



**Equality Impact Assessment form (updated April 2011)**

This is where you evidence how a policy or practice, or a decision relating to a policy or practice, complies with the general equality duty to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations

This form is intended to guide and prompt you about the questions and evidence that you need to think about. As indicated in the guidance, this assessment takes into consideration each of the "protected characteristics" listed in the Equality Act 2010 – race, age, gender etc. This assessment should be used to inform any relevant decision about the policy or practice. Please state policy options in the assessment.

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| <p><b>Service Area</b><br/>Street Scene</p>   | <p><b>Head of Service:</b><br/>Andrew Morris</p> | <p><b>Person responsible for the assessment:</b><br/>Sue Johnson</p> | <p><b>Date of Assessment</b></p>                                  | <p>This is an existing service that is under review as part of the improvement plan</p> |
| <p><b>Name of the policy / practice to be assessed:</b><br/><i>Car Park and Bus Station service</i><br/>Employee Assessment</p> |  |  | <p>Is this a new, existing or policy / practice under review?</p> |   |

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| <p><b>1. Briefly describe the purpose of the policy / practice</b></p> <p>If the policy / process is under review, please list any options under consideration</p> | <p>The Car Parking service provides parking spaces both paid and free, paid parking permits and a parking enforcement service.</p> <p>The Bus Station provides a central pick up and drop off point for the public, local and long distance bus operators.</p> |
| <p><b>2. Name any associated policy, legislation, corporate objective etc.</b></p>   | <p>The services are being reviewed as they were identified in the Council's Improvement Plan.</p>  |
| <p><b>3. Who are the main stakeholders in relation to the policy / practice?</b></p>   | <p>The employees of the service, traders, bus operators and the public.</p>  |
| <p><b>4. Who performs the service?</b></p>   | <p>At the start of the review the service consisted of:</p> <ul style="list-style-type: none"> <li>A service manager</li> <li>One Finance Officer</li> <li>Three Senior Attendants</li> <li>Ten Car Park Attendants</li> <li>One Bus Station Ranger</li> </ul> |

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| <p><b>5. What outcomes are wanted from this policy / practice?</b></p>  | <p>The review requires that the service becomes more efficient, economical and customer focussed.</p>   |
| <p><b>6. What factors could contribute / detract from the outcomes (risks / opportunities)?</b></p> <p>Please list the factors for each separate policy / process options under consideration</p> | <p>Lack of up to date electronic systems and management data<br/> Political support for maintaining the in-house service<br/> Employee disengagement/willingness to work with a new style service<br/> Impact of regeneration projects in the city centre</p> |

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| <p><b>7. Describe the steps you have taken to carry out this assessment e.g. consultation and involvement</b></p> | <p>At the start of the review the trades unions were met with and briefed on proposals and the proposed approach to employee engagement.</p> <p>A selection of employees has been met with to elicit their views about the service.</p> <p>An informal consultation meeting has taken place with remaining staff.</p> <p>Further meetings with trades unions and employees are planned to discuss details of the proposed review outcomes.</p> <p>Informal briefings with the relevant cabinet member have taken place.</p> <p>The council's decision making process will require that consultation takes place with all councillors before decisions are taken.</p> |
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| <p><b>8. Give a summary of the information the council has taken into account for this assessment</b></p>  | <p>Information available on our HR/Payroll system for employees affected by the proposed changes.</p>  |
| <p><b>9. Does the policy / practice eliminate discrimination and promote equality and good community relations due to:</b></p> <ul style="list-style-type: none"> <li>• Age</li> <li>• Gender</li> <li>• Disability</li> <li>• Race</li> <li>• Religion / belief</li> <li>• Welsh language</li> <li>• Gender reassignment</li> <li>• Marriage / civil partnership</li> <li>• Sexual orientation</li> </ul> | <p><b>Yes/ No – include detail</b></p> <p><u>Age</u><br/>No issues have been raised through consultations that have an impact on age. Voluntary redundancies will be sought in the first instance with an enhancement to the package which is available for staff at all levels of the age profile, for younger employees this takes the form of a multiplier to redundancy pay, for older staff this equates to early release of pension.</p> <p><u>Gender</u><br/>No issues have been raised through consultations that have an impact on gender.</p> <p><u>Disability</u><br/>No issues have been raised through consultations that have an impact on disability. Thirty one percent of employees are registered DDA.</p> <p><u>Race</u><br/>No issues have been raised through consultations that have an impact on race.</p> <p><u>Religion, Welsh Language, Marriage/civil partnership or Sexual orientation</u><br/>No issues have been raised through consultations that have an impact on any of the above.</p> <p><u>Gender reassignment</u><br/>No issues have been raised through consultations that have an impact on gender reassignment</p> |

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| <b>10 .Summary of the impact of the policy / practice on the general equality duty</b> | No issues have been raised through consultations that have an impact on the general equality duty. |
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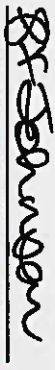
| <b>Equality Action Plan</b>   |  |   |
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| <b>Key Actions</b>  | <b>Actions (with dates)</b><br><b>Any associated performance measures</b>                                  | <b>Lead Officer(s)</b>                                    |
| Further actions to eliminate discrimination, promote equality and good community relations on the grounds of :- |  |   |
| <b>Age</b><br>Maintain personnel information on the HR/Payroll system   | <b>On-going</b><br>Sickness absence<br>Employee turnover<br>PDRs undertaken<br>Analysis of exit interviews | <b>City Centre Manager</b><br><br><b>Car Park Manager</b> |
| <b>Gender/ Gender reassignment</b><br>Maintain personnel information on the HR/Payroll system                   | <b>On-going</b><br>Sickness absence<br>Employee turnover<br>PDRs undertaken<br>Analysis of exit interviews | <b>City Centre Manager</b><br><br><b>Car Park Manager</b> |
| <b>Disability</b><br>Maintain personnel information on the HR/Payroll system                                    | <b>On-going</b><br>Sickness absence<br>Employee turnover<br>PDRs undertaken<br>Analysis of exit interviews | <b>City Centre Manager</b><br><br><b>Car Park Manager</b> |
| <b>Marriage and civil partnership</b><br>Maintain personnel information on the HR/Payroll system                | <b>On-going</b><br>Sickness absence<br>Employee turnover<br>PDRs undertaken<br>Analysis of exit interviews | <b>City Centre Manager</b><br><br><b>Car Park Manager</b> |
| <b>Race</b>   | <b>On-going</b>  | <b>City Centre Manager</b>                                |

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| Maintain personnel information on the HR/Payroll system   | Sickness absence<br>Employee turnover<br>PDRs undertaken<br>Analysis of exit interviews             | Car Park Manager                           |
| Religion or belief (or absence of)<br>Maintain personnel information on the HR/Payroll system                               | On-going<br>Sickness absence<br>Employee turnover<br>PDRs undertaken<br>Analysis of exit Interviews | City Centre Manager<br>Car Park Manager    |
| Sexual Orientation<br>Maintain personnel information on the HR/Payroll system   | On-going<br>Sickness absence<br>Employee turnover<br>PDRs undertaken<br>Analysis of exit interviews | City Centre Manager<br>Car Park Manager    |
| Welsh language<br>Maintain personnel information on the HR/Payroll system   | On-going<br>Sickness absence<br>Employee turnover<br>PDRs undertaken<br>Analysis of exit Interviews | City Centre Manager<br>Car Park Manager    |
| If there are decisions pending that will affect this policy / practice please state when and how the decision will be taken | Streetscene Performance Board – 29 September 2011<br>Cabinet Member Report                          | Project Manager/ Head of Streetscene       |
| How will the policy / practice be:<br><ul style="list-style-type: none"> <li>Monitored</li> </ul>                           | Monitoring via:-<br>Sickness absence<br>Employee turnover<br>PDRs undertaken                        | Head of Streetscene<br>City Centre Manager |



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| <ul style="list-style-type: none"> <li>• Performance assessed</li> <li>• Reported</li> </ul> | <p>Analysis of exit Interviews</p> <p>Performance assessed via monthly monitoring of Views</p> <p>Reported via Service Planning process</p> |  |
| <p>Does the EIA need be revisited in 6 months/ a year ?</p>                                  | <p>Revisit In a year</p>  |  |

Signed (lead officer)



Signed (Head of Service)



