 August 2016

## 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 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 2.1 and 2.2, 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>
	Only very minimal impact (people on low income). Whilst the changes included charge increases, these are only small for individuals who would generally only require short-term parking. The proposals also align charges with neighbouring boroughs so parking in Westminster would still be no more expensive than in parking in neighbouring boroughs and cheaper than parking off-street.

## 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	

<p><b>2.2</b></p>	<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>
<p><b>2.3</b></p>	<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.

<p><b>3.1</b></p>	<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>
<p><b>3.2</b></p>	<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?	
	<input type="checkbox"/>	<p><b>25. 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 &amp; foster good relations between groups.</p>
	<input type="checkbox"/>	<p><b>26. Adjust the policy</b> You will take steps to remove barriers or to better advance equality.</p>
	<input type="checkbox"/>	<p><b>27. 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.</p>
	<input type="checkbox"/>	<p><b>28. Stop and remove the policy</b> 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*

<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:** .....

**FULL NAME:** Darren Montague

**UNIT:** Parking Services

**EMAIL & TELEPHONE EXT:** dmontague@westminster.gov.uk.

**DATE (DD/MM/YYYY):** 23/08/16.

**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)**



City of Westminster

## EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an EIA is the simplest way to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the earliest stages of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When you should undertake an EIA:

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles (particularly if it impacts on frontline services).
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding).

Who should undertake the EIA:

- The person who is making the decision or advising the decision-maker

Guidance and tools for completing EIAs are available on the WIRE:

<https://officesharedservice.sharepoint.com/sites/intranet/wcc-comms/Pages/Equality-Impact-Assessments-.aspx>

An EIA e-learning module is available for all Westminster staff:

[www.learningpool.com/westminster/course/view.php?id=159](http://www.learningpool.com/westminster/course/view.php?id=159)

When you have completed an EIA, please send the final copy to [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)

**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.**

Title
9.6 Decommission of Wireless CCTV Estate and Partial Replacement of Automated Cameras for Enforcement of Moving Traffic Contraventions
<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 are undergoing a programme of replacing the existing wireless CCTV operation with a reduced estate of automated cameras that allow WCC to continue to effectively manage the kerbside through the enforcement of Moving Traffic Contraventions.</p> <p>The Council entered into a contract with NSL Limited for the provision of CCTV Parking Enforcement on 1 July 2010 for a period of 4 years. This was extended by Deed of Variation on 26 June 2014 for a period of two years and the contract therefore expired on 30 June 2016.</p> <p>Within the Business Processing &amp; Technology (BPT) contract provision was made for the call off of attended CCTV vehicle solutions and unattended CCTV cameras; as well as the provision of CCTV personnel for the purposes of capture and review of the service.</p> <p>Through the change control mechanism within the BPT Contract, Parking Services called off both the provision of devices, and personnel to manage the review and processing of contraventions with effect from 1 July 2016, in line with the expiry of the contract.</p> <p>Under the NSL contract, CCTV was managed through the use of 49 DV Tel WiFi cameras provided under a separate contract with Serco, due to expire in December 2016. The equipment was attended meaning that it requires an operator to manually capture each contravention. It is highly labour intensive and an operator was only able to capture one contravention from a grid of cameras at any one time. The capture and review was managed from the Parking CCTV control room based at Lisson Grove.</p> <p>Since the Deregulation Act 2015 came into force in April 2015 the use of CCTV devices in the enforcement of parking contraventions has been heavily restricted and CCTV operations are now limited to the enforcement of Moving Traffic Contraventions (MTCs) and parking restrictions at a very small number of locations, primarily school keep clear areas and bus stop clearways.</p> <p>The fact that a large number of cameras were not in locations that required the management of MTCs, a decommissioning process took place, removing cameras unless they could be used for other relevant purposes (MTCs and/or Crime &amp; Disorder purposes).</p> <p>The Manual capture system was not considered an efficient or effective way of maintaining the free flow of traffic in busy areas; particularly when considered against technological advancements in recent years. Because</p>

of the labour intensive nature of the operation it was an expensive contract to manage and the annual management fee for this contract prior to Deregulation was £1,234,428.

The enforcement of Moving Traffic Contraventions enables us to combat dangerous manoeuvres on Westminster's roads, improve safety and reduce congestion. The decision was therefore made to replace the operation with the introduction of 11 automated cameras and transfer the review function from Lisson Grove to NSL's back office operation in Dingwall in July 2016.

