

Name of the activity being assessed	Public consultation on the Council's Residential Disabled Parking Bay Policy		
Directorate / Department	Regeneration	Service	Highways
Assessment Author	Martin Eden		
Is this a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	Responsible manager / director for the assessment	Martin Eden
Date EIA started	12/11/2018	Implementation date of the activity	01/12/2018

SECTION 1 - ABOUT YOUR ACTIVITY

How was the need for this activity identified? i.e. Why are we doing this activity?	<p>The Council is consulting on the current policy for Disabled Parking Bays in residential areas across Blackburn and Darwen because since the current policy was introduced in 2000, the number of applications for a residential disabled parking bay has increased significantly.</p> <p>There are considerable and increasing costs and resources spent on the provision of residential disabled parking bays including; the cost of administering the scheme; carrying out site inspections, consulting with neighbours and installing the disabled parking bay.</p> <p>The increase in residential disabled parking bays has an adverse impact on residents who live on the same street where multiple RDPBs are present as these bays take up the majority of the available parking space on the street. The increase in residential disabled bays is also affecting traffic flow in some areas of the borough where there are multiple residential disabled parking bays within a short span of the public highway.</p>
What is the activity looking to achieve? What are the aims and objectives?	<p>The current policy is unsustainable and unaffordable within the departments cash limited budget.</p> <p>A robust public consultation on the current policy regarding residential disabled parking bays will be undertaken to inform the options available regarding the future provision of residential disabled parking bays. The results of the consultation process along with any proposed amendments to the current policy will be presented to a future Executive Board meeting</p>
Services currently provided (if applicable)	The Council currently provides residential disabled parking bays, the service includes; administering the application process and obtaining the relevant documentation from applicants; carrying out site inspections at the location where the bay is proposed, consulting with neighbours and installing the disabled parking bay.
Type of activity	<input type="checkbox"/> Budget changes <input checked="" type="checkbox"/> Change to existing activity <input type="checkbox"/> Decommissioning <input type="checkbox"/> Commissioning <input type="checkbox"/> New activity <input type="checkbox"/> Other [please state here]

SECTION 2 - UNDERSTANDING YOUR CUSTOMER**What resources will support in undertaking the equality analysis and impact assessment?**

Please identify additional sources of information you have used to complete the EIA, e.g. reports; journals; legislation etc.

The equality analysis and impact assessment will be undertaken once the results of the public consultation process has been received, reviewed and analysed and the findings have been produced. The EIA will be undertaken by lead officers involved in the consultation process.

Who are you consulting with? How are you consulting with them? (Please insert any information around surveys and consultations undertaken)

The Council will undertake a robust six week public consultation on the current policy regarding residential disabled parking bays. The public consultation will inform the options available regarding the future provision of residential disabled parking bays. The results of the consultation process along with any proposed amendments to the current policy will be presented to a future Executive Board meeting.

The consultation process will include writing to existing blue badge holders outlining the challenges of continuing with the current policy and seek their views. There will also be an on line survey available to the general public which will be advertised on the Council website, via the shuttle and on the councils social media platforms and via the Lancashire Telegraph. There will also be paper copies of the survey in the 5 public libraries across the Borough.

The consultation will take place for a six week period and will focus on the current policy for Residential Disabled Parking Bays, identifying issues related to this such as fairness, costs and parking congestion and the impact on traffic flow.

This is a consultation to inform debate and discussion, firm proposals for a change to the policy have not been drawn up.

Who will be consulted?

- Questionnaires would be sent out directly to households recorded as having a disabled parking bay.
- Additionally Blue Badge Holders in the borough would also be sent a questionnaire.
- Additionally, questionnaires would be sent directly to all addresses on specific streets in the borough where there are disabled parking bays nearby.
- Paper copies will also be made available at key locations, such as libraries, council building receptions and potentially via other organisations such as Age UK, DWP etc. These questionnaires would be available for anyone who is interested to take part.
- For general responses an online version of the questionnaire will be set up using SNAP software, administered by the Corporate Policy, Research and Partnerships team. Again, this online questionnaire would be available for anyone interested in taking part.
- All paper copies of questionnaires will also contain a web link to enable the responder to provide their views on line if they so wish.

