

Stage 1: Scope of the Equality Impact Assessment

**** NB. It is important that your Equality Champion (See Corporate, Equality and Young People on WySpace for a current list) is aware that the EIA is being undertaken, and is kept updated throughout the entire process ****

EIAs are designed to be proportionate and relevant and thus the time spent completing the EIA and the depth to which the questions are answered need to reflect the size and importance of what is being assessed

Your Equality Champion can help with completing the EIA if necessary, or guidance can be found in the Documents section of the Equality and Young People page on WySpace (via the Corporate tab)

1. What is being assessed? (Title or description of the policy, strategy, service, function (this includes reports to Cabinet as appropriate)).
And who implements this policy, strategy, service or function?

Coach way Park and Ride

2. What is the purpose? (A short statement about its aim or objectives)

To replace the existing Park and Ride at Cressex Island with a new and improved Coach way park and ride.

3. Who is affected? (The people it covers)

Local residents and wider regional travel

4. Are there any other organisations involved in delivery? (Other agencies, Voluntary sector) If so, please list them.

Mace Group Ltd Lead consultant and Urban Futures Plc, Willmot Dixon are constructing the facility with a novated design team employer by them. Buckinghamshire County Council are procuring the bus service operators via Section 106 agreement contributions from WDC.

5. What are the external drivers for change? (i.e. Legal, National Policy, Partnership, etc)

The existing park and ride is only a temporary one due to the sale of the previous one to initiate a new development.

6. Does the service, or the way you implement it, affect the public, Members or staff directly?

Yes as it will be run from a new location although in very close proximity to the temporary park and ride.

7. Does it affect how other services are provided?

Current transport network will be improved. Overflow parking for the leisure centre if required.

8. Is there information e.g. survey data or complaints that suggest that it is affecting particular groups of people? If so, how?

No surveys undertaken. The current users, who are car owners who then get the bus into the town centre due to its parking constraints shall remain the same. New proposed users of airport/national city destinations travellers. The services shall be used by all groups including people the disabled, elderly, and families with children. surveys.

9. Does it have employment implications? (e.g. Recruitment policy)

It will be run by a third party and not directly by WDC.

If you have answered 'yes' to one or more of questions 6,7,8 or 9 you will probably need to carry out a full Equality Impact Assessment immediately.

10. Using the assessment in Questions 6-9 above, should a full assessment be carried out at this time?

Yes

11. If you have said NO what is the justification for your decision? (Please provide details. eg a top level assessment may need to be carried out now to meet Cabinet requirements but enough information for a full assessment isn't available at this time). If so a due date for the completion of the full EIA **MUST** be provided

A full assessment will need to be carried out when the procurement route for the new leisure centre is defined later in 2012. Further EIAs will be considered as the project progresses and in particular when the new operator is appointed and starts to consider the centre programme

*If the answer to Q10 is 'yes' continue with stages 2-4 . Head of Service sign off will be required after Stage 4 only and a **Word electronic copy** should be returned to the Equality Officer for publication.*

*If the answer to Q10 is 'no' the EIA will need to go through the **challenge process** to ensure that no further stages are required either at this time or ever, and needs to be sent to Claire Hook, Equality Officer for discussion and possible further explanation at claire_hook@wycombe.gov.uk. Then, if following the challenge process*

a) it is agreed with the Equality Officer that no further Stages need to be completed the Head of Service needs to sign off the assessment (below) and return a Word electronic copy it to the Equality Officer for publication.

OR

*b) it is agreed with the Equality Officer that Stages 2-4 need to be completed there is no need for Head of Service sign off until Stages 2-4 have been completed at which point a **Word electronic copy** should be returned to the Equality Officer for publication.*

12. Who undertook this assessment?

Name: Declan Wade

Job Title: Major Projects Assistant

Email: declan.wade@wycombe.gov.

This impact assessment was approved by the following Head of Service:

Name:

Service:

Date:

NB Heads of Service are responsible for ensuring that the EIA accurately reflects the service area and has been completed in line with the current programme.

Stage 2: Information Gathering

<p>1. Under the Equality Act we need to comply with certain General duties, These ask; What will the review or <u>change to the Service / policy etc. currently being assessed do to:</u></p>	
<p>eliminate unlawful discrimination, harassment and victimisation for any / all of the protected characteristics? (These are age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, marriage or civil p'ship, and pregnancy or maternity). Also bear in mind the impact on the needs of refugees and migrants where relevant.</p>	<p>N/A</p>
<p>advance equality of opportunity for any / all of the protected characteristics (as listed above)</p>	<p>The proposal will improve quality for the disabled due to easier access and disabled parking bays. The young and older will benefit from easier access that a purpose built facility offers whereas the current park and ride is temporary and non-purpose built with facilities housed in a portakabin</p>
<p>foster good relations for any / all of the protected characteristics (as listed above)</p>	
<p>2. Have you carried out work to identify the profile of your users or do you have information that describes the profile? (Please state the main sources of information you have used to map and understand the individuals and their needs, and what this has told you about them).</p>	
<p>*The users shall remain the same as it is the same service simply being moved to a new location</p>	
<p>3. Please describe the groups and / or mechanisms you use to engage / consult with service users, as well as a summary of the consultation findings if applicable. (Also include any relevant consultations undertaken by other organisations involved in delivery (Stage 1 Q4)). All relevant building regulations have been adhered to. All feedback on the services is relayed fromt eh customer either directly or via the bus operator.</p>	
<p>3a. Is this ongoing? (if not please give reasons why) Yes during the build project as appropriate.</p>	
<p>4. Have you done any work to understand the impacts of your service/ policy/ review on these user groups? This may include any consultation/ research / studies you have used.</p>	
<p>No consultation took place as it is a like for like replacement of an existing service</p>	
<p>5. Is there any further consultation or research planned? Not currently</p>	