The Council has already trialed this technology in two locations; St Georges Drive and Carlton Hill and the technology has proved to be very successful with a high degree of accuracy and improved efficiencies in the back office. The service is planning to retain the camera at St Georges Drive but due to compliance improvements the camera in Carlton Hill will be decommissioned as part of this rationalisation programme.

Three sites (of the existing 22) managed by existing wireless technology were replaced by automated cameras. There is also an intention to introduce cameras at a number of new locations, with agreement being given for an estate of 11. The sites have all been identified as having low compliance and the CCTV Governance Group approved the use of automated cameras for MTC enforcement here. Compliance will be monitored post the implementation of the new cameras and when compliance has improved to an acceptable level we would move the camera to a new location from the already approved list of locations.

Where new locations are identified as requiring management of MTCs through CCTV either through complaints or compliance audits, further approval would be sought from the CCTV Governance group to enforce at these locations and if granted they would be added to the list of approved locations at which cameras could be moved to.

The move to automated camera technology will remove the need for any manual camera operation, and significantly reduce the costs of managing the operation.

In addition to this, WCC continues to operate CCTV vehicles. The strategy for the decommission and/or replacement of vehicles is being managed via a separate change request, with the intention being that their use be phased-out by December 2016.

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

- (viii) Full Name: Darren Montague
- (ii) Position: Service Implementation Manager
- (iii) Unit: Parking Services
- (iii) Contact Details: [dmontague@westminster.gov.uk](mailto:dmontague@westminster.gov.uk), x2993

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

2 Sep 2016

#### Version number and date of update

V1.0 – 31 Aug 2016

## 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 2.1 and 2.2, 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 changes have no significant impact on any listed group.</p> <p>The automated cameras only capture contraventions for review by back office operatives. All operatives are BTEC trained and vehicle operatives are SIA licensed.</p> <p>Full privacy assessments have been/are carried out and all usage complies with the IOCs Code of Practice.</p> <p>This change has no TUPE implications or redundancies of existing staff as those affected were redeployed elsewhere by NSL into their business.</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	

<p><b>2.2</b></p>	<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>
<p><b>2.3</b></p>	<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.

<p><b>3.1</b></p>	<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>
<p><b>3.2</b></p>	<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;"> <thead> <tr style="background-color: #F4C08E;"> <th style="width: 50%; padding: 5px;"><b>Column A – Issues or barriers, things to take into account</b></th> <th style="width: 50%; 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="padding: 5px;"><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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<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: top;"><input type="checkbox"/></td> <td style="width: 35%; padding: 5px;"><b>29. 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: top;"><input type="checkbox"/></td> <td style="padding: 5px;"><b>30. 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: top;"><input type="checkbox"/></td> <td style="padding: 5px;"><b>31. 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: top;"><input type="checkbox"/></td> <td style="padding: 5px;"><b>32. 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>29. 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>30. Adjust the policy</b>	You will take steps to remove barriers or to better advance equality.	<input type="checkbox"/>	<b>31. 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>32. 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>								
	<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:** Darren Montague .....

**UNIT:** Parking Services.....

**EMAIL & TELEPHONE EXT:** [dmontague@westminster.gov.uk](mailto:dmontague@westminster.gov.uk), x2293.....

**DATE (DD/MM/YYYY):** 31/08/16.....

**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)



City of Westminster

## EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an EIA is the simplest way to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the earliest stages of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When you should undertake an EIA:

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles (particularly if it impacts on frontline services).
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding).

Who should undertake the EIA:

- The person who is making the decision or advising the decision-maker

Guidance and tools for completing EIAs are available on the WIRE:

<https://officesharedservice.sharepoint.com/sites/intranet/wcc-comms/Pages/Equality-Impact-Assessments-.aspx>

An EIA e-learning module is available for all Westminster staff:

[www.learningpool.com/westminster/course/view.php?id=159](http://www.learningpool.com/westminster/course/view.php?id=159)

When you have completed an EIA, please send the final copy to [Equalities@westminster.gov.uk](mailto:Equalities@westminster.gov.uk)

