



# Uttlesford District Council

## Equality & Health Impact Assessment (EqHIA)

### Document control

<b>Title of activity:</b>	<i>Car Park Ticket Machines in Uttlesford Off-Street Car Parks</i>
<b>Lead officer:</b>	<i>Linda Howells</i>
<b>Approved by:</b>	<i>Angela Knight</i>
<b>Date completed:</b>	<i>27/09/2021</i>
<b>Scheduled date for review:</b>	<i>16/03/2022 – this has been reviewed to submit with the Cabinet Report</i>

<b>Does the EqHIA contain any confidential or exempt information that would prevent you publishing it on the Council's website?</b>	No
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Please note that EqHIAs are **public** documents and must be made available on the Council's [EqHIA webpage](#).

When completed, a copy of this form should be saved with the activity a policy, strategy, procedure, project, new or change in service, initiative or other's file for audit purposes and in case it is requested under the Freedom of Information Act.

**When the EqHIA is completed send a copy to the following email address - [EqHIA@Uttlesford.gov.uk](mailto:EqHIA@Uttlesford.gov.uk)**

# 1. Equality & Health Impact Assessment Checklist

Please complete the following checklist to determine whether or not you will need to complete an EqHIA and ensure you keep this section for your audit trail. If you have any questions, please contact your Divisional Equality Lead. Please refer to the Guidance in Appendix 1 on how to complete this form. **When EqHIA is completed send a copy to the following email address [EqHIA@Uttlesford.gov.uk](mailto:EqHIA@Uttlesford.gov.uk)**

## About your activity

1	Title of activity	<i>Upgrading of car park ticket machines</i>		
2	Type of activity	<i>Change in service</i>		
3	Scope of activity	<p><i>The car park ticket machines in the Council's managed off-street pay and display car parks are very old, prone to breakdown and cannot be reprogrammed.</i></p> <p><i>Between April – Oct 2021 a spate of vandalism / theft incidents occurred, and this proposal is to remove the payment by cash option and reduce the risk of theft from and damage to the ticket machines.</i></p> <p><i>The proposal is to update all Car Park Ticket machines to card payment only</i></p>		
4a	Are you changing, introducing a new, or removing a service, policy, strategy or function?	Yes	If the answer to <u>any</u> of these questions is 'YES', please continue to question 5.	If the answer to <u>all</u> of the questions (4a, 4b & 4c) is 'NO', please go to question 6.
4b	Does this activity have the potential to impact (either positively or negatively) upon people (9 protected characteristics)?	Yes		
4c	Does the activity have the potential to impact (either positively or negatively) upon any factors which determine people's health and wellbeing?	No		
5	If you answered YES:	<b>Please complete the EqHIA in Section 2 of this document.</b> Please see Appendix 1 for Guidance.		

<b>6</b>	<b>If you answered NO:</b>	<p><i>Please provide a clear and robust explanation on why your activity does not require an EqHIA. This is essential in case the activity is challenged under the Equality Act 2010.</i></p> <p><i>Please keep this checklist for your audit trail.</i></p>
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<b>Completed by:</b>	Linda Howells
<b>Date:</b>	16 March 2022

## 2. The EqHIA – How will the strategy, policy, plan, procedure and/or service impact on people?

Background/context:
<p><i>There are 10 off-street pay and display car parks managed by UDC in the district; these are:-</i></p> <p><i>Saffron Walden = 4 car parks</i></p> <p><i>Great Dunmow = 4 car parks</i></p> <p><i>Stansted Mountfitchet = 2 car parks</i></p> <p><i>Up to 20.7.2021, all car park ticket machines accepted cash; there was also an option to pay by mobile phone app (MiPermit) for daily parking) which does not require access to a pay and display ticket machine.</i></p> <p><i>There was a plan to upgrade all car park machines to accept credit/debit card to provide an alternative payment method to cash or MiPermit. This seemed an opportune time to do this as card payments have become more widely used as a result of the Covid-19 pandemic and provide a safer way to pay as they do not require use of cash, and contactless payment reduce the risk of contamination. There has been extensive and repeat vandalism of and theft from pay and display machines across most car parks rendering the machines inoperable.</i></p> <p><i>User consultation demonstrates that the majority of people are happy with the card only or MiPermit options.</i></p> <p><i>There were some comments received that stated that the Elderly were disadvantaged by this option. It is possible that residents or visitors with learning difficulties could struggle but this is likely to be the exception.</i></p>

