



## EQUALITY IMPACT ASSESSMENT FORM

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, language, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

<b>NAME OF NEW OR REVISED POLICY / FUNCTION / PROCEDURE</b>	CCBC Resident Parking Permit Scheme <b>updated</b> applies countywide.
<b>DIRECTORATE</b>	Directorate of the Environment
<b>SERVICE AREA</b>	Engineering Services
<b>CONTACT OFFICER</b>	Clive Campbell –Transportation Engineering Manager
<b>DATE POLICY WILL BE REVIEWED / REVISED NEXT</b>	In three years unless there is a reason to review sooner Consider: Could be reviewed annually, three yearly or after trial installation from new at six months or first year. If there were to be adjustments or alterations to time periods or physical adjustments to the areas concerned then this may lead to further consultation. Adjustments and / or revisions may ensue as a result of complaints. Any alterations should consider production of a full revised Eql A to ensure no individual or group is disadvantaged.

**PURPOSE OF THE POLICY / FUNCTION / PROCEDURE**

<b>1.</b>	<p><b>What is the policy / function / procedure intended to achieve?</b>  <i>(Please give a brief description of the purpose of the new or updated policy / function / procedure)</i></p> <p>To provide a resident permit parking scheme that manages and protects available on street parking in residential areas primarily for residents that is more responsive to their needs for visitors and carers, where the criteria of the scheme are met and the support of the residents and ward members is evidenced.</p> <p>(Note: For a new site this will mean that consultation with residents directly concerned, businesses, transport operators public &amp; private, Police, Chamber of Trade, Access Group etc. will need to be demonstrated) This is covered by the statutory and public consultation exercises.</p> <p>Enforcement is governed by current legislation          Development is governed by Cabinet / Council          This council’s Welsh Language Policy means that all documentation, publicity and consultation should be bi-lingual.</p>
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<b>2.</b>	<p><b>Who are the service users for whom the policy / function / procedure has been developed?</b>  <i>(Who will be directly affected by the delivery of this policy / function / procedure? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>Residents in the areas defined, residents in areas where inappropriate parking by commuters results in residential roads becoming congested, visitors to those residents, residents who are not vehicle owners, deliveries to premises, medical, social services &amp; carers visits, emergency access &amp; access for all i.e. in particular concerning disabled people, age related limitations, women &amp; young children, people from the BME community, financial related concerns for unemployed residents type of vehicle - car, light commercial, motor cycles.          Faith or religion – if near a place of worship will the proposals affect this on days of the week / times during the week.</p> <p>For existing schemes, including the introduction of new schemes, permit applications are required to be submitted annually. All applications have to be supported by proof of residency and car ownership. <i>Blue badge holders are exempt from the scheme</i></p>
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**IMPACT ON THE PUBLIC AND STAFF**

<p><b>3.</b></p>	<p><b>Does the policy / function / procedure ensure that everyone has an equal access to all the services available?</b>  <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The council offers parking to all Blue Badge holders within the designated spaces, &amp; times, as long as the blue badge is displayed and belongs to one of the occupants within the car at the time of parking. Residents issued with permits visitors parking permits, Carers parking permits.          Blue Badge parking on highways is set down in parking legislation, Traffic Management Act 2004.</p> <p>Those residents &amp; others with appropriate permits are entitled to park in the resident's area in the published time periods.</p>
	<p><b><u>Actions required</u></b></p> <p>Ensure that information about the policy, function or activity is fully available, in a number of formats and languages including BSL. .          This could include analysis of equalities monitoring information; consultation surveys; analysis of complaints or grievances.</p> <p>Ensure appropriate &amp; through consultation across all protected characteristics (i.e. Strands of Equalities) to ensure that no one is disadvantaged,</p> <p>This council's Welsh Language Policy means that all documentation, publicity and consultation should be bi-lingual.</p> <p>Staff diversity training as and when required</p> <p>Understanding of equality issues is a part of all departmental recruitment and selection training.</p>

