

Equality Impact Assessment [version 2.12]



Title: Workplace Parking Levy – Outline Business Case Development	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Jacob Pryor
Service Area: City Transport	Lead Officer role: Transport Policy, Bidding and Data Group Manager

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](http://sharepoint.com).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the Equality and Inclusion Team early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

The Committee report set out the current thinking around how a Workplace Parking Levy (WPL) would work and the practical steps required to deliver one. The report also seeks approval to allocate funding for the development of a business case for the scheme:

The aim of a WPL scheme is to tackle congestion by placing a charge upon the use of commuter workplace parking places (WPPs). The parking places may have been free of charge to the employees for some time previously. The aim is also to encourage employers to manage the number of free workplace parking places that they provide, whilst promoting the use of sustainable transport. The introduction of a WPL has other benefits associated with the reduction in the use of the car and increase in the use of alternative modes such as walking, cycling and public transport e.g., improvements to health and the environment.

- The details of the potential WPL scheme requires further work but essentially workplaces with parking places would face an annual charge per parking place and the employer would decide whether to pass that compulsory charge onto the employee or not. The parking charges earned from the scheme provide local authorities with a ring-fenced source of revenue to fund Local Transport Plan policies and objectives (and the associated transport schemes such as improved bus services). Specifically, the Transport Act 2000 Road User Charging and Workplace Parking Levy Explanatory Note, states: “The Act enables local traffic authorities outside London to introduce road user charging and workplace parking levies to help tackle congestion and use the revenue to directly or indirectly facilitate local transport policy goals of the licensing authority.”

1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
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<input type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations
Additional comments:	

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	[please select]
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The introduction of a WPL will have a range of impacts for different protected characteristic groups but the full details of these impacts will not be clear until the necessary development work has been undertaken to understand the size, scope and pricing strategy of the scheme. Therefore, this EQIA will need to be continuously reviewed and updated as the project progresses. A final decision on any WPL scheme will need to be taken by Committee at which point an updated EQIA will be provided.

Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: [How we measure equality and diversity \(bristol.gov.uk\)](http://bristol.gov.uk)

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment](#)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Bristol City Council WPL Feasibility Report (2011)	Previous studies (Atkins 2011) have provided high level estimates of the number of parking spaces that could be encompassed in a WPL scheme based on different geographies. These range from a lower estimate of 8,600 parking spaces for a smaller central zone to an upper estimate of 57,000 for a scheme covering the entire city.

