



## EQUALITY IMPACT ASSESSMENT TEMPLATE

**PLEASE ENSURE YOU READ THE GUIDANCE NOTES BEFORE COMPLETING THIS TEMPLATE**

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.

### SECTION 1:

Title	City-wide roll out of the pay-to-park diesel surcharge
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>In an attempt to improve Westminster’s air quality and raise awareness of air quality issues, Westminster operates a diesel surcharge at pay-to-park bays in Parking Zone F, the Low Emission Neighbourhood (LEN) area. This is a 50% levy applied to pre-2015 registration diesel vehicles when paying to park.</p> <p>The diesel surcharge has thus far applied only in one zone of Westminster which equates to the LEN area: parking Zone F (Hyde Park, Marylebone &amp; Fitzrovia), but the proposal is to roll the policy out city-wide into all Westminster parking zones A-G.</p> <p>As part of the roll-out, it is also planned that the stock of 133 Payment Terminals be taken out of commission. Payment Terminals allow motorists to make in situ contactless payment by credit or debit card and can currently be used as an alternative to paying to park by phone or through the ParkRight app.</p> <p>Poor air quality is one of WCC’s residents’ top concerns and expanding the diesel surcharge is one of the Council’s ten air quality commitments, set out in WCC’s April 2018 Air Quality Manifesto. Air pollution affects everyone who lives and works in Westminster. The most vulnerable groups like children, older people and those with heart and respiratory conditions are most affected.</p> <p>The policy applies to drivers of pre-2015 registered diesel vehicles as it is those vehicles which are deemed to be the most polluting and whose emissions are most harmful.</p> <p>Since the diesel surcharge’s inception in F zone in June 2017, there has been a significant decline in the percentage of pre-</p>

	<p>2015 diesel vehicles transactions as a percentage of overall pay-to-park transactions in the zone; down from 42%, just over 28% of transactions are now from older diesel vehicles. The first 12 months of the trial saw the amount of older diesel vehicles parking in F zone reduce by 16%, with no obvious displacement to nearby parking zones. It is anticipated that similar results will be experienced elsewhere as the surcharge is rolled out to other parking zones.</p>
<p>Details of the lead person completing the screening/EIA</p>	<p>(i) Full Name: Darren Montague</p> <p>(ii) Position: Implementation Manager</p> <p>(iii) Unit: Parking Services</p> <p>(iii) Contact Details: <a href="mailto:dmontague@westminster.gov.uk/x2293">dmontague@westminster.gov.uk/x2293</a></p> <p>OR</p> <p>Adam Webber <a href="mailto:awebber@westminster.gov.uk">awebber@westminster.gov.uk</a> / x4546</p>
<p>Date sent to <a href="mailto:Equalities@westminster.gov.uk">Equalities@westminster.gov.uk</a></p>	<p>26/03/19</p>
<p>Version number and date of update</p>	<p>v0.2 – 20/03/2019</p>
<p><i>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. However <u>only</u> the most updated version will be saved in the Equalities SharePoint folder.</i></p>	

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

<p><b>2.1</b></p>	<p><b>Please provide an overview 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>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>	
	<p>How many people use the service currently? What is this as a % of Westminster’s population?</p>	<p>Taking the month of November 2018 as a guide, pay-to-park transactions were made in Westminster for 183,000 different vehicle registrations. As a percentage of Westminster’s population, this figure equates to 80%. Obviously only a proportion of those using the service will actually reside in Westminster.</p>
	<p>Gender</p>	<p>DVLA-published information as per 3 Jan 2015 showed the male-female gender percentage split of full UK licence holders to be 54:46. The service will not have a disproportionate impact on the basis of gender</p>
	<p>Race</p>	<p>The service will not have a disproportionate impact on the basis of race.</p>
	<p>Disability</p>	<p>According to the DfT in July 2018, the national Blue Badge scheme plays a vital role in allowing 2.4m disabled people in England maintain their independence through special national parking concessions. Westminster currently has 3,468 disabled permits on issue.</p>
	<p>Sexual orientation</p>	<p>The service will not have a disproportionate impact on the basis of sexual orientation.</p>
	<p>Age</p>	<p>DVLA-published information as per 3 Jan 2015 showed the age split of full UK licence holders to be as follows –          ≤20 – 2%          21-30 – 14%</p>

		31-40 – 17% 41-50 – 21% 51-60 – 19% 61-70 – 16% ≥71 – 10%			
	Religion or belief	The service will not have a disproportionate impact on the basis of religion or belief.			
<b>2.2</b> Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	No				
<b>2.3</b> Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <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>	No				
<b>2.4</b>	<b>Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</b>				
		<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
	Men or women	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disabled <sup>1</sup> people (consider different types of physical, learning or mental disabilities)	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
	People of particular sexual orientation/s	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

People in particular age groups (consider in particular children, under 21s and over 65s)	<input type="checkbox"/>	<b>X</b>	<b>X</b>	<input type="checkbox"/>
People who are intending 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"/>
Impact due to pregnancy/ maternity	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<b>X</b>	<b>X</b>	<input type="checkbox"/>