**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.**



Title	
9.7 Pay-to-Park Minimum Stay Duration	
<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 service has been provided by Cobalt via WCC's Business Processing and Technology contract with NSL since July 2014. Despite commonly being referred to as 'pay by phone', Parking Services' pay-to-park service enables motorists to pay for their parking session through a number of different channels and devices.</p> <p>The RingGo system currently allows motorists in Westminster to purchase parking time in one minute increments and has no set minimum charge/stay. Motorists are therefore able to purchase one minute of parking and many motorists commonly do this in the following scenarios: firstly, policy dictates that blue disabled badge holders and WCC car club drivers are granted an hour's free parking after the expiry of a payment, meaning that such drivers can obtain 61 minutes parking by purchasing just one minute of parking time. In fact, allied to other concessionary policies, such vehicles will not be subject to enforcement action until the payment has expired by 63 minutes; secondly, the Deregulation Act 2015 dictates that motorists must be given 10 minutes' grace in parking bays after the expiry of a payment to park. In this instance, the purchase of one minute's parking effectively grants 10 minutes parking time before the vehicle can be enforced against. In both scenarios there is nothing to then stop the motorist purchasing a further one minute to start the cycle over again.</p> <p>Contractually, WCC internalises the transaction fee and associated charges. For every transaction, WCC pays Cobalt a set transaction fee, pays a further payment service provider fee as well as a merchant acquiring fee, which varies depending on the type of card used, debit or credit. Many other local authorities externalise these charges through the charging of an additional 'convenience fee' to use the pay by phone system or by incorporating them into the charge to park.</p> <p>To ensure that the City Council does not lose money on small pay-to-park transactions, it is proposed that a minimum stay be introduced, suggested to be 15 minutes. This is considered the most practical way of WCC covering costs and effectively externalising the charges.</p>	
Details of the lead person completing the screening/EIA	
(ix) Full Name:	Darren Montague
(ii) Position:	Service Implementation Manager
(iii) Unit:	Parking Services
(iii) Contact Details:	<a href="mailto:dmontague@westminster.gov.uk">dmontague@westminster.gov.uk</a> , x2293

Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a>
TBC
Version number and date of update
V1.0 – 28 Sep 2016

## 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 type="checkbox"/>	<input type="checkbox"/>	<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	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<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>				

1.2	<b>What do you think that the overall NEGATIVE impact on groups and communities will be?</b>				
	<table border="1" data-bbox="252 300 1479 577"> <thead> <tr> <th data-bbox="252 300 866 342">None/ Minimal</th> <th data-bbox="866 300 1479 342">Significant</th> </tr> </thead> <tbody> <tr> <td data-bbox="252 342 866 577"> <p style="text-align: center;"><b>X</b></p> <p>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.</p> </td> <td data-bbox="866 342 1479 577"> <p style="text-align: center;"><input type="checkbox"/></p> <p>Significant impact would be where there is an impact is identified that has substantial impact on any groups.</p> </td> </tr> </tbody> </table> <p style="text-align: center;"><b>If the answer is “significant” consider doing a full EIA</b></p>	None/ Minimal	Significant	<p style="text-align: center;"><b>X</b></p> <p>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.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Significant impact would be where there is an impact is identified that has substantial impact on any groups.</p>
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<p style="text-align: center;"><b>X</b></p> <p>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.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>Significant impact would be where there is an impact is identified that has substantial impact on any groups.</p>				
1.3	<b>Using the screening information in questions 2.1 and 2.2, should a full EIA be carried out on the project, policy or proposal</b>				
	<p>Yes <input type="checkbox"/> No <b>X</b></p>				
1.4	<b>How have you come to this decision?</b>				
	<p>Impact has only been identified for two groups: disabled people and people on low income, and this impact is considered to be minimal.</p> <p>Whilst the proposed change would introduce a minimum charge and effectively increase charges for those wishing to park for a short duration, which anecdotally <i>could</i> be disabled blue badge holders most commonly, the charge increases are only relatively small. Hourly tariffs vary throughout Westminster’s eight parking zones. A 15 minute minimum stay for example would currently equate to a £1.23 charge in Westminster’s zones with the highest hourly tariff (E&amp;F) and 43p in the lowest (C). These are compared with current one minute purchases of 8p in E&amp;F zones and 3p in C zone.</p> <p>The extra hour concession for disabled blue badge holders after the expiry of a payment would still apply, as would the Deregulation Act 10 minute grace period.for all.</p> <p>The proposals align policy with most other London authorities who operate a similar service elsewhere throughout the capital.</p> <p>Motorists will still be able to able to purchase parking in one minute increments over and above the 15 minute minimum purchase.</p> <p>A 30 minute minimum purchase currently operates at all of our Payment Terminals.</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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<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>														

<p><b>2.3</b></p>	<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>

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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.

<p><b>3.1</b></p>	<p><b>Consultation Information</b>  <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal</i></p>
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	<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 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:** .....

**FULL NAME:** Adam Warnes

**UNIT:** Parking Services

**EMAIL & TELEPHONE EXT:** [awarnes@westminster.gov.uk](mailto:awarnes@westminster.gov.uk), x4074

**DATE (DD/MM/YYYY):** TBC

**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.**

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