What Questions will be asked?

Questionnaire would include an introductory covering letter.

Question content would include:

- About disabled parking bay use or non use:
e.g. Whether the person or household has a disabled parking bay outside their property / or uses a disabled parking bay on their street / there is a parking bay outside their property but it is not used by them / other people on their street have and use disabled parking bays etc Presented as tick box question.

- If they use a disabled parking bay – have they experienced any issues / benefits related to the parking bay (e.g. parking bay used by others) Presented as a multiple choice question.
- If they do not use a disabled parking bay – have they experienced any issues / benefits related to the parking bay (e.g. no issues, congestion / traffic flow issues, difficulty parking) Presented as a multiple choice question.
- Parking in the area generally, other than outside the house are there other options for parking? Such as unused land, car parks etc?
- Currently there is no charge for residential disabled parking bays – views on introducing a charge for parking bays. Options presented as tick box question.
- Currently no specified restrictions on the number of parking bays – views on introducing criteria such as a percentage of the available parking space being set aside for RDPB. Options presented as tick box question.
- Any other comments about disabled parking bays in the Borough. Presented as open ended question for comments.

Analysis and reporting

Reporting would be done via the online survey software SNAP (by Corporate Policy, Research and Partnerships) providing graphs and breakdowns for demographic groups were appropriate.



Who does the activity impact upon?*	Service users	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Indirectly			
	Members of staff	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Indirectly			
	General public	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Indirectly			
	Carers or families	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Indirectly			
	Partner organisations	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Indirectly			
Does the activity impact positively or negatively on any of the protected characteristics as stated within the Equality Act (2010)?* The groups in blue are not protected characteristics (please refer to p. 3 of the guidance notes)	Positive impact	<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input checked="" type="checkbox"/> Gender reassignment	<input checked="" type="checkbox"/> Marriage & Civil Partnership	<input checked="" type="checkbox"/> Pregnancy & maternity	<input checked="" type="checkbox"/> Vulnerable groups
		<input checked="" type="checkbox"/> Race	<input checked="" type="checkbox"/> Religion or belief	<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> Sexual orientation	<input checked="" type="checkbox"/> Deprived communities	<input checked="" type="checkbox"/> Carers
	Negative impact	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Marriage & Civil Partnership	<input type="checkbox"/> Pregnancy & maternity	<input type="checkbox"/> Vulnerable groups
		<input type="checkbox"/> Race	<input type="checkbox"/> Religion or belief	<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Deprived communities	<input type="checkbox"/> Carers
	No impact	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Marriage & Civil Partnership	<input type="checkbox"/> Pregnancy & maternity	<input type="checkbox"/> Vulnerable groups
		<input type="checkbox"/> Race	<input type="checkbox"/> Religion or belief	<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Deprived communities	<input type="checkbox"/> Carers

*If no impact is identified on any of the protected characteristics a full EIA may not be required. Please contact your departmental Corporate Equality & Diversity representative for further information.

Does the activity contribute towards meeting the Equality Act's general Public Sector Equality Duty? *Refer to p.3 of the guidance for more information*
A public authority must have 'due regard' (i.e. consciously consider) to the following:

DUTY	DOES THE ACTIVITY MEET THIS DUTY? EXPLAIN
Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity removes or minimises disadvantages suffered by people due to their protected characteristic)</i>	The public consultation process will be organised in such a way to remove or minimise disadvantages suffered by people due to their protected characteristic
Advance equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity takes steps to meet the needs of people from protected groups where these are different from the needs of other people)</i>	In writing directly to people who have a blue badge as part of the consultation process, we will meet the needs of disabled people within the Borough who have or may require a residential disabled parking bay
Foster good relations between people who share a protected characteristic and those who do not <i>(i.e. the function encourages people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	The consultation will encourage participation by people who have a registered disability and a blue badge.

