

Appendix A

Equality and Rurality Impact Assessment Form

When completing this form you will need to provide evidence that you have considered how the ‘protected characteristics’ may be impacted upon by this decision. In line with the General Equality Duty the Council must, in the exercise of its functions, have due regard for the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

This form should be completed in conjunction with the guidance document available on the Intranet

Once completed a copy should be emailed to cheryl.sloan@publicagroup.uk to be signed off by an equalities officer before being published.

1. Persons responsible for this assessment:

| | |
|-----------------------------|--|
| Names: Maria Wheatley | |
| Date of assessment: 18.2.26 | Telephone: 01285 623228 Email: maria.wheatley@publicagroup.uk |

2. Name of the policy, service, strategy, procedure or function:

Tender process for new pay and display machines, installation and ongoing services. This procurement is to replace the existing machines that are near end of life.
The new machines should make the payment for parking more efficient and easier for the users.

3. Briefly describe it aims and objectives

The report requests delegated authority to award the contract.

4. Are there any external considerations? (e.g. Legislation/government directives)

Procurement rules and regulations are being followed.

| |
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5. What evidence has helped to inform this assessment?

| Source | ✓ | If ticked please explain what |
|---|--------------------------|--|
| Demographic data and other statistics, including census findings | <input type="checkbox"/> | Car parking strategy |
| Recent research findings including studies of deprivation | <input type="checkbox"/> | |
| Results of recent consultations and surveys | <input type="checkbox"/> | Data and feedback gathered during car parking strategy |
| Results of ethnic monitoring data and any equalities data | <input type="checkbox"/> | Data and feedback gathered during car parking strategy |
| Anecdotal information from groups and agencies within Gloucestershire | <input type="checkbox"/> | Data and feedback gathered during car parking strategy |
| Comparisons between similar functions / policies elsewhere | <input type="checkbox"/> | Market research on technology |
| Analysis of audit reports and reviews | <input type="checkbox"/> | |
| Other: | <input type="checkbox"/> | |

6. Please specify how intend to gather evidence to fill any gaps identified above:

| |
|---|
| <p>Faults and problems with the current machines can be evidenced via the faults system and through customer complaints. All new equipment will be compliant with industry standards.</p> |
|---|

7. Has any consultation been carried out?

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| <p>Yes The council carried out extensive consultation as part of the evidence gathering for the Parking Strategy. The Strategy produced an action plan: one action is to 'Upgrade parking payment equipment reflecting on what our customers have told us'</p> |
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If NO please outline any planned activities

N/A

8. What level of impact either directly or indirectly will the proposal have upon the general public / staff? (Please quantify where possible)

| Level of impact | Response |
|--|--------------------------|
| NO IMPACT – The proposal has no impact upon the general public/staff | <input type="checkbox"/> |
| LOW – Few members of the general public/staff will be affected by this proposal | <input type="checkbox"/> |
| MEDIUM – A large group of the general public/staff will be affected by this proposal | x |
| HIGH – The proposal will have an impact upon the whole community/all staff | <input type="checkbox"/> |
| Comments: e.g. Who will this specifically impact? All users of the car parks, that choose to pay using the pay and display machines, will be positively affected. | |

9. Considering the available evidence, what type of impact could this function have on any of the protected characteristics?

Negative – it could disadvantage and therefore potentially not meet the General Equality duty;

Positive – it could benefit and help meet the General Equality duty;

Neutral – neither positive nor negative impact / Not sure

| | Potential Negative | Potential Positive | Neutral | Reasons | Options for mitigating adverse impacts |
|-------------------------------------|--------------------|--------------------|---------|---------|--|
| Age – Young People | | | x | | |
| Age – Old People | | | x | | |
| Disability | | | x | | |
| Sex – Male | | | x | | |
| Sex – Female | | | x | | |
| Race including Gypsy and Travellers | | | x | | |
| Religion or Belief | | | x | | |

| | | | | | |
|---|--|--|---|--|--|
| Sexual Orientation | | | x | | |
| Gender Reassignment | | | x | | |
| Pregnancy and maternity | | | x | | |
| Geographical impacts on one area | | | x | | |
| Other Groups | | | x | | |
| Rural considerations: ie Access to services; leisure facilities, transport; education; employment; broadband. | | | x | | |

10. Action plan (add additional lines if necessary)

| Action(s) | Lead Officer | Resource | Timescale |
|-----------|--------------|----------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |

11. Is there is anything else that you wish to add?

Declaration

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where an negative impact has been identified actions have been developed to lessen or negate this impact. We understand that the Equality Impact Assessment is required by the District Council and that we take responsibility for the completion and quality of this assessment.

| | | | |
|---|----------------|-------|---------|
| Completed By: | Maria Wheatley | Date: | 18.2.26 |
| Line Manager: | Susan Hughes | Date: | 19.2.26 |
| Reviewed by Corporate Equality Officer: | | Date: | |