	<p>The WPL Feasibility Study (2021) notes that without undertaking a more detailed audit of spaces the error bars on these estimates remain high.</p>																																																		
<p>Bristol Quality of Life Survey 2023/24</p>	<p>67% of respondents think that air quality and traffic pollution is a problem locally which suggests that there is majority support for initiatives that seek to reduce the impacts of car use in the city.</p> <p>74% of people think that traffic congestion is a problem locally which suggests broad support for measures that reduce levels of traffic in the city</p> <p>36% of respondents state that they drive to work (2% car share) which suggests – depending on the coverage of the WPL scheme – that a significant number of people would be impacted by the proposal.</p> <p>A slightly higher percentage of people in the most deprived areas (41.7%) and people between 50-65 drive to work (40.6%) than the average. Disabled people (25.8%) and younger people between 16-24 (26.8%) are much less likely to drive to work.</p> <table border="1" data-bbox="630 884 1468 2121"> <thead> <tr> <th data-bbox="630 884 1002 996">Quality of Life 2023-24 Indicator:</th> <th data-bbox="1002 884 1468 996">% for whom lack of transport options prevents them from leaving their home when they want to</th> </tr> </thead> <tbody> <tr> <td data-bbox="630 996 1002 1041"></td> <td data-bbox="1002 996 1468 1041"></td> </tr> <tr> <th data-bbox="630 1041 1002 1086">Group</th> <th data-bbox="1002 1041 1468 1086">Percentage</th> </tr> <tr> <td data-bbox="630 1086 1002 1131">Bristol Average</td> <td data-bbox="1002 1086 1468 1131">22.4</td> </tr> <tr> <td data-bbox="630 1131 1002 1176">10% most deprived</td> <td data-bbox="1002 1131 1468 1176">26.2</td> </tr> <tr> <td data-bbox="630 1176 1002 1220">16 to 24 years</td> <td data-bbox="1002 1176 1468 1220">35.5</td> </tr> <tr> <td data-bbox="630 1220 1002 1265">50 years and older</td> <td data-bbox="1002 1220 1468 1265">19.3</td> </tr> <tr> <td data-bbox="630 1265 1002 1310">Disabled</td> <td data-bbox="1002 1265 1468 1310">33.1</td> </tr> <tr> <td data-bbox="630 1310 1002 1355">Asian/Asian British</td> <td data-bbox="1002 1310 1468 1355">35.1</td> </tr> <tr> <td data-bbox="630 1355 1002 1400">Black/Black British</td> <td data-bbox="1002 1355 1468 1400">19.8</td> </tr> <tr> <td data-bbox="630 1400 1002 1444">Mixed/Multiple ethnic groups</td> <td data-bbox="1002 1400 1468 1444">30.7</td> </tr> <tr> <td data-bbox="630 1444 1002 1489">Black, Asian and Minority Ethnic</td> <td data-bbox="1002 1444 1468 1489">31.1</td> </tr> <tr> <td data-bbox="630 1489 1002 1534">White Minority Ethnic</td> <td data-bbox="1002 1489 1468 1534">24.8</td> </tr> <tr> <td data-bbox="630 1534 1002 1579">White British</td> <td data-bbox="1002 1534 1468 1579">20.6</td> </tr> <tr> <td data-bbox="630 1579 1002 1624">Female</td> <td data-bbox="1002 1579 1468 1624">24.0</td> </tr> <tr> <td data-bbox="630 1624 1002 1668">Male</td> <td data-bbox="1002 1624 1468 1668">20.5</td> </tr> <tr> <td data-bbox="630 1668 1002 1713">LGB+</td> <td data-bbox="1002 1668 1468 1713">34.3</td> </tr> <tr> <td data-bbox="630 1713 1002 1758">Trans</td> <td data-bbox="1002 1713 1468 1758">36.4</td> </tr> <tr> <td data-bbox="630 1758 1002 1803">Christian</td> <td data-bbox="1002 1758 1468 1803">20.9</td> </tr> <tr> <td data-bbox="630 1803 1002 1848">Other religion</td> <td data-bbox="1002 1803 1468 1848">25.8</td> </tr> <tr> <td data-bbox="630 1848 1002 1892">No religion or faith</td> <td data-bbox="1002 1848 1468 1892">22.4</td> </tr> <tr> <td data-bbox="630 1892 1002 1937">Rented from housing association</td> <td data-bbox="1002 1892 1468 1937">23.5</td> </tr> <tr> <td data-bbox="630 1937 1002 1982">Rented from private landlord</td> <td data-bbox="1002 1937 1468 1982">27.3</td> </tr> <tr> <td data-bbox="630 1982 1002 2027">Rented from the council</td> <td data-bbox="1002 1982 1468 2027">24.4</td> </tr> <tr> <td data-bbox="630 2027 1002 2072">All carers</td> <td data-bbox="1002 2027 1468 2072">28.1</td> </tr> </tbody> </table>	Quality of Life 2023-24 Indicator:	% for whom lack of transport options prevents them from leaving their home when they want to			Group	Percentage	Bristol Average	22.4	10% most deprived	26.2	16 to 24 years	35.5	50 years and older	19.3	Disabled	33.1	Asian/Asian British	35.1	Black/Black British	19.8	Mixed/Multiple ethnic groups	30.7	Black, Asian and Minority Ethnic	31.1	White Minority Ethnic	24.8	White British	20.6	Female	24.0	Male	20.5	LGB+	34.3	Trans	36.4	Christian	20.9	Other religion	25.8	No religion or faith	22.4	Rented from housing association	23.5	Rented from private landlord	27.3	Rented from the council	24.4	All carers	28.1
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	Single parents	22.7
	No qualifications	23.5
	Quality of Life 2023-24 Indicator: % who drive to work	
	Group	Percentage
	Bristol Average	36.7
	10% most deprived	41.7
	16 to 24 years	26.8
	50 years and older	40.6
	Disabled	25.8
	Asian/Asian British	36.1
	Black/Black British	32.8
	Mixed/Multiple ethnic groups	29.0
	Black, Asian and Minority Ethnic	34.5
	White Minority Ethnic	30.4
	White British	38.3
	Female	35.7
	Male	38.0
	LGB+	28.2
	Trans	11.9
	Christian	44.4
	Other religion	36.5
	No religion or faith	32.6
	Rented from housing association	30.7
	Rented from private landlord	26.8
	Rented from the council	30.0
	All carers	43.5
	Single parents	50.5
	No qualifications	30.8
NOMIS Nomis - Official Census and Labour Market Statistics (nomisweb.co.uk)	Bristol has approximately 18,395 businesses with a higher proportion of small (10 to 49 employees) and large (250+ employees) employers than the regional average. More work is required to understand the allocation of parking spaces across these businesses as it is likely that many (particularly among micro and small businesses) will have no allocated parking and therefore will not be impacted by the scheme.	
Travel to Work Survey Bristol, March 2024	Bristol's Travel to Work Survey results reveal that 31% of employees travel to work by car (with an additional 6% car sharing). On average people driving to work travel in 3.2 days per week and travel an average distance of 35 miles a day. The latter statistic demonstrates that many commuters are travelling into Bristol from outside of the local authority boundary and that the WPL will have impacts beyond Bristol.	

