

Equality Impact and Needs Assessment Form



NB: Use the electronic MS Word template. Add additional rows and increase box size as required. Make sure your final document is suitable for publishing.

A) Description

Name of service, function, policy (or other) being assessed

Exeter Park & Ride, Sowton and Honiton Road sites security provision.

Directorate or organisation responsible (and service, if it is a policy)

EEC, Transport Coordination Service

Date of assessment (DD/MM/YY)

15/2/10

Date next assessment due (3 years)

3 years

Names and/or job titles of people carrying out the assessment

Paul Morrey, Senior Transport Officer

Accountable person (e.g. Head of Service)

David Whitton

Date EINA Form approved by accountable person (e.g. Head of Service)

19:02:2010

1. What are the aims or main purpose of the service, function or policy? What does it provide and how does it provide it?

Aim is to provide Park & Ride services from the sites at Honiton Road and Sowton. The minor change proposed is to remove the staffed security presence at these sites.

2. Location or any other relevant information (such as profile of the area)

Sowton and Honiton Road Park & Ride sites, Exeter.

3. List any key policies or procedures to be reviewed as part of this assessment.

There is no specific policy to provide this service.

4. Who is intended to benefit from the service, function or policy?

The people of Devon.

5. Who are the stakeholders? What is their interest?

General Public. Bus operator

6. Are there any concerns at this stage which indicate the possibility of inequalities/negative impacts? For example: complaints, comments, research, outcomes of a scrutiny review. Please describe:

Research into Park & Ride undertaken in 2005 did not indicate security as being an issue for users.

B) Relevance – Note: if not relevant, do not complete this form

Select **all** that apply:

- 7. Service or function that people use.
- 8. Discretion is exercised, or potential for people to experience different outcomes or level of satisfaction.
- 9. Employment policy – where discretion is not exercised.
- 10. Employment policy – where discretion is exercised (e.g. recruitment or disciplinary process).
- 11. Concerns at a local, regional or national level of discrimination/inequalities.
- 12. Major change such as the closure, removal or transfer of a service/provision.
- 13. Community and regeneration strategies, local area agreements and organisational or directorate/partnership strategies/plans.

		Scale of relevance	
X		Low	
		Medium	Section C applies
		Medium	
		High	Sections C & E apply
		High	
		High	
		High	

Other:

State why it is relevant:

How relevant (high, medium or low?):

Initial Screening:

Mark an 'X' in the box to confirm which strands are relevant to the review. Ensure they are assessed against in Section D.

If not relevant, please explain why not (refer to pages 25-30 of the Toolkit for guidance). Do not say "everyone is treated equally/fairly" or similar.

Age	X	
Disability	X	All users may feel less secure when
Gender (men and women)	X	Using the service.
Race/ethnicity	X	
Religion/belief	X	
Sexual orientation	X	
Trans-gender	X	
Other (state below)	X	

Any other (such as Human Rights, people on low incomes and specific sub-strands requiring particular focus such as Travellers and Gypsies, Deaf people):

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C) Information

14. What information (monitoring or consultation data) have you got and what is it telling you? *Required where relevance is Medium or High.*

Incident logs completed daily by security staff show no significant security incidents in the past twelve months.

D) Assessment

15. Describe any **NEGATIVE** impacts (actual or potential):

Strand/community	Impact (<i>how they may be affected</i>). Include assessment of risk (<i>likelihood and severity</i>).
	All strands may feel a negative impact, as removal of security presence may make them feel less secure.

16. Describe any **POSITIVE** impacts:

Strand/community	Impact (<i>how they may be affected</i>)

17. Provide any information about **NEUTRAL** impacts that have been identified (there is neither a positive or negative impact):

Strand/community	

E) Consultation

18. Did you carry out any consultations? *Required where relevance is High.*

NO

19. Who was consulted? Include your findings in 15, 16 and 17 above.

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20. Describe other research, studies or information used to assist with the assessment and include your findings above:

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F) Conclusions

	Action/objective/target OR Justification	Resources required	Timescale	I/R/S/O
a)	Monitor effect of proposals with a view to improve CCTV coverage if necessary.	Human	12 MONTHS	I. S.
b)				
c)				
d)				

(I) Taking immediate effect.

(R) Recommended to Council/Directors through a Committee or other Report*.

(S) Added to the Service Plan.

(O) Added to the Fair for All Programme (as an organisational improvement)**

- DELETE THESE NOTES FROM YOUR FINAL DOCUMENT -

Conclusion notes:

*Summarise your findings in the report. Make the full assessment available for further information.

**The Corporate Equality Officer will extract any cross-cutting organisational improvements.

Use the table to:

- Explain what and how negative impacts have been reduced or removed and positive impacts improved or included. Mark these as having taken immediate effect (I) if this is the case.
- State final decisions or recommendations which may include making immediate changes, justifying a decision, stopping or proceeding with a new policy or adding objectives/targets to the service plan (long term changes). Provide timescales or dates and 'resources required' where appropriate.
- State what ongoing monitoring systems will be set up.

Don't forget to add actions to your service plan, where relevant.

Send your form to the person responsible for equality in your directorate for publishing on the website at: www.devon.gov.uk/equality_impact_needs_assess.