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <b>X</b> No <input type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how have you come to this decision?</b>
	<p>A potential for negative impacts has been identified for 3 of the protected groups, namely disabled people, people in particular age groups, and people on low incomes.</p> <p>This is essentially in relation to the removal of the Payment Terminals as this is an alternative payment option for those not willing or able to pay by phone or via the ParkRight app. One alternative payment option remains, namely the use of Parking Cards (scratchcards). These are available solely from WCC libraries and only provide parking in one-hour blocks.</p> <p>Motorists’ (in)ability to change their vehicle should they be subject to the surcharge is also another potential negative impact, which may be particularly pertinent to those with vehicles adapted for disabled drivers or passengers or for those on low incomes.</p> <p>However, a positive impact has been identified for elderly people and young people (including those indirectly impacted by the policy as they are under the legal driving age), as they are groups identified as being most vulnerable to the effects of poor air quality, which this policy will help improve.</p> <p>A positive impact has also been identified for people on low incomes, as there is a correlation between exposure to poor air quality and income inequalities, that this policy will help improve.</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. Using the evidence gathered in section 2, 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 using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented. What will the impact be?	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men					X		
	Women					X		
Race	White					X		
	Mixed/Multiple ethnic groups					X		
	Asian/Asian British					X		
	Black/African/Caribbean/Black British					X		
	Gypsies / travellers					X		
	Other ethnic group					X		
Disability	Physical				X		The withdrawal of the Payment Terminals payment option has the <i>potential</i> to negatively affect <i>some</i> sufferers of a physical disability, but multiple payment options remain including the use of Parking Cards if the use of technology is any sort of problem. There is generally	None

							<p>no direct correlation between disability and inability to use technology per se.</p> <p>Those with a physical disability may rely upon an adapted vehicle, which is then much harder to replace if subject to the surcharge. However, national and WCC parking policies offer numerous parking concessions to disabled drivers</p>	
	Sensory				X		<p>The withdrawal of the Payment Terminals payment option has the <i>potential</i> to negatively affect <i>some</i> sufferers of a sensory disability, but multiple payment options remain including the use of Parking Cards if the use of technology is any sort of problem. There is generally no direct correlation between disability and inability to use technology per se.</p> <p>Those with a sensory disability may rely upon an adapted vehicle, which is then much harder to replace if subject to the surcharge. However, national and WCC parking</p>	None

							policies offer numerous parking concessions to disabled drivers	
	Learning Difficulties				X		The withdrawal of the Payment Terminals payment option has the <i>potential</i> to negatively affect <i>some</i> with learning difficulties, but multiple payment options remain including the use of Parking Cards if the use of technology is any sort of problem. There is generally no direct correlation between disability and inability to use technology per se.	
	Learning Disabilities				X		The withdrawal of the Payment Terminals payment option has the <i>potential</i> to negatively affect <i>some</i> with learning disabilities, but multiple payment options remain including the use of Parking Cards if the use of technology is any sort of problem. There is generally no direct correlation between disability and inability to use technology per se.	None
	Mental Health					X		

<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					X		
<b>Age</b>	Older people (50+)		X			X	The withdrawal of the Payment Terminals payment option has the <i>potential</i> to negatively affect some older people if the use of technology is any sort of problem for them, but multiple payment options remain including the use of Parking Cards.	None
	Younger people (16 - 25)		X					
<b>Gender Reassignment</b>						X		
<b>Impact due to pregnancy/maternity</b>						X		
<b>Groups with particular faiths and beliefs</b>						X		
<b>People on low incomes</b>						X	It may be harder for those on low incomes to replace their vehicle should it be subject to the surcharge. However, numerous alternative mobility options exist which reduce reliance on the car, such as public transport, car clubs, car sharing etc	None

## SECTION 4: ACTION PLAN

<b>4.1</b> Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.  <i>Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.</i>  <b>NB. Add any additional rows, if required.</b>						
<b>Action Required</b>	<b>Equality Groups Targeted</b>	<b>Intended outcome</b>	<b>Resources Needed</b>	<b>Name of Lead, Unit &amp; Contact Details</b>	<b>Completion Date (DD/MM/YY)</b>	<b>RAG</b>
Greater promotion of Parking Cards	Those identified above	Adequate alternative provision	None extra	Darren Montague, Parking Services, x2293	TBC	A
Better communication of the various payment options and how they can be used	Those identified above	Adequate alternative provision	None extra	Darren Montague, Parking Services, x2293	TBC	A
<i>Enter additional rows if required</i>						

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

**SIGNATURE:** .....

**FULL NAME:** Vicky Nock.....

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

**EMAIL & TELEPHONE EXT:** [vnock@westminster.gov.uk](mailto:vnock@westminster.gov.uk) / x5730.....

**DATE (DD/MM/YYYY):** 20/03/2019.....

**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 (insert date).**

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