*\*Expand box as required*

Who will be affected by the activity?	
<p>All users of the car parks will be affected as the cash payment option will be removed and replaced with a card payment option.</p> <p>The removal of a cash payment option will affect those users who do not carry a debit or credit card. However, in the last 18 months the number of people not carrying a debit / credit card has significantly reduced as many businesses have required payment by card during the COVID-19 pandemic.</p> <p>During the pandemic ticket sales in the car parks have also shown a strong shift to the use of the MiPermit app which has been encouraged with extra signage in the car parks. This requires a user to own a smart phone and to download an app but does reduce the risk of contamination and infection.</p> <p>There are also users who have asked why a contactless card payment option is not available in Uttlesford, as it is available in nearby towns, such as Bishops Stortford.</p>	
*Expand box as required	

Protected Characteristic - Age: Consider the full range of age groups		
Please tick (✓) the relevant box:		<b>Overall impact:</b>
<b>Positive</b>	✓	<p>It is recognized that younger people are more likely to be using contactless card payments than much older users, although the majority of older people have debit and/or credit cards. Younger users of the car park have not expressed concerns about the change and have welcomed the use of card payments.</p>
<b>Neutral</b>		
<b>Negative</b>	✓	<p>Older people may experience a negative impact due to not being able to use cash for payments. They may not find it as convenient for such small payments being recorded on their bank and credit card statements. However, past experience suggests that the public, including older and younger people, do get used to new systems as long as clear instructions are available near machines.</p> <p>The sales of pay and display tickets show little impact of the change which indicates that overall residents and visitors have continued to use the machines successfully.</p>
*Expand box as required		
<b>Evidence:</b> <p>There has been a mixed response to the removal of the cash payment option at the ticket machines that have been upgraded to date. It appears that most negative comments have been received from older residents who prefer to use cash to pay for their car park tariffs.</p> <p>Pension and benefits payments are generally made to a bank account and most older people will have a debit and/or credit card.</p>		

<p><i>The number of responses and or complaints are minimal.</i></p> <p style="text-align: right;"><i>*Expand box as required</i></p>
<p><b>Sources used:</b></p> <p><i>Economic Development did a consultation with users on site at all sites where there was card only payment machines. 29 responses and of those 24 were negative.</i></p> <p style="text-align: right;"><i>*Expand box as required</i></p>

<b>Protected Characteristic - Disability:</b> Consider the full range of disabilities; including physical mental, sensory and progressive conditions		
Please tick (✓) the relevant box:		<b>Overall impact:</b>
Positive		<p><i>Disabled people may find it more difficult not to use cash for payments, perhaps if they have visual or learning difficulties. However, once understood card payments are not complicated and are believed to be more convenient to all users in general. (However blue badge disabled people do not pay for parking anyway.) Parking Services (NEPP) will monitor evidence of any pattern of difficulties in future.</i></p> <p style="text-align: right;"><i>*Expand box as required</i></p>
Neutral	✓	
Negative		
<b>Evidence:</b> <p style="text-align: right;"><i>*Expand box as required</i></p>		
<b>Sources used:</b> <p style="text-align: right;"><i>*Expand box as required</i></p>		

<b>Protected Characteristic - Sex/gender:</b> Consider both men and women		
Please tick (✓) the relevant box:		<b>Overall impact:</b>
Positive		<p>No specific impact</p> <p style="text-align: right;"><i>*Expand box as required</i></p>
Neutral	✓	
Negative		
<b>Evidence:</b> <p style="text-align: right;"><i>*Expand box as required</i></p>		
<b>Sources used:</b>		

