

Appendix 3 - Equality Impact Assessment Form

1. Document Control

1. Control Details

Title:	The Workplace Parking Levy – Recruitment to New Operating Model
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2. Document Amendment Record

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V2.0	Nigel Hallam	5/5/23	Jason Gooding

3. Contributors/Reviewers

Name	Position	Date
Suzanne Justice	WPL Operations Manager	12/4/23
Nigel Hallam	WPL Service Manager	17/4/23

Jason Gooding	Head of Parking Services	3/5/23
Rosey Donovan	Equality and Employability Consultant	04/05/2023

Glossary of Terms

Term	Description
Workplace Parking Levy (WPL)	A Workplace Parking Levy (WPL) is a scheme that requires employers to licence for the workplace parking that they provide.
NCC	Nottingham City Council
Black, Asian, & Minority Ethnic (BAME), ,	NCC Staff Network
Disabled Employee Staff Network (DESN),	NCC Staff Network
Lesbian, Gay, Bisexual and Trans (LGBTQ+) Network	NCC Staff Network
Muslim Staff Network (MSN)	NCC Staff Network

2. Assessment

1. Brief description of proposal / policy / service being assessed

Covid 19 necessitated a review of standard operating procedures and a re-evaluation of priorities. Post-Covid working practices have changed as employers have introduced flexible working by their staff where possible across the City. It is essential that the WPL team respond to these changes to maintain the high levels of compliance by employers and ensure that employers comply with their legal obligations. WPL management are seeking to introduce a new WPL operating model to respond to the changes by employers as mentioned above; a key change is the creation of three new tier of D grade Officers to conduct an increased volume of car counts on employers premises as part of an “intelligence led” approach to compliance and enforcement and deliver on the Best Value duty placed on the authority.

Economy - Minimising the cost of resources used while having regard to quality. It is the basis of these principles that supports the creation of the D grade tier, in keeping with the skills and knowledge required for those roles.

2. Information used to analyse the effects on equality:

<p>Information used to analyse the effects on equality (summarised later in this assessment)</p> <ul style="list-style-type: none"> • Best Value eLearning • NCC’s Recruitment Policies • NCC’s Equality, Diversity & Inclusion Policy • NCC’s Flexible Working Framework • NCC’s Immigration Policy (prevention of illegal working) • NCC’s Public Sector Duty - English Language Requirement Policy • NCC’s Working Patterns Policy

3. Impacts and Actions:

	Could particularly benefit X	May adversely impact X
People from different ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Men	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Women	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Disabled people</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>
People of different faiths/ beliefs and those with none	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lesbian, gay, or bisexual people.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Older people	<input type="checkbox"/>	<input type="checkbox"/>
Younger people	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<p>Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).</p> <p><i>Please underline the group(s) /issue more adversely affected or which benefits.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>How different groups could be affected (Summary of impacts)</p>	<p>Details of actions to reduce negative or increase positive impact (or why action isn't possible)</p>
<p>Creation of this new tier of Officers could potentially have a positive impact (improving equality and opportunity) in respect of the majority of protected characteristic as the roles do not require any previous experience or specialist training other than the holding of a full Driving Licence.</p> <p>NCC's application process could potentially have a positive impact on redeployment applicants as they are assessed on the first three essential shortlisting criteria selected as part of the advert, external applicants must meet all of the <u>essential</u> criteria (max of 6) to qualify for shortlisting.</p> <p>NCC's application process could potentially have a positive impact on applicants who are from the Black, Asian and Minority Ethnic community, identify within the Lesbian, Gay, Bisexual and Transgender community (LGBTQ+) or if they are Disabled as these groups of people are underrepresented in the workforce,</p>	<p>The following actions will be taken to address potential recruitment equality impact:</p> <p>Engagement with all NCC Staff Networks - ACE, Black, Asian, & Minority Ethnic (BAME), Disabled Employee Staff Network (DESN), Lesbian, Gay, Bisexual and Trans (LGBTQ+) Network, Muslim Staff Network (MSN), Vegan Staff Network</p> <p>Advertising via radio - Kemit FM to access underrepresented communities.</p> <p>Social Media – LinkedIn, Corporate Twitter/Facebook account, local community groups, women in management</p>

<p>and NCC would like to reflect our local population more through recruitment processes.</p> <p>Although the new tier of posts will provide opportunities for many, they may not benefit those with reduced mobility. The role requires a substantial amount of driving and time on feet in a variety of locations on varied terrain. Post holders will need to be agile enough to get into tight spaces in order to capture images of vehicles and how they are orientated in that space. Individuals with a visual impairment may be disadvantaged as the collection of vehicle registration details is key to this post.</p> <p>There is a requirement for post holders to have a full drivers license as they will be required to visit multiple sites across the whole of the City on a daily basis in a liveried vehicle. Evidence on larger sites will be gathered with bespoke automatic number plate reading (ANPR) technology fitted to a vehicle.</p>	
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4. Outcome(s) of equality impact assessment:

<input checked="" type="checkbox"/>	No major change needed	<input type="checkbox"/>	Adjust the policy/proposal
<input type="checkbox"/>	Adverse impact but continue	<input type="checkbox"/>	Stop and remove the policy/proposal

