

# Equality & Poverty Impact Assessment 00673 (Version 1)

## SECTION ONE: ESSENTIAL INFORMATION

<b>Service &amp; Division:</b>	Place Services Environment & Operations	<b>Lead Officer Name:</b>	Gary McGregor
		<b>Team:</b>	Engineering Design
		<b>Tel:</b>	07763378910
		<b>Email:</b>	gary.mcgregor@falkirk.gov.uk
<b>Proposal:</b>	Parking Attendants Cabin at Meeks Road Car Park - SPR  Due to be closed and the staff moved to similar office space elsewhere	<b>Reference No:</b>	

<b>What is the Proposal?</b>	<b>Budget &amp; Other Financial Decision</b>	<b>Policy (New or Change)</b>	<b>HR Policy &amp; Practice</b>	<b>Change to Service Delivery / Service Design</b>
	Yes	No	No	Yes
<b>Who does the Proposal affect?</b>	<b>Service Users</b>	<b>Members of the Public</b>	<b>Employees</b>	<b>Job Applicants</b>
	No	No	Yes	No
<b>Other, please specify:</b>				

<b>Identify the main aims and projected outcome of this proposal (please add date of each update):</b>	
17/01/2024	The main aim of this proposal is to relocate Falkirk Council's Parking Attendants from their current location within a cabin in Meeks Road car park, Falkirk Town Centre to another suitable location with the required welfare and IT facilities. This has been brought about by the Strategic Property Review of all Council properties which will provide savings.

**SECTION TWO: FINANCIAL INFORMATION**

For budget changes ONLY please include information below:			Benchmark, e.g. Scottish Average
Current spend on this service (£'0000s)	Total:	£26,330	
Reduction to this service budget (£'0000s)	Per Annum:		
Increase to this service budget (£'0000s)	Per Annum:		
If this is a change to a charge or concession please complete.	Current Annual Income Total:		
	Expected Annual Income Total:		
If this is a budget decision, when will the saving be achieved?	Start Date:	01/04/2024	
	End Date (if any):		

**SECTION THREE: EVIDENCE** Please include any evidence or relevant information that has influenced the decisions contained in this EPIA. (This could include demographic profiles; audits; research; health needs assessments; national guidance or legislative requirements and how this relates to the protected characteristic groups.)

**A - Quantitative Evidence** This is evidence which is numerical and should include the number people who use the service and the number of people from the protected characteristic groups who might be affected by changes to the service.

N/A

**B - Qualitative Evidence** This is data which describes the effect or impact of a change on a group of people, e.g. some information provided as part of performance reporting.

**Social - case studies; personal / group feedback / other**

The parking attendants will be moved to another suitable location within the Falkirk Town Centre which will allow them to carry out their duties as current, so it is therefore recommended that there will be no impact on the service or the employees.

**Best Judgement:**

<b>Has best judgement been used in place of data/research/evidence?</b>	Yes
<b>Who provided the best judgement and what was this based on?</b>	Gary McGregor, Engineering Design Manager. This judgement was based on the relocation premises being just as suitable as the current location
<b>What gaps in data / information were identified?</b>	None
<b>Is further research necessary?</b>	No
<b>If NO, please state why.</b>	No further research is required. Parking attendants are aware.

**SECTION FOUR: ENGAGEMENT**

Engagement with individuals or organisations affected by the policy or proposal must take place

<b>Has the proposal / policy / project been subject to engagement or consultation with service users taking into account their protected characteristics and socio-economic status?</b>	Yes	
<b>If YES, please state who was engagement with.</b>	Engagement with the parking attendants who are aware that their cabin is due to be included within the SPR has taken place. This was to provide an opportunity for the PA's to raise any potential issues. Main questions based around welfare, IT, storage and location which are all mitigated.	
<b>If NO engagement has been conducted, please state why.</b>		
<b>How was the engagement carried out?</b>	<b>What were the results from the engagement? Please list...</b>	
<b>Focus Group</b>	Yes	Discussed with parking attendants
<b>Survey</b>	No	
<b>Display / Exhibitions</b>	No	
<b>User Panels</b>	No	
<b>Public Event</b>	No	
<b>Other: please specify</b>		
<b>Has the proposal / policy/ project been reviewed / changed as a result of the engagement?</b>	No	
<b>Have the results of the engagement been fed back to the consultees?</b>	No	
<b>Is further engagement recommended?</b>	No	

## SECTION FIVE: ASSESSING THE IMPACT

**Equality Protected Characteristics:** What will the impact of implementing this proposal be on people who share characteristics protected by the Equality Act 2010 or are likely to be affected by the proposal / policy / project? This section allows you to consider other impacts, e.g. poverty, health inequalities, community justice, carers etc.

Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Please provide evidence of the impact on this protected characteristic.
Age	✓			No impact. Some members of the team are above 50 years old.
Disability	✓			No impact.
Sex	✓			No impact.
Ethnicity	✓			No impact.
Religion / Belief / non-Belief	✓			No impact.
Sexual Orientation	✓			No impact.
Transgender	✓			No impact.
Pregnancy / Maternity	✓			No impact.
Marriage / Civil Partnership	✓			No impact.
Poverty	✓			No impact.
Care Experienced	✓			No impact.
Other, health, community justice, carers etc.	✓			No impact.
<b>Risk (Identify other risks associated with this change)</b>	No risks identified, aware of protected characteristic groups and they are not affected			

**Public Sector Equality Duty: Scottish Public Authorities must have 'due regard' to the need to eliminate unlawful discrimination, advance quality of opportunity and foster good relations. Scottish specific duties include:**

	<b>Evidence of Due Regard</b>
<b>Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct):</b>	Suitable facilities will continue to be available to the employees affected.
<b>Advance Equality of Opportunity:</b>	As above, suitable facilities will continue to be available to the employees affected.
<b>Foster Good Relations (promoting understanding and reducing prejudice):</b>	Appropriate engagement was undertaken with the employees affected.

**SECTION SIX: PARTNERS / OTHER STAKEHOLDERS**

<b>Which sectors are likely to have an interest in or be affected by the proposal / policy / project?</b>		<b>Describe the interest / affect.</b>
<b>Business</b>	No	
<b>Councils</b>	No	
<b>Education Sector</b>	No	
<b>Fire</b>	No	
<b>NHS</b>	No	
<b>Integration Joint Board</b>	No	
<b>Police</b>	No	
<b>Third Sector</b>	No	
<b>Other(s): please list and describe the nature of the relationship / impact.</b>		

**SECTION SEVEN: ACTION PLANNING**

**Mitigating Actions:** If you have identified impacts on protected characteristic groups in Section 5 please summarise these in the table below detailing the actions you are taking to mitigate or support this impact. If you are not taking any action to support or mitigate the impact you should complete the No Mitigating Actions section below instead.

Identified Impact	To Who	Action(s)	Lead Officer	Evaluation and Review Date	Strategic Reference to Corporate Plan / Service Plan / Quality Outcomes

**No Mitigating Actions**

**Please explain why you do not need to take any action to mitigate or support the impact of your proposals.**

Relocation already being established. No impacts identified.

**Are actions being reported to Members?**

Yes

**If yes when and how ?**

Full Council on 31st January 2024



**SECTION EIGHT: ASSESSMENT OUTCOME**

Only one of following statements best matches your assessment of this proposal / policy / project. Please select one and provide your reasons.

No major change required	Yes	As stated previously within the EPIA. The Parking Attendants will be relocated to another suitable location with the required welfare & IT facilities.
The proposal has to be adjusted to reduce impact on protected characteristic groups	No	
Continue with the proposal but it is not possible to remove all the risk to protected characteristic groups	No	
Stop the proposal as it is potentially in breach of equality legislation	No	

**SECTION NINE: LEAD OFFICER SIGN OFF**

Lead Officer:

Signature:	<i>Gary McGregor</i>	Date:	17/01/2024
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**SECTION TEN: EPIA TASK GROUP ONLY**

<b>OVERALL ASSESSMENT OF EPIA:</b>	<b>Has the EPIA demonstrated the use of data, appropriate engagement, identified mitigating actions as well as ownership and appropriate review of actions to confidently demonstrate compliance with the general and public sector equality duties?</b>	Yes
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<b>ASSESSMENT FINDINGS</b>	Engagement was undertaken with the employees affected and no impacts were identified.	
<b>If YES, use this box to highlight evidence in support of the assessment of the EPIA</b>		
<b>If NO, use this box to highlight actions needed to improve the EPIA</b>		

<b>Where adverse impact on diverse communities has been identified and it is intended to continue with the proposal / policy / project, has justification for continuing <u>without making changes been made</u>?</b>	Yes / No	If YES, please describe: N/A
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**LEVEL OF IMPACT: The EPIA Task Group has agreed the following level of impact on the protected characteristic groups highlighted within the EPIA**

LEVEL		COMMENTS
HIGH	Yes / No	
MEDIUM	Yes / No	
LOW	Yes	No impacts identified.

**SECTION ELEVEN: CHIEF OFFICER SIGN OFF**

<b>Director / Head of Service:</b>		
<b>Signature:</b>	<i>Malcolm Bennie</i>	<b>Date:</b> 22/01/2024