*\*Expand box as required*

**Protected Characteristic - Ethnicity/race:** Consider the impact on different ethnic groups and nationalities

*Please tick (✓)  
the relevant box:*

**Positive**

**Overall impact:**

No specific impact

**Neutral**

✓

**Negative**

*\*Expand box as required*

**Evidence:**

*\*Expand box as required*

**Sources used:**

*\*Expand box as required*

**Protected Characteristic - Religion/faith:** Consider people from different religions or beliefs including those with no religion or belief

*Please tick (✓)  
the relevant box:*

**Positive**

**Overall impact:**

No specific impact

**Neutral**

✓

**Negative**

*\*Expand box as required*

**Evidence:**

*\*Expand box as required*

<b>Sources used:</b>
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*\*Expand box as required*

<b>Protected Characteristic - Sexual orientation:</b> Consider people who are heterosexual, lesbian, gay or bisexual		
Please tick (✓) the relevant box:		<b>Overall impact:</b>  No specific impact
<b>Positive</b>		
<b>Neutral</b>	✓	
<b>Negative</b>		
<b>Evidence:</b>		
<b>Sources used:</b>		

*\*Expand box as required*

<b>Protected Characteristic - Gender reassignment:</b> Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth		
Please tick (✓) the relevant box:		<b>Overall impact:</b>  No specific impact
<b>Positive</b>		
<b>Neutral</b>	✓	
<b>Negative</b>		
<b>Evidence:</b>		
<b>Sources used:</b>		

*\*Expand box as required*

<b>Evidence:</b>	<i>*Expand box as required</i>
<b>Sources used:</b>	<i>*Expand box as required</i>

<b>Protected Characteristic - Marriage/civil partnership:</b> Consider people in a marriage or civil partnership		
Please tick (✓) the relevant box:		<b>Overall impact:</b>
<b>Positive</b>	<input type="checkbox"/>	No specific impact     <i>*Expand box as required</i>
<b>Neutral</b>	<input checked="" type="checkbox"/>	
<b>Negative</b>	<input type="checkbox"/>	
<b>Evidence:</b>		
<i>*Expand box as required</i>		
<b>Sources used:</b>		
<i>*Expand box as required</i>		

<b>Protected Characteristic - Pregnancy, maternity and paternity:</b> Consider those who are pregnant and those who are undertaking maternity or paternity leave		
Please tick (✓) the relevant box:		<b>Overall impact:</b>
<b>Positive</b>	<input type="checkbox"/>	No specific impact
<b>Neutral</b>	<input checked="" type="checkbox"/>	



<b>Negative</b>		
<i>*Expand box as required</i>		
<b>Evidence:</b>		
<i>*Expand box as required</i>		
<b>Sources used:</b>		
<i>*Expand box as required</i>		

<b>Socio-economic status:</b> Consider those who are from low income or financially excluded backgrounds		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b> <i>Most benefits paid by DWP are paid into a bank account. For those people who are unable or unwilling to open a bank account the DWP will pay under the Payment Exception Service (i-movo) and recipients can collect the benefits in cash at a local Pay Point business. As payments are being made by car drivers / owners to pay for fuel and running expenses, it is likely they already do so by using cards or mobile phones anyway</i> <i>The number of people without a bank account would be expected to be small and to date no car park user has made contact and stated that they do not have a bank account, with the exception of one user who has learning difficulties.</i>
<b>Positive</b>		
<b>Neutral</b>	✓	
<b>Negative</b>		
<i>*Expand box as required</i>		
<b>Evidence:</b>		
<i>Cash payment methods always required the correct amount of money as no change was given. Contactless payment method enables the user to pay exactly what they choose to pay and so this can be beneficial and no over-payment is made.</i>		
<i>*Expand box as required</i>		
<b>Sources used:</b>		
<i>*Expand box as required</i>		