5. Arrangements for future monitoring of equality impact of this proposal / policy / service:

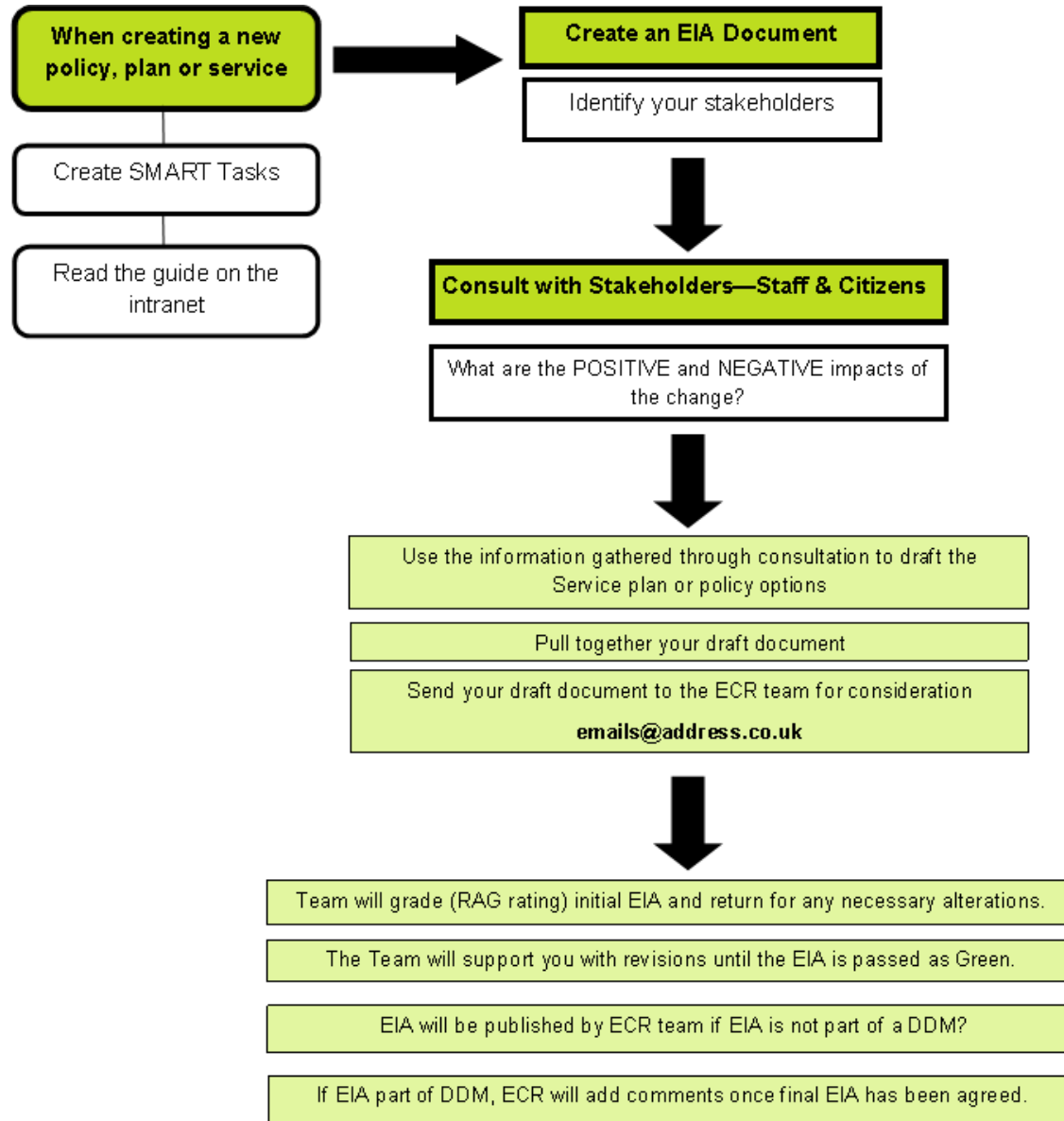
Equality Impact Assessment to be formally reviewed in May 2024

6. Approved by (manager signature) and Date sent to equality team for publishing:

Approving Manager: 3/52023 Nigel Hallam 07764807180 nigel.hallam@nottinghamcity.gov.uk The assessment must be approved by the manager responsible for the service/proposal. Include a contact tel & email to allow citizen/stakeholder feedback on proposals.	Date sent for scrutiny: 5/5/2023 Send document or Link to: <u>equalityanddiversityteam@nottinghamcity.gov.uk</u>
SRO Approval: Jason Gooding 07852534957 jason.gooding@nottinghamcity.gov.uk	Date of final approval:

Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:

1. Read the guidance and good practice EIA's
<http://intranet.nottinghamcity.gov.uk/media/1924/simple-guide-to-eia.doc>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user-friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly, when this is going to happen.
7. Clearly cross-referenced your impacts with SMART actions.



KEY
EIA— Equality Impact Assessment
ECR— Equality & Community Relations Team
DDM—Delegated Decision Making