	<p>Note the following % splits don't add up to 100% because of the option 'Prefer not to say'</p> <p>The survey notes that there is a relatively equal split between men (30%) and women (32%) who drive to work.</p> <p>In line with the Quality of Life Survey the Travel to Work Survey highlights that people 50+ (39%) are more likely to drive to work than younger people under 30 (21%).</p> <p>The survey identifies that people driving to work are more likely to be from a white ethnic background (33%) than an ethnic minority group (24%)</p> <p>Unlike the Quality of Life Survey the Travel to Work Survey suggests that an almost equal proportion of disabled (32%) and non-disabled (31%) travel to work by car.</p>
Bristol Walking and Cycling Index (2023)	<p>The Bristol Walking and Cycling Index polls a representative example of Bristol's population (circa 1,000 respondents). The survey reveals data that would support the aims and objectives of a WPL scheme:</p> <ul style="list-style-type: none"> - 49% of people want to walk, wheel or cycle more - 35% of people want to take public transport more - 29% of people want to drive less <p>In addition to the report notes that 64% of people want more investment in walking and wheeling, 58% more investment in cycling, 83% more investment in public transport and only 23% more investment in driving.</p>
Additional comments:	

2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Gender Reassignment
<input type="checkbox"/> Marriage and Civil Partnership	<input type="checkbox"/> Pregnancy/Maternity	<input checked="" type="checkbox"/> Race
<input type="checkbox"/> Religion or Belief	<input checked="" type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

<p>While there a lot of relevant data exists on the commuting habits of Bristol's residents the following gaps remain:</p> <ul style="list-style-type: none"> - Whether different groups currently pay for parking or are offered free parking at their workplace. - An accurate picture of the number of employee parking bays that may form part of the scheme. - The ability of employers and employees to meet additional costs.

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing a change process or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

Presently only a feasibility study has been undertaken in relation to the WPL scheme. Further engagement is planned should committee approve the proposal to develop the business case further.

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

The scheme has been subject to an initial feasibility study which outlines a stakeholder management strategy for future stages of project development. This highlights the need for extensive public consultation as well as delivering a communications plan which sets out how key stakeholders (e.g. employers) will be kept updated and informed at key stages of the project. The next stage of development will advance the stakeholder strategy and communication plan and any scheme will be subject to public consultation and committee sign off before delivery.

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc.

[Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)

The WPL scheme is still at an early stage of development with key details such as pricing, scope and potential exemptions not yet determined. As such this EQIA is proportional to the level of detail currently available.

The analysis of the data suggests there is high levels of support for measures that improve conditions for walking, cycling and public transport and for securing more investment for these modes. Residents want to drive less and walk, cycle, and use public transport more.

The scheme is likely to have an impact on a significant number of commuters who drive to work and of that group it is not unreasonable to suggest that people on lower incomes will likely find it harder to meet additional costs if their employer passes the cost of the WPL scheme on to them.

The analysis finds that older people make up a greater proportion of people who travel to work by car and therefore they are more likely to be impacted by the scheme than other groups.

Whilst a levy would be for the employer not the employee there is a strong possibility that charges would be passed on directly to employees or the overall number of car parking spaces reduced - so impacts below have been assessed on that basis.

A previous scoping study identified that concessions could be made for specific groups, such as blue badge holders, small businesses, and NHS facilities etc.

