Equality Impact and Needs Assessment (INA) Form

Name of the policy, function or project:

CIVIL PARKING ENFORCEMENT

Service: **ENVIRONMENTAL PROTECTION**

Complete this form for any existing/proposed policy/function/project regardless of whether it is aimed at external customers or internal staff. Please also be aware that equality policy applies to staffing/human resources issues as much as to external service delivery issues. Please note that existing policies/functions will be assessed as per an agreed annual programme.

Answer every question – even if it is negative.

If you conclude that there is a negative impact you will need to review the policy/function/project to improve the equalities performance and minimise or remove the impact. This should be done using the 'Improvement Actions Planned' table. Where appropriate such actions should be included in your Service Plan for the following year.

If the Corporate Equalities Group (CEG) feels this impact assessment needs further consideration, **you will be asked to review your conclusions.**

As a result of this exercise, you will have checked that your policy/function/project does not have negative/adverse impacts in terms of Gender, Race, Disability, Age, Sexual Orientation, Religion or Belief (equality target groups) or if it does you will have identified relevant actions needed to minimise or remove such impact and their likely resource implications.

This is not simply a paper exercise – it is designed to make sure that your policy/function/project and service (development) is delivered fairly and effectively to all sections of our local community, and our employees!

Please note that the Council is required to publish the results of these assessments, and update; therefore **your completed form may be a public document.**

Once completed, please pass this form, together with documentation describing both the policy/function/project it concerns and any evidence relating to assessed impacts, to Alison Moran, Performance Manager in the first instance. (*If this is a new policy/service/procedure/function/project this form will also need to be attached to your Cabinet or Council report)*

To complete the form using 'check marks' in the boxes, position the cursor over the box you require, left double click, then select 'checked' in the 'check box form field options' box that appears on screen.

a. Preparation

The work on this section should be done in advance and be used as part of your INA. Please attach examples of available evidence, including monitoring information, research and consultation reports.

1a. Do you have relevant data available on the number of people within the scope of your policy/function/project? E.g. whole population of the district/ward or employee data.
In relation to:

	Yes	No
• Women and men	☐	x☐
• Black and minority ethnic communities	☐	x☐
• People with disabilities	☐	x☐
• Age groups	☐	x☐
• Sexual orientation	☐	x☐
• Religion or belief	☐	x☐

1b. Do you have relevant data available on the number of people subject to or impacted by your policy/function/project? E.g. numbers of disabled people using the service.
In relation to:

	Yes	No
• Women and men	☐	x☐
• Black and minority ethnic communities	☐	x☐
• People with disabilities	☐	x☐
• Age groups	☐	x☐
• Sexual orientation	☐	x☐
• Religion or belief	☐	x☐

2. If you have answered 'yes' to the above questions your monitoring data should be compared to the current available census data to see whether a proportionate number of people are taking up your service. Please make any comments regarding service take up if relevant:

The Service which is provided through a partnership arrangement with Harborough DC covers patrolling and enforcement of all on and off street controls district wide. The Council operate 22 car parks for a variety of purposes which service recreational and open space facilities, shopping areas, a station and residential areas.

If you have answered 'no' please explain reasons for lack of relevant data:

Demand and usage figures for all the main car parks are available however these are not broken down into categories to reflect the groups identified in 1 above. The Leicestershire County Council Notice Processing Unit retains and processes all fines issued by offence category only.

3. Are you aware of any relevant equality or diversity related consultation, research, or good practice guidance in relation to this area? If so then please list and attach here:

Yes	No
☐	x☐

Not aware however service delivered by Harborough DC and Leicestershire County Council

b. Your policy, service, function or project

1. What is the main aim or purpose of the policy/function/project?

To operate a parking enforcement regime that is seen to be balanced and fair to the motorist whilst satisfying the Council's transport and parking policy objectives.

2. List the areas of activity of the policy/function/project, e.g. the recruitment strategy might have advertising, interviewing, short listing etc. as activity areas.

Patrolling and enforcement/regulation of on street controls (yellow lines) and off street public car parks where consistency in enforcement arrangements County wide is ensured due to software configuration on hand held devices and training of the Attendants.