<b>Health &amp; Wellbeing Impact:</b> Consider both short and long-term impacts of the activity on a person's physical and mental health, particularly for disadvantaged, vulnerable or at-risk groups. Can health and wellbeing be positively promoted through this activity? Please use the Health and Wellbeing Impact Tool in Appendix 2 to help you answer this question.	
Please tick (✓) all the relevant boxes that apply:	<b>Overall impact:</b>
<b>Positive</b>	<div style="text-align: right;"><i>*Expand box as required</i></div>
<b>Neutral</b>	<b>Do you consider that a more in-depth HIA is required as a result of this brief assessment?</b> Please tick (✓) the relevant box
<b>Negative</b>	<div style="text-align: right;">         Yes <input type="checkbox"/>      No <input checked="" type="checkbox"/> </div>
<b>Evidence:</b>	
<div style="text-align: right;"><i>*Expand box as required</i></div>	
<b>Sources used:</b>	
<div style="text-align: right;"><i>*Expand box as required</i></div>	

### 3. Outcome of the Assessment

The EqHIA assessment is intended to be used as an improvement tool to make sure the activity maximises the positive impacts and eliminates or minimises the negative impacts. The possible outcomes of the assessment are listed below and what the next steps to take are:

Please tick (✓) what the overall outcome of your assessment was:

	1. The EqHIA identified <u>no significant concerns</u> OR the identified <u>negative concerns</u> have already been <u>addressed</u>	➔	<b>Proceed with implementation</b> of your activity
	2. The EqHIA identified some <u>negative impact</u> which still needs <u>to be addressed</u>	➔	<b>COMPLETE SECTION 4:</b> <b>Complete action plan</b> and finalise the EqHIA
	3. The EqHIA identified some <u>major concerns</u> and showed that it is <u>impossible to diminish negative impacts</u> from the activity to an acceptable or even lawful level	➔	<b>Stop and remove</b> the activity or <b>revise</b> the activity <b>thoroughly</b> . <b>Complete an EqHIA on the revised proposal.</b>

## 4. Action Plan

The real value of completing an EqHIA comes from the identifying the actions that can be taken to eliminate/minimise negative impacts and enhance/optimize positive impacts. In this section you should list the specific actions that set out how you will address any negative equality and health & wellbeing impacts you have identified in this assessment. Please ensure that your action plan is: more than just a list of proposals and good intentions; sets ambitious yet achievable outcomes and timescales; and is clear about resource implications.

Protected characteristic / health & wellbeing impact	Identified Negative or Positive impact	Recommended actions to mitigate Negative impact* or further promote Positive impact	Outcomes and monitoring**	Timescale	Lead officer

**Add further rows as necessary**

\* You should include details of any future consultations and any actions to be undertaken to mitigate negative impacts

\*\* Monitoring: You should state how the impact (positive or negative) will be monitored; what outcome measures will be used; the known (or likely) data source for outcome measurements; how regularly it will be monitored; and who will be monitoring it (if this is different from the lead officer).

## 5. Review

In this section you should identify how frequently the EqHIA will be reviewed; the date for next review; and who will be reviewing it.

**Review:**

**Scheduled date of review:** 16 March 2023

**Lead Officer conducting the review:** Linda Howells/Angela Knight

*\*Expand box as required*

# Appendix 1. Guidance on Undertaking an EqHIA

**This Guidance can be deleted prior to publication.**

## What is it?

The Equality & Health Impact Assessment (EqHIA) is a tool to ensure that your activity meets the needs of individuals and groups that use your service, whilst at the same time ensuring a person's chance of leading a healthy life is the same wherever they live and whoever they are. We want to ensure that the activities of the Council are 'fit for purpose' and meet the needs of Uttlesford's increasingly diverse communities and employees. This robust and systematic EqHIA process ensures that any potential detrimental effects or discrimination is identified, removed, or mitigated and positive impacts are enhanced.

## When to Assess:

An EqHIA should be carried out when you are changing, removing or introducing a new service, policy, strategy or function; for simplicity, these are referred to as an "activity" throughout this document. It is best to conduct the assessment as early as possible in the decision-making process.