Analysis at this stage is limited to consideration of the direct impact of a levy on employees and has not considered any potential additional pressure on on-street parking, as the levy would apply to the parking space itself rather than the vehicle.

PROTECTED CHARACTERISTICS

Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Younger people are less likely to be reliant on a car to get to work. The reduction in congestion and re-investment of fees into improved public transport options will provide a disproportionate benefit this group
Mitigations:	None
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	This group is more likely to be drive to work and as such is likely to be disproportionately impacted by the proposal if employers decide to pass on costs to them. That said, the Quality-of-Life survey 2023/24 shows that the number of people from the 50+ age group that state that they 'find it difficult to manage financially' is much lower than the average.
Mitigations:	None
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	A WPL scheme could potentially have an adverse impact on Disabled employees who need a car in order to maintain a quality of life and access to employment. A WPL could also adversely impact a Disabled person who may need to incorporate other tasks into their commute to work (trip chaining) such as attending necessary appointments in order to maintain their health.
Mitigations:	Consider exception for all Disabled Employees. Blue Badge scheme may offer partial mitigations for those Disabled employees who have them, and some employers may already have designated spaces for Disabled People.
Sex	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Women are statistically more likely to hold caring responsibilities for children and older adults and would therefore be disproportionately affected if they need to incorporate other tasks into their commute to work (trip chaining) such as school run, caring for or helping with tasks for older adults.
Mitigations:	No mitigation identified unless the scheme included discretionary exemptions for employees with caring responsibilities.
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Potential impacts:	As above re. caring responsibilities and trip chaining. Pregnant employees may be more dependent on having their own transport for pre-natal appointments or if they find public transport inaccessible.
Mitigations:	No mitigation identified unless the scheme included discretionary exemptions for pregnant employees.
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Black, Asian and minoritised ethnic households in the UK are more likely to be in deep poverty and experience higher levels of material deprivation. As such if employers pass on WPL scheme costs to these groups they may find it harder to meet these additional costs
Mitigations:	No mitigation identified at this stage.
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The Quality-of-Life Survey suggests that people living in areas of deprivation are slightly more likely to drive to work than the city average. If employers pass on WPL scheme costs to these groups they may find it harder to meet these additional costs
Mitigations:	See general comments above
Carers	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	As above – those who hold caring responsibilities for children and older adults and would therefore be disproportionately affected if they need to incorporate other tasks into their commute to work (trip chaining)
Mitigations:	No mitigation identified unless the scheme included discretionary exemptions for employees with caring responsibilities.
Other groups [Please add additional rows below to detail the impact for any other relevant groups as appropriate e.g. asylum seekers and refugees; care experienced; homelessness; armed forces personnel and veterans]	
Potential impacts:	
Mitigations:	

3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our [Public Sector Equality Duty](#) to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

How people move around the city is intrinsically linked to equality and inclusion. We know that many groups with protected characteristics are more likely to suffer the negative impacts of car use – such as congestion, poor air quality, traffic accidents and unhealthy physical environments, whilst at the same time having more limited access and use of vehicles. In addition, we know that these groups are much more reliant on walking and public transport

as a means of accessing work, education, training, and services. (Transport and inequality: An evidence review for the Department for Transport, NatCen, 2019).

This proposal is in line with the Bristol Transport Strategy that seeks to rebalance the transport system to ensure that car use is priced fairly compared with walking, cycling and public transport. Cars take up a disproportionate amount of space on public highway which limits the use of that space for more investment in sustainable modes of transport (e.g. bike and bus lanes and wider pavements). By increasing the tariffs associated car ownership we may be able to encourage people to re-evaluate the need to own a vehicle.

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:
Depending on how the scheme is designed the EQIA has highlighted that there are impacts on various groups that need to be considered during the development of the business case. This includes potential disproportionate impacts on Black, Asian and minoritised ethnic groups, older people (50+) and people in social deprivation.
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
Depending on how the scheme is designed there are likely to be a number of benefits for different protected characteristic groups who often negative impacts of car use – such as congestion, poor air quality, traffic accidents and unhealthy physical environments, whilst at the same time having more limited access and use of vehicles.

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale
To review and update the EQIA through the development of the business case	Jacob Pryor	2024-2025

4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

A monitoring and evaluation strategy will be developed for the WPL scheme as part of the proposed business case.
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Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities

impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: Alex Hearn, Director Economy of Place 
Date: 20/8/2024	Date: 22/08/2024

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.