ASSESSMENT	Is a full EIA required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Please explain how you have reached your conclusion <i>(A lack of negative impacts must be justified with evidence and clear reasons, highlight how the activity negates or mitigates any possible negative impacts)</i>			
<p>A full EIA will be required once the public consultation process has been concluded and if as a result of the consultation, the Council proposes to amend the current policy on the provision of Residential disabled parking bays.</p>			

Author Signature		Date	12/11/2018
Head of Service/Director Signature		Date	12/11/2018

The above signatures signify acceptance of the ownership of the Initial EIA and the responsibility to publish the completed Initial EIA as per the requirements of the Equality Act 2010.

Departmental E&D Lead Signature	D.J. Andrews	Date	13/11/2018
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FULL EQUALITY IMPACT ASSESSMENT**SECTION 3 – ANALYSIS OF IMPACT**

Does the activity have the **potential** to:

- **positively** impact (benefit) any of the groups?
- **negatively** impact/exclude/discriminate against any group?
- **disproportionately** impact any of the groups?

Explain how this was identified – through evidence/consultation.

Any negative impacts that are identified within the analysis need to be captured within the action plan in **Section 4**

N.B. Marriage & Civil Partnership is only a protected characteristic in terms of work-related activities and NOT service provision

Characteristic	Positive	Negative	Don't know	Reasons for positive and/or negative impact Please include all the evidence you have considered as part of your analysis	Action No.
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Vulnerable Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Deprived Communities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Carers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other [please state]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

<p>Does the activity raise any issues for community cohesion?</p> <p>Does the activity contribute positively towards community cohesion?</p>	
<p>Does the activity raise any issues in relation to human rights as set out in the Human Rights Act 1998? Details of which can be found here</p>	
<p>Does the activity support / aggravate existing departmental and/or corporate risk?</p>	<p><i>Is the activity on the departmental risk register? If it is not, should it be?</i></p>

CONCLUSIONS OF THE ANALYSIS

<p>Action following completion of the impact assessment</p>			
<p><i>It is important that the correct option is chosen depending on the findings of the analysis. The action plan must be completed as required.</i></p>			
<input type="checkbox"/> No major change in the activity	<input type="checkbox"/> Adjust activity	<input type="checkbox"/> Continue with activity	<input type="checkbox"/> Stop and reconsider activity
<p>Please explain how you have reached your conclusion</p>			
<p></p>			

ACTION PLAN

Action No.	What is the negative / adverse impact identified?	Actions required to reduce / mitigate / eliminate the negative impact	Resources required	Responsible officer(s)	Target completion date

MONITORING AND REVIEW

<p>The responsibility for establishing and maintaining the monitoring arrangements of the EIA action plan lies with the service completing the EIA. These arrangements should be built into the performance management framework.</p> <p>Monitoring arrangements for the completion of EIAs will be undertaken by the Corporate Equality & Diversity Group and the oversight of the action plans will be undertaken by the Management Accountability Framework.</p>	
<p>If applicable, where will the EIA Action Plan be monitored?</p>	<p><i>e.g. via Service Management Team; Service Leadership Team; Programme Area Meetings</i></p>
<p>How often will the EIA Action Plan be reviewed?</p>	<p><i>e.g. quarterly as part of the MAF process</i></p>
<p>When will the EIA be reviewed?</p>	<p><i>It should be reviewed at least every 3 years to meet legislative requirements</i></p>
<p>Who is responsible for carrying out this review?</p>	

Author Signature		Date	Click here to enter a date.
Head of Service/Director Signature		Date	Click here to enter a date.
<i>The above signatures signify acceptance of the ownership of the full EIA, the responsibility for the associated Action Plan (if applicable) and the responsibility to publish the completed full EIA as per the requirements of the Equality Act 2010.</i>			
Departmental E&D Lead Signature		Date	Click here to enter a date.