<p><b>4.</b></p>	<p><b>What are the consequences of the policy for particular groups?</b>  <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>(Some equality categories may be more relevant than others)</p> <p><b>Race or ethnicity</b>          Translations of the Residents Parking Permits &amp; Application Procedure literature can be made available for non-English speaking/reading customers.          Large print or audiotape versions of the Residents Parking Permits &amp; Application Procedure literature is available on request. This council's Welsh Language Policy means that all documentation, publicity and consultation should be bi-lingual.</p>
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	<p><b>Gender and transgender</b> None identified</p> <p><b>Age</b> None identified</p> <p><b>Disability</b></p> <p>To qualify for exemption a valid blue badge must be on display.</p> <p><b>Religion or belief/ faith communities</b> None identified (But potentially if near a place of worship)</p> <p><b>Lesbian, gay, bisexual people</b> None identified</p> <p><b>Socially excluded communities or groups</b> None identified</p>
	<p><b><u>Actions required</u></b></p> <p>Outline your proposals to consult with those affected on proposed changes. Consultation with the public takes place prior to any Borough Council waiting restrictions being put into place.</p> <p>Members will be consulted on the policy changes (Regeneration Scrutiny Committee) for Cabinet to approve.</p> <p>Thereafter any subsequent resident permit schemes will be progressed and consulted upon in accordance with the policy criteria.</p> <p>Staff diversity training as and when required.</p> <p>Understanding of equality issues is a part of all departmental recruitment and selection training.</p>

## INFORMATION COLLECTION

<p><b>5.</b></p>	<p><b>Is full information and analysis of users of the service available?</b> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service?)</i></p> <p>If necessary.</p>
	<p><b><u>Actions required</u></b></p> <p>Understanding of equality issues is a part of all departmental recruitment and selection training.</p>

## CONSULTATION

<p><b>6.</b></p>	<p><b>What consultation has taken place?</b>  <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this policy / function / procedure? Has the Council's Equalities groups/staff been consulted?)</i></p> <p>List consultation data, the results and dates and responses.</p> <p>Caerphilly C B Access Group and the Caerphilly C B Disability Forum have been consulted on the draft policy. Useful to get a views from these groups to report to Members.</p> <p>This council's Welsh Language Policy means that all documentation, publicity and consultation should be bi-lingual.</p>
	<p><b><u>Actions required</u></b></p> <p>Consultation</p> <p>Staff diversity training</p>

## MONITORING AND REVIEW

<p><b>7.</b></p>	<p><b>How will the policy be monitored?</b>  <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community? Are comments or complaints systems set up to record issues by Equalities category?)</i></p> <p>Complaints analysis.</p>
	<p><b><u>Actions required</u></b></p> <p>Analysis of formal &amp; informal complaints communications.</p>
<p><b>8.</b></p>	<p><b>How will the policy be evaluated?</b>  <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Analysis of formal &amp; informal communications with residents and others, and their suggestions / observations.</p>
	<p><b><u>Actions required</u></b></p> <p>Staff Diversity training.</p> <p>Understanding of equality issues is a part of all departmental recruitment and selection training.</p>

<b>9.</b>	<p><b>Have any support / guidance / training requirements been identified?</b>  <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equality training of some sort?)</i></p> <p>Application process.</p> <p>Understanding of equality issues is a part of all departmental recruitment and selection training.</p>
	<p><b><u>Actions required</u></b></p> <p>Training on where to find translation information when required i.e. BSL other languages.</p> <p>Staff diversity training</p>

<b>10.</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b>  <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>Use in all Parking services areas, county borough wide.</p>
	<p><b><u>Actions required</u></b></p> <ul style="list-style-type: none"> <li>• EIA, when completed, to be returned to <a href="mailto:equalities@caerphilly.gov.uk">equalities@caerphilly.gov.uk</a> for publishing on the Council's website.</li> </ul>

<b>Completed By:</b>	Clive Campbell
<b>Date:</b>	5 December 2011
<b>Position:</b>	Transportation Engineering Manager
<b>Name of Head of Service:</b>	Terry Shaw