3. Who are the main intended beneficiaries of the policy/function/project?

Car park and highway users

4. Which people may be affected by the policy/function/project – whole population or particular groups?

Whole population

5. Are you expecting to make any changes during the next year?

- Policy — Yes ☐ No x☐
- Function — Yes ☐ No x☐
- Project — Yes ☐ No x☐
- Procedure — Yes ☐ No x☐

Legislative changes may impose new requirements

c. The Impact

1. Complete the following tables using check marks or ticks.
   Consider the information gathered in Section (a) of this form, comparing monitoring information with census data, and considering any other evidence, research or consultations.
   - Where you think that the policy/function/project could have a negative impact on any of the equality target groups, i.e. it could disadvantage them
   - Where you think that the policy/function/project could have a positive impact on any of the equality target groups or contribute to promoting equality, equal opportunities or improving relations within equality target groups

a) How will the policy/function/project/procedure impact on men and women? e.g. flexible working arrangements might have a positive impact on women with caring responsibilities

Gender	Positive impact	Negative impact	Neutral	Reason
Women	☐	☐	x☐	
Men	☐	☐	x☐	

b) How will the policy/function/project/procedure impact on people from different or minority ethnic communities? This may involve using Council services differently, e.g. will Muslim women use the Council's swimming pool more often if separate sex swimming arrangements are in place?

Race	Positive impact	Negative impact	Neutral	Reason
White (including Irish)	☐	☐	x☐	
Asian or Asian British	☐	☐	x☐	
Black or Black-British	☐	☐	x☐	
Chinese and other	☐	☐	x☐	

c) How will the policy/function/project/procedure impact on people with disabilities, e.g. if information about Council Tax benefits are not made available in large print or alternative formats, access to such benefits might be denied to people with a visual impairment or learning disability.

Disability	Positive impact	Negative impact	Neutral	Reason
Visually impaired	☐	☐	x☐	
Hearing impairment	☐	☐	x☐	
Physically disabled	x☐	☐	☐	Specific exemptions permitted for blue badge holders → identified spaces for their use.
Learning disability	☐	☐	x☐	
Mental health problem	☐	☐	x☐	

d) Does the policy/function/project/procedure impact on people differently based on their age, e.g. a job advertisement that requires at least ten years post qualification experience would clearly prevent people in their twenties from applying

Age Group	Positive impact	Negative impact	Neutral	Reason
Children (under 18)	☐	☐	x☐	
Young (18 to 25)	☐	☐	x☐	
Middle (26 to 55)	☐	☐	x☐	
Older (over 55)	☐	☐	x☐	

e) Does the policy/function/project/procedure impact on people differently based on their sexual orientation, e.g. if housing policy is only to offer temporary accommodation to couples of different sex a gay or lesbian couple would be unable to be housed

Sexual Orientation	Positive impact	Negative impact	Neutral	Reason
Heterosexual	☐	☐	x☐	
Gay or Lesbian	☐	☐	x☐	
Bisexual	☐	☐	x☐	

f) Does the policy/function/project/procedure impact on people differently based on their religion or belief e.g. would a person of the Hindu religion be able to give a binding affirmation if a procedure requires the swearing of an oath on the Bible?

Religion or Belief	Positive impact	Negative impact	Neutral	Reason
Christian	☐	☐	x☐	
Hindu	☐	☐	x☐	
Muslim	☐	☐	x☐	
Jewish	☐	☐	x☐	
Other	☐	☐	x☐	
None believer	☐	☐	x☐	

If you conclude that there is a negative impact in one or more of the target groups you will need to amend the policy/function/project to minimise or remove the impact. This should be done using the 'Improvement Actions Planned' table. Where appropriate such actions should be included in your Service Plan the following year.

2. a) Is there any negative impact?

Yes	No	N/A
☐	x☐	☐

b) If yes you will be expected to minimise or remove any negative impact

Explain how:
Gender:
Race:
Disability:
Age:
Sexual orientation:
Religion:

c) Could you improve any positive impact?

Yes	No	N/A
x☐	☐	☐

If yes, explain how: make more spaces available for disabled people
Gender:
Race:
Disability:
Age:
Sexual orientation:
Religion:

3. a) Is there any evidence that the policy/function/project promotes equality, equal opportunities, or improved relations?
Please see comments provided in Section B

Yes	No	N/A
x☐	☐	☐

b) If not, could it be adapted so that it does?

Yes	No
☐	☐

If yes (it could be adapted) explain how:

Gender:
Race:
Disability:
Age:
Sexual orientation:
Religion:

Please keep a copy on record to which the public could have full access. Also send or e-mail a copy of this completed form along with documentation describing the policy/function/project it concerns to:

Alison Moran, Performance Manager

Signed:_____
(Head of Service/
Service Manger)

Date: 18/2/09

Signed:_____
(Completing Officer)

Date: 18/2/09

Signed:_____
(Performance Manager)

Date:_____

Impact & Needs Assessment: Actions Planned

Please list below any recommendations for action to improve the equalities performance of the policy/function/project that you plan to take as a result of this impact assessment. Where appropriate, these should also be included in your Service Plan for the following year

Issue/Link to INA question number	Action Required	Lead Officer	Time-scale	Resource implications	Comments