



Equality Impact Assessment (EIA) Form **'Knowing you customers needs'**

Background

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

Legislation - Equality duty:

As a local authority who provides services to the public, Melton has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance Equality of Opportunity
- Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership (when providing services)
5. Pregnancy and maternity (when providing services)
6. Race
7. Religion and belief
8. Sex
9. Sexual orientation

What is prohibited?

1. Direct discrimination, including by association and perception.
2. Indirect discrimination – now covers all characteristics.
3. Pregnancy and maternity discrimination.
4. Harassment.
5. Third party harassment.
6. Discrimination arising from disability.
7. Duty to make reasonable adjustments.

Title of the policy	Internal Parking Policy
Is it new or exiting?	New
Date	June 2011
Officer undertaking EIA	Sarah-Jane O'Connor
Who else is involved in undertaking this assessment?	Green Travel Team

1. Overview of policy/function being assessed

A. Outline: What is the purpose of this policy? (specify aims and objectives)
To reduce the amount of cars travelling to Parkside, promote alternative, greener and healthy travel options hence reducing the demand for car parking and reduce CO2 emissions. To ensure a fair, equitable and orderly access to the authorities car parks for staff, partners and visitors to MBC sites.
B. What specific groups is the policy designed to affect/impact?
All staff and employees who travel to work on own in a car and currently have high mileage.
C. Which groups have been consulted as part of the creation or review of the policy?
All staff through the travel survey to determine baseline information. Staff groups through the green travel team.

2. What we already know and where there are gaps

A. What existing information/data do you have/monitor about different diverse groups in relation to this policy? This could consist of previous EIA's, reports, consultation, surveys, demographic profiles etc.
<p>Ethnicity: None</p> <p>Religion: None</p> <p>Sexual Orientation: None</p> <p>Disability: information on the number of disabled parking spaces required at Parkside and checked with number of disabled staff to ensure is sufficient for the building.</p> <p>Age: Promotion of active travel choices usually assumes a certain level of mobility which may potentially exclude older people.</p> <p>Gender: Issues that car sharing could discriminate due to caring responsibilities and security re walking to Scaford Road in dark – mainly female employees Costs for parking – concern that part time staff are penalised by having to pay full day rate. It has been amended where staff are now able to purchase half day tickets.</p> <p>Transgender: None</p> <p>Other (Civil partnerships/marriage, pregnancy and maternity, offenders, priority neighbourhoods): Active travel choice and requirement to carry equipment may impact at late stages of pregnancy</p>
B. What does this information/data tell you about diverse groups? If you do not hold or have access to any data/information on certain/all diverse groups, what do you need to begin collating/monitoring? (please list)

Travel survey did not request equalities info however the make up of the authority is known. Next travel survey due to go out in June 11 to include more information.

3. Do we need to seek the views of others and if so, who?

A. In light of the answers you have given in question 2, do you need to consult with specific groups? If not please explain why.

All staff being consulted on the travel survey

4. Assessing the impacts

	In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative on the groups specified and whether there is evidence of discrimination. Provide an explanation for your decisions. (please refer to the general duties on the front page)			
<u>Diversity Groups</u>	<u>Positive impacts</u> Intentional / Unintentional	<u>Negative impacts</u> Intentional / Unintentional	Is there evidence of direct/indirect discrimination?	<u>Comments/explanation</u> Use data to evidence
Age	Active travel choices has the potential to improve physical/mental health and well being.	Poor level of mobility may exclude free park and stride scheme and alternative travel options ie cycling	No evidence to date through travel survey or staff consultation	Aim to keep this under review and monitor potential impact – monitor age of workforce and those responding to survey.
Disability (physical, visual, hearing, learning disability, mental health)	Active travel choices has the potential to improve physical/mental health and well being.	Poor level of mobility may exclude free park and stride scheme and alternative travel options ie cycling	One employee has raised concerns due to limited mobility	currently looking to implement an application for priority parking based on needs assessment.
Gender / Sex	Active travel choices has the potential to improve physical/mental health and well being.	Park and stride and other active travel choices may be perceived as carrying a risk of security and personal safety especially during the	Issues around security have been raised by employees during staff consultation.	Risks can be mitigated by promoting personal safety training and advice and improved lighting in Scaford Road car park. Personal travel plans to ensure main routes being used in winter months.

		winter months. Car sharing and alternative travel choices therefore free parking can be perceived as being less accessible to those with caring responsibilities	Concerns about the car share scheme have been raised by employees through the Green Travel Team. Inability to travel to work by walking and cycling due to child care responsibility has been raised through staff consultation.	Jambuster data base allows for travel sharing from locations other than home ie able to accommodate a school to work journey at different times. Personal travel plans can allow for linking with other staff in similar circumstances. Priority for travel plans to be given to those with child care arrangements. FAQ's for be completed with support for car sharing with caring responsibilities. Action plan looks to link in with cycle to school week. Information circulated re cycling for women and with children. Guaranteed lift home for car sharers in place. To keep use of car sharing spaces monitored and review after 4 months of move to Parkside.
Religious Belief		None Identified	None Identified	
Racial Group		None Identified	None Identified	
Sexual Orientation		None Identified	None Identified	
Transgender		None Identified	None Identified	
Other protected groups (pregnancy & maternity, marriage & civil partnership)	Active travel choices has the potential to improve physical/mental health and well being during pregnancy.	Potential limited level of mobility during later stage of pregnancy may exclude free park and stride scheme and alternative	None identified to date	currently looking to implement an application for priority parking based on individual needs assessment.

		travel options ie cycling		
Other socially excluded groups (low literacy, offenders, priority neighbourhoods, etc)		None Identified	None Identified	
All				

5. Action Plan

Please include any identified concerns/actions/issues in this action plan: <i>The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan</i>			
Question Number (Ref)	Action	Responsible Officer	Target Date
1	Monitoring P/C of staff responding to the Travel Survey	Sarah-Jane O'Connor	July 2011
2	Devise a scheme allowing application for priority parking based on an individual needs assessment through the GTT	SO with the GTT	Sep 2011
3	Roll out personal Safety Training for all staff	SO	Dec 2011
4	121 opportunity to complete personal travel plans to meet individual needs – priority for those with caring responsibilities	GTT	Dec 2011
5	Monitoring use of car sharing spaces once at parkside	GTT	March 2012
6	Write FAQ on car sharing with caring responsibilities for wider circulation	GTT	Sep 2011

6. Who needs to know about the outcomes of this assessment and how they will they be informed

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Internally (employees & EIA Scrutiny group)	All staff	Corporate Messenger, Travel Action Plan, Champions Group, Team meetings, MIKE
Externally (service users, stakeholders etc)	Partners	PCM meeting and collocation newsletter, roadshows
Others		
To ensure ease of access, what other communication needs/concerns are there?		

7. Conclusion (to be completed and signed by the [Head of Service](#))

Please delete as appropriate
I agree / disagree with this assessment / action plan

If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales:
Signed (Head of Service):
Date:

8. Internal Scrutiny (to be completed and signed by an independent [member of the third tier manager group](#))

Please delete as appropriate
I agree / disagree with this assessment
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales:
Signed (third tier manager):
Date:

[Please ensure that this EIA is publicised on the Internet](#)