

Equality Impact Assessment [version 2.9]



Title: Parking Services Back Office procurement	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" 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 & Regeneration	Lead Officer name: Sarah Clark
Service Area: MOP/T&HM/Parking Services	Lead Officer role: Temporary Parking 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 \(EqIA\) \(sharepoint.com\)](#).

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.

This EQIA is being done to accompany a Key Decision Pathway report which seeks approvals regarding the procurement of Parking Services' back-office software which manages Penalty Charge Notices issued by the Council for parking, bus lane and clean air zone contraventions. The contract also supplies the smartphones and printers used by Civil Enforcement Officers to issue parking PCNs.

The back-office software itself and the smartphones/printers are used by BCC staff only. The supplier also provides an online portal for members of the public to submit appeals, and this will be a requirement of any new solution too. (We also accept emails and written appeals, and this is not expected to change.)

The report seeks two approvals:

- 1) To award an interim contract to our existing supplier for up to three years.
- 2) to undertake a full procurement process to award a new longer-term contract.

The interim contract is to cover the time required to complete the tender process for the long-term contract and to implement new software and hardware, and to decommission the existing solution if necessary.

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 type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input 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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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The proposal is not expected to have an Equality Impact. The existing services will continue as is for up to three years, during which time a new contract will be let. If the incumbent supplier is successful there will be no change and if a new supplier is successful they will need to provide the same services.

The tender requirements will make it mandatory that equalities standards are met, using the Council's standard wording for non-functional requirements ie that All digital interfaces, internal and external, and mobile apps must comply with Web Content Accessibility guidelines, Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018, BS8878 & EN 301 549.

In general terms, the overall services that are being provided by the contract/s are and will be unchanged. In specific terms, the tender requirements will ensure that the solution meets all accessibility standards.

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:  Patsy Mellor Director Management of Place
Date: 6/2/2023	Date: 07/02/2023

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.