<i>If 'yes', remember to include this as an action in Stage 4</i>
6. If there are gaps in your knowledge are there any experts/relevant groups that can be contacted to get further views or evidence on these issues? YES No
6a. If Yes, please list them and explain how you will obtain their views: Soft market testing with coach operators for the proposed Heathrow service. <i>Remember to include contacting them, and (if relevant), the use of their views to determine actions in Stage 4</i>
7. Do you need to carry out further research? No
7a.If yes give details:
<i>If 'yes', remember to include this as an action in Stage 4</i>

Stage 3: Making a Judgement (Analysis)

1. Please state what you have done **to date** to take into account the needs / promote service for each of the protected characteristics with respect to this policy / procedure / function / review. (Include here past actions that have benefitted specific groups. Eg in the past you may have undertaken work to benefit a particular group who may, therefore, be excluded from this new piece of work, and this needs explaining. This section is therefore not always applicable).

Age	N/A
Disability	N/A
Gender	N/A
Gender reassignment	N/A
Race	N/A
Religion / belief	N/A
Sexual orientation	N/A
Marriage / civil partnership	N/A
Pregnancy / maternity	N/A

Comment [CH1]: This section is for what has been done in the past not how this change will benefit people

2. From the information above and the description of your service state the likely positive and negative impacts for each protected characteristic. (This relates to the **proposal currently being assessed**)

Also consider the wider impact - whilst low income isn't a protected characteristic in itself it might be highly relevant to the area being assessed. For example: older or younger people may well have a lower income than the middle aged population, and people with disabilities are more likely to be out of work or paid less than the general population, as are those from an ethnic minority background. And, currently, there are more single mothers than single fathers and this may mean a lower income.

Age	Improved services especially beneficial to the young and older generation who may not have access to private transport
Disability	Disabled bays and access
Gender	N/A
Gender reassignment	N/A
Race	N/A
Religion / belief	N/A

Sexual orientation	N/A
Marriage / civil partnership	N/A
Pregnancy / Maternity	Baby changing facilities Better access for prams/buggies as the design incorporates their needs whereas the current park and ride is a temporary one and non-purpose built.
<i>Again remember to include any actions in Stage 4 as necessary.</i>	
<p>3. Which negative impacts are:</p> <p>a) Unavoidable? Please explain your answers and ensure an <i>action is included in Stage 4</i> to mitigate these wherever possible</p> <p style="padding-left: 40px;">The noise and disruption of the construction phase</p>	

Stage 4: Monitoring (Publication and Review)

1. Please state the actions you will take to promote equality or to address any adverse impact highlighted in the Stages above
Equality Improvement Plan (EIP)

Equality Target	Equality Action (many actions may work towards one target)	Intended outcome *	Deadline for completion	WDC officer responsible	Job Title	Email address	Phone number
(eg Improved evaluation by school children attending formal sessions)	(eg i) devise pre-evaluation process, ii) devise post-evaluation process, iii) implement evaluation, iv) collate findings & make recommendations)	this should link to any information you still need to obtain (Stage 2), any impacts you are attempting to mitigate, or achieve (Stage 3), or how it contributes to the Equality Act General Duties (Stage 3)	this MUST be included (ongoing is not acceptable)				
Improved physical access for disabled	Fill in with relevant details	Fill in with relevant details	Before practical completion	Charles Brocklehurst	Major projects & Estates Executive	charles.brocklehurst@wycombe.gov.uk	01494 421280
Keep to a minimum noise and disruption of building works to local residents.	Following building regulations including Noise and dust monitors to ensure work is well within acceptable level. Works in carriage way to only take place during	Trying to mitigate congestion on carriageway by doing works out of peak hours and keep lanes open. Newsletter/Emails to	November 16 th 2015	Charles Brocklehurst	Major projects & Estates Executive	charles.brocklehurst@wycombe.gov.uk	01494 421280

	non peak hours	local residents to advise of works and progress					

- Intended outcome relates to how the results of the action will be used. (for eg. If you have an action to consult please provide an intended outcome that shows what you will use the information gained for, and how this will make a real-life equality improvement for people).

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NB you will be required to provide quarterly updates on these actions to your Equality Champion until they are completed.

Confirmation that actions are agreed and EIA approved for publication:

Head of Service signature... ..

Service Area

Date

An **electronic Word version** should now be sent to the Equalities Officer for publication.

Date received by Equalities Officer... ..

NB Heads of Service are responsible for ensuring that the EIA accurately reflects the service area.