### Guidance: Equality & Health Impact Assessment Checklist

The Checklist in Section 1 asks the key questions,

**4a) Are you changing, introducing a new, or removing a service, policy, strategy or function?**

**4b) Does this activity (policy/strategy/service/decision) have the potential to impact (either positively or negatively) upon people (9 protected characteristics)?**

**4c) Does this activity (policy/strategy/service/decision) have the potential to impact (either positively or negatively) upon any factors which determine people's health and wellbeing?**

- If the answer to ANY of the questions 4a, 4b or 4c of the Checklist is 'YES' then you must carry out an assessment. e.g. Proposed changes to Contact Centre Opening Hours  
'YES' = you need to carry out an EqHIA
- If the answer to ALL of the questions, 4a or 4b of the Checklist is NO, then you do not need to carry out an EqHIA assessment. e.g. Quarterly Performance Report  
'NO' = you DO NOT need to carry out an EqHIA. Please provide a clear explanation as to why you consider an EqHIA is not required for your activity.

## Using the Checklist

The assessment should take into account all the potential impacts of the proposed activity, be it a major financial decision, or a seemingly simple policy change. Considering and completing this EqHIA will ensure that all Council plans, strategies, policies, procedures, services or other activity comply with relevant statutory obligations and responsibilities. In particular it helps the Council to meet its legal obligation under the [Equality Act 2010 and the Public Sector Equality Duty](#) and its public health duties under the [Health and Social Care Act 2012](#).

## Having Due Regard

To have due regard means that in making decisions and in its other day-to-day activities, the Council must consciously consider the need to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups
- Foster good relations between different groups
- Reduce inequalities in health outcomes

## Combining Equality and Health Impact Assessment:

[Equality Impact Assessments \(EIAs\)](#) provide a systematic way of ensuring that legal obligations are met. They assess whether a proposed policy, procedure, service change or plan will affect people different on the basis of their 'protected characteristics' and if it will affect their human rights. Currently there are **nine protected characteristics** (previously known as 'equality groups' or 'equality strands'): age, disability, sex/gender, ethnicity/race, religion/faith, sexual orientation, gender reassignment, marriage/civil partnership, and pregnancy/ maternity/paternity.

An activity does not need to impact on all 9 protected characteristics – impacting on just one is sufficient justification to complete an EqHIA.

This [Equality and Health Impact Assessment \(EqHIA\)](#) brings together a single tool which will result in a set of recommendations to eliminate discrimination and inequality; enhance potential positive impacts and mitigate where possible for negative impacts.

In conducting this EqHIA you will need to assess the impact (positive, neutral or negative) of your activity on individuals and groups with **protected characteristics** (this includes staff delivering your activity), **socio-economic status** and **health & wellbeing**. Guidance on what to include in each section is given on the next pages.

### Guidance: What to include in background/context

In this section you will need to add the background/context of your activity, i.e. what is the activity intending to do, and why?

Make sure you include the scope and intended outcomes of the activity being assessed; and highlight any proposed changes. Please include a brief rationale for your activity and any supporting evidence for the proposal. Some questions to consider:

- What is the aim, objectives and intended outcomes?
- How does this activity meet the needs of the local population?
- Has this activity been implemented in another area? What were the outcomes?
- Is this activity being implemented as per best practice guidelines?
- Who were the key stakeholders in this activity?

required

\*Note that the boxes will expand as

### Guidance: Who will be affected by the activity?

The people who will be affected may be

**Residents:** pay particular attention to vulnerable groups in the population who may be affected by this activity

**Businesses/ manufacturing / developers / small, medium or large enterprises**

**Employees:** e.g. Council staff for an internal activity, other statutory or voluntary sector employees, local businesses and services

\*Note that the boxes will expand as required

### Guidance: What to include in assessing a Protected Characteristic e.g. AGE

Please tick (✓)  
the relevant box:

**Positive**

**Neutral**

**Negative**

**Overall impact:** In this section you will need to consider and note what impact your activity will have on individuals and groups (including staff) with protected characteristics based on the data and information you have. You should note whether this is a positive, neutral or negative impact.

**It is essential that you note all negative impacts. This will demonstrate that you have paid 'due regard' to the Public Sector Equality Duty (<https://www.gov.uk/government/publications/public-sector-equality-duty>) if your activity is challenged under the Equality Act.**

\*Note that the boxes will expand as required

**Evidence:** In this section you will need to document the evidence that you have used to assess the impact of your activity.

When assessing the impact, please consider and note how your activity contributes to the three aims of the Public Sector Equality Duty (PSED) as stated in the section above.

It is essential that you note the full impact of your activity, so you can demonstrate that you have fully considered the equality implications and have paid 'due regard' to the PSED should the Council be challenged.

- If you have identified a **positive impact**, please note this.
- If you think there is a **neutral impact** or the impact is not known, please provide a full reason why this is the case.
- If you have identified a **negative impact**, please note what steps you will take to mitigate this impact. If you are unable to take any mitigating steps, please provide a full reason why. All negative impacts that have mitigating actions must be recorded in the **Action Plan**.
- **Please ensure that appropriate consultation with affected parties has been undertaken and evidenced**



**Sources used:** In this section you should list all sources of the evidence you used to assess the impact of your activity. This can include:

- Service specific data, benchmarking with other organisations, national best practice
- Population, demographic and socio-economic data. Suggested sources include:
  - o Service user monitoring data that your service collects
  - o [www.essexinsight.org.uk](http://www.essexinsight.org.uk)
  - o [Office for National Statistics \(ONS\)](https://www.ons.gov.uk)

If you do not have any relevant data, please provide the reason why.

\*Note that the boxes will expand as required

### Guidance: What to include in assessing Health & Wellbeing Impact:

Please tick (✓) all the relevant boxes that apply:

**Positive**

**Neutral**

**Negative**

**Overall impact:** In this section you will need to consider and note whether the proposal could have an overall impact on, or implications for, people's health and wellbeing or any factors which determine people's health.

How will the activity help address inequalities in health?

Include here a brief outline of what could be done to enhance the positive impacts and, where possible, mitigate for the negative impacts.

\*Note that the boxes will expand as required

**Do you consider that a more in-depth HIA is required as a result of this brief assessment?** Please tick (✓) the relevant box

Yes ☐ No ☐

**Evidence:** In this section you will need to outline in more detail how you came to your conclusions above:

- What is the nature of the impact?
- Is the impact **positive** or **negative**? It is possible for an activity to have **both positive and negative impacts**. Consider here whether people will be able to access the service being offered; improve or maintain healthy lifestyles; improve their opportunities for employment/income; whether and how it will affect the environment in which they live (housing, access to parks & green space); what the impact on the family, social support and community networks might be
- What can be done to mitigate the negative impacts and/or enhance the positive impacts?
- If you think there is a **neutral impact**, or the impact is not known, please provide a brief reason why this is the case.
- What is the likelihood of the impact? Will the impact(s) be in weeks, months or years? In some cases the short-term risks to health may be worth the longer term benefits.
- Will the proposal affect different groups of people in different ways? A proposal that is likely to benefit one section of the community may not benefit others and could lead to inequalities in health.

**Please use the Health & Wellbeing Impact Tool in Appendix 2 as a guide/checklist to assess the potential wider determinants of health impacts.**

This tool will help guide your thinking as to what factors affect people's health and wellbeing, such as social support, their housing conditions, access to transport, employment, education, crime and disorder and environmental factors. It is not an exhaustive list, merely a tool to guide your assessment; there may be other factors specific to your activity.

Some questions you may wish to ask include:

- Will the activity impact on people's ability to socialise, potentially leading to social isolation?
- Will the activity affect a person's income and/or have an effect on their housing status?
- Is the activity likely to cause the recipient of a service more or less stress?
- Will any change in the service take into account different needs, such as those with learning difficulties?
- Will the activity affect the health and wellbeing of persons not directly related to the service/activity, such as carers, family members, other residents living nearby?
- If there is a short-term negative effect, what will be done to minimise the impact as much as possible?
- Are the longer-term impacts positive or negative? What will be done to either promote the positive effects or minimise the negative effects?
- Do the longer term positive outcomes outweigh the short term impacts?

\*Note that the boxes will expand as required

**Sources used:** In this section you should list all sources of the evidence you used to assess the impact of your activity. This could include, e.g.:

Information on the population affected

- Routinely collected local statistics (e.g. quality of life, health status, unemployment, crime, air quality, educational attainment, transport etc.)
- Local research/ Surveys of local conditions
- Community profiles i.e. Uttlesford JSNA

Wider Evidence

- Published Research, including evidence about similar proposals implemented elsewhere (e.g. Case Studies).
- Predictions from local or national models
- Locally commissioned research by statutory/voluntary/private organisations

Expert Opinion

- Views of residents and professionals with local knowledge and insight

\*Note that the boxes will expand as required

## Guidance: Outcome of the Assessment

On reflection, what is your overall assessment of the activity?

The purpose of conducting this assessment is to offer an opportunity to think, reflect and **improve** the proposed activity. It will make sure that the Council can evidence that it has considered its due regard to equality and health & wellbeing to its best ability.

It is not expected that all proposals will be immediately without negative impacts! However, where these arise, what actions can be taken to mitigate against potential negative effects, or further promote the positive impacts?

Please tick one of the 3 boxes in this section to indicate whether you think:

1. all equality and health impacts are adequately addressed in the activity – proceed with your activity pending all other relevant approval processes
2. The assessment identified some negative impacts which could be addressed – please complete the Action Plan in Section 4.
3. If the assessment reveals some significant concerns, this is the time to stop and re-think, making sure that we spend our Council resources wisely and fairly. There is no shame in stopping a proposal.

\*Note that the boxes will expand as required

### Guidance: Action Plan

For each protected characteristic/health & wellbeing impact where an impact on people or their lives has been identified, complete one row of the action plan. You can add as many further rows as required.

State whether the impact is Positive or Negative

Briefly outline the actions that can be taken to mitigate against the negative impact or further enhance a positive impact. These actions could be to make changes to the activity itself (service, proposal, strategy etc.) or to make contingencies/alterations in the setting/environment where the activity will take place.

For example, might staff need additional training in communicating effectively with people with learning difficulties, if a new service is opened specifically targeting those people? Is access to the service fair and equitable? What will the impact on other service users be? How can we ensure equity of access to the service by all users? Will any signage need changing? Does the building where the service being delivered comply with disability regulations?

### Guidance: Review

Changes happen all the time. A service/strategy/policy/activity that is appropriate at one time, may no longer be appropriate as the environment around us changes. This may be changes in our population, growth and makeup, legislative changes, environmental changes or socio-political changes.

Although we can't predict what's going to happen in the future, a review is recommended to ensure that what we are delivering as a Council is still the best use of our limited resources. The timescale for review will be dependent on the scale of the activity.

A major financial investment may require a review every 2-3 years for a large scale regeneration project over 10-15 years.

A small policy change may require a review in 6 months to assess whether there are any unintended outcomes of such a change.

Please indicate here how frequently it is expected to review your activity and a brief justification as to why this timescale is recommended.

### Guidance: Key Contacts

For further advice or information contact your Divisional Equality Lead Officer

Division/Services	Head of Division/Services	Tel.No.

## Appendix 2. Health & Wellbeing Impact Tool

Will the activity/service/policy/procedure affect any of the following characteristics? Please tick/check the boxes below

The following are a range of considerations that might help you to complete the assessment.

Lifestyle YES <input type="checkbox"/> NO <input type="checkbox"/>	Personal circumstances YES <input type="checkbox"/> NO <input type="checkbox"/>	Access to services/facilities/amenities YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> Diet <input type="checkbox"/> Exercise and physical activity <input type="checkbox"/> Smoking <input type="checkbox"/> Exposure to passive smoking <input type="checkbox"/> Alcohol intake <input type="checkbox"/> Dependency on prescription drugs <input type="checkbox"/> Illicit drug and substance use <input type="checkbox"/> Risky Sexual behaviour <input type="checkbox"/> Other health