

Impact Assessment template

Step 1: Screening for relevance

Name of a policy Date:	Residents Parking Scheme policy
Lead Officer:	Sarah Armstrong
External Challenger:	
Other members of team undertaking Impact Assessment:	

Main aims, purpose and outcomes and how does it fit in with the wider aims of the organisation:

The policy is designed to ensure a fair, consistent and transparent approach to requests received for the introduction of a residents’ parking scheme. The policy provides a basic framework for the assessment and prioritisation of these requests. In doing so the policy ensures the Council makes effective use of its resources, so providing value for money. The policy also ensures requests are treated fairly and that schemes are only introduced where there is demonstrable support from the community (so putting the customer first).

Is the above relevant to equality and diversity?

Yes No

Quick check:

- ✓ *Is the policy (function, procedure etc.) concerned with people?* Yes No
- ✓ *Is the policy (function, procedure etc.) outward looking (i.e. community, employees, partners)* Yes No
- ✓ *Does the policy (function etc.) involve face to face contact?* Yes No
- ✓ *Does it include making decisions based on someone’s individual characteristics, circumstances or needs?* Yes No
- ✓ *Is there history of long-established pattern of unequal outcomes? (and do I have enough evidence to prove otherwise?)* Yes No
- ✓ *Is the policy (function, procedure...) likely to have a significant impact on someone’s life, health or wellbeing?* Yes No

Exit the process if you answered No to all of the above questions, otherwise please continue.

Please delete guidance notes (*in italic*) after completion

Step 2: Scoping

What do you already know about the policy (decision etc), **what are the main issues you need to consider:**
(Prompts: promotion of equality in the areas of age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, or human rights; meeting the needs of different communities and groups; outcomes of any relevant consultation already undertaken; examples of good practice in this area)

Target group / area	Main issues (<i>bullet points</i>)	Evidence and data currently available (<i>qualitative & quantitative</i>)	Consultation / involvement carried out	Further information needed to undertake the assessment
Race and Ethnicity <i>(including Gypsy and Travellers; migrant workers, asylum seekers etc.)</i>			<i>Public consultation took place August 2010 for 12 weeks.</i>	<i>None</i>
Disability <i>(as defined by the DDA: ..."someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities)</i>			<i>Public consultation took place August 2010 for 12 weeks.</i>	<i>None</i>
Gender / Gender reassignment			<i>Public consultation took place August 2010 for 12 weeks.</i>	<i>None</i>
Religion and belief			<i>Public consultation took place August 2010 for 12 weeks.</i>	<i>None</i>
Sexual orientation <i>(inc. heterosexual, lesbian, gay, bi-sexual)</i>			<i>Public consultation took place August 2010</i>	<i>None</i>

Please delete guidance notes (*in italic*) after completion

			<i>for 12 weeks.</i>	
Age Children and young people Adults Younger older people Older older people			<i>Public consultation took place August 2010 for 12 weeks.</i>	<i>None</i>
			<i>Public consultation took place August 2010 for 12 weeks.</i>	<i>None</i>
Rural communities			<i>Public consultation took place August 2010 for 12 weeks.</i>	<i>None</i>
Areas of deprivation			<i>Public consultation took place August 2010 for 12 weeks.</i>	<i>None</i>

Step 3: Assessing impact and strengthening the policy

Target group / area	Is the policy (function etc.) likely to have an adverse impact on any of the groups? If yes please comment <i>Please start by considering the aspects below</i>	Are there any particularly positive impacts of the policy (function etc.) on any of the groups you would like to highlight?	Please rate the impact taking into account any measures already in place to reduce the potential impact highlighted in the previous column. High -significant potential impact, risk of exposure, history of complaints, no mitigating measures in place or no evidence available, urgent need for consultation with service users, general public, employees Medium -some potential impact, some mitigating measures in place but no evidence available how effective they are, would be beneficial to consult with service users, general public etc. but not urgent Low -almost bordering with non relevance to the EIA process (heavily legislation led - very little discretion exercised, limited public facing aspect			Future actions that may need to take place to further reduce the impact.
			High	Medium	Low	
Race and Ethnicity <i>(including Gypsy and Travellers; migrant workers, asylum seekers etc.)</i>	The draft policy is not considered likely to have an adverse impact on this group					
Disability <i>(as defined by the DDA: ..."someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities)</i>	The draft policy is not considered likely to have an adverse impact on this group. The policy may have a positive effect on this group as it will help ensure parking provision / accessibility.					

Gender / Gender reassignment	N/A					
Religion and belief	N/A					
Sexual orientation <i>(includes heterosexual, lesbian, gay, bisexual)</i>	N/A					
Age Children and young people	The draft policy is not considered likely to have an adverse impact on this group					
Adults	The draft policy is not considered likely to have an adverse impact on this group					
Younger older people	The draft policy is not considered likely to have an adverse impact on this group					
Older older people	The draft policy is not considered likely to have an adverse impact on this group. The policy may have a positive effect on this group as it will help ensure parking provision / accessibility.					
Rural communities Service availability (access)	The policy is not considered likely to have an adverse impact on this group					
Cost of service						

delivery and costs to community to access the service						
Impact on quality and character of the natural rural landscape and residents	N/A					
Impact on people wishing to visit the countryside	N/A					
Areas of deprivation	The policy is not considered likely to have an adverse impact on this group. There may be some individuals who are unable to afford a residents parking permit, so would need to seek alternative parking provision elsewhere. Mitigation can include consideration of payment for permit in instalments.					
Human rights			No Rating Needed			

Step 4: Health and wellbeing

	Race and Ethnicity	Disability	Gender / Gender reassignment	Religion and belief	Sexual orientation	Rural communities	Areas of deprivation	Age
Is the policy (function etc.) likely to have the potential to impact on human health (pls. comment). If yes please specify. NO								
Will there be a significant impact on any of the following lifestyle related variables? Pls. comment	Physical activity NO							
	Smoking, Drugs or alcohol use NO							
	Sexual behaviour NO							
	Accidents and stress at home or work NO							
	Diet NO							
Is there likely to be a significant demand on any of the following health and social care services?	Social services Primary care NO							
	Community services NO							
	Primary / hospital care/ A&E / Need for medicines etc. NO							

Step 5: Procurement and partnership

Is this project due to be carried out wholly or partly by contractors?	N
If yes, what steps did you take to ensure that any partner organisation you work with complies with equality and human rights legislation, specifically in relation to:	
<ul style="list-style-type: none"> tendering and specifications 	
<ul style="list-style-type: none"> awards process 	
<ul style="list-style-type: none"> contract clauses 	
<ul style="list-style-type: none"> monitoring and performance measures 	

Step 6: Making a decision and actions

What practical actions do you recommend to reduce, justify or remove any adverse/negative impact? N/A Reflect these actions in the E&D part of the Directorate Business plans.		
Action	Lead Officer	Deadline
Application processes to include consideration of payment for permit in instalments in areas of deprivation	Sarah Armstrong	Each case to be determined on its merits

Step 7: Monitoring and review

How will you monitor the impact and effectiveness of this policy (function etc.)?	Service outcomes provided by the CU through grant funding are monitored on a quarterly basis and to linked to grant payments.
Next review of the policy (function etc.) Policy will be reviewed 12 months after it has been endorsed and implemented	

Step 8 Signing off; Overview and Scrutiny involvement; Publishing

Lead Officer:	Sarah Armstrong	
Approved by Head of Service:	Vanessa Griffiths	
Overview and Scrutiny involvement		
Date:		
Comments / Actions emerging from challenge session	Lead Officer	Deadline

All Impact Assessments are publicly available from a designated area of the Council’s website, please forward the completed EIA to the Equality and Diversity Managers for publishing.