



## 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.

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

<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>

<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  Political support for maintaining the in-house service  Employee disengagement/willingness to work with a new style service  Impact of regeneration projects in the city centre</p>

**7. Describe the steps you have taken to carry out this assessment e.g. consultation and involvement**

Newport Unlimited – Newport Perceptions – October 2010  
One Newport – Shopping in Newport Survey – March 2011  
Involve Newport survey re parking in the City Centre – May 2011

<p><b>8. Give a summary of the information the council has taken into account for this assessment</b></p>	<p><b>Demographic data for Newport</b></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>• <b>Age</b></li> <li>• <b>Gender</b></li> <li>• <b>Disability</b></li> <li>• <b>Race</b></li> <li>• <b>Religion / belief</b></li> <li>• <b>Welsh language</b></li> <li>• <b>Gender reassignment</b></li> <li>• <b>Marriage / civil partnership</b></li> <li>• <b>Sexual orientation</b></li> </ul>	<p><b>Yes/ No – include detail</b></p> <p><u>Age</u> No issues have been raised through consultations that have an impact on age.</p> <p><u>Gender/Gender reassignment</u> No issues have been raised through consultations that have an impact on gender.</p> <p><u>Disability</u> Access to lift at Park Square Multi Storey Car Park was at 9.30 am, car park duties reorganised to enable lift to be available from 7.15 am.</p> <p><u>Race</u> 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> No issues have been raised through consultations that have an impact on any of the above.</p>

<b>10 .Summary of the impact of the policy / practice on the general equality duty</b>	<b>No issues have been raised through consultations that have an impact on the general equality duty.</b>
--	---

<b>Equality Action Plan</b>		
<b>Key Actions</b>	<b>Actions (with dates) 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> Public consultation on changes to traffic orders affecting car parks and bus station	<b>On-going</b> Occasional public/trader surveys Meetings with Traders	<b>City Centre Manager</b> Car Park Manager
<b>Gender/ Gender reassignment</b> Public consultation on changes to traffic orders affecting car parks and bus station	<b>On-going</b> Occasional public/trader surveys Meetings with Traders	<b>City Centre Manager</b> Car Park Manager
<b>Disability</b> Public consultation on changes to traffic orders affecting car parks and bus station	<b>On-going</b> Occasional public/trader surveys Meetings with Traders	<b>City Centre Manager</b> Car Park Manager
<b>Marriage and civil partnership</b> Public consultation on changes to traffic orders	<b>On-going</b> Occasional public/trader surveys	<b>City Centre Manager</b> Car Park Manager

affecting car parks and bus station	Meetings with Traders	
Race Public consultation on changes to traffic orders affecting car parks and bus station	On-going Occasional public/trader surveys Meetings with Traders	City Centre Manager Car Park Manager
Religion or belief (or absence of) Public consultation on changes to traffic orders affecting car parks and bus station	On-going Occasional public/trader surveys Meetings with Traders	City Centre Manager Car Park Manager
Sexual Orientation Public consultation on changes to traffic orders affecting car parks and bus station	On-going Occasional public/trader surveys Meetings with Traders	City Centre Manager Car Park Manager
Welsh language Public consultation on changes to traffic orders affecting car parks and bus station	On-going Occasional public/trader surveys Meetings with Traders	City Centre Manager Car Park Manager
If there are decisions pending	Streetscene Performance Board – end September 2011	Project Manager/ Head of



that will affect this policy / practice please state when and how the decision will be taken	Cabinet Member Report – November 2011	Streetscene
How will the policy / practice be: <ul style="list-style-type: none"> <li>• Monitored</li> <li>• Performance assessed</li> <li>• Reported</li> </ul>	Monitoring via:- Occasional public/trader surveys Meetings with Traders Reported via Service Planning process	Head of Streetscene City Centre Manager
Does the EIA need be revisited in 6 months/ a year ?	Revisit in a year	

Signed (lead officer)



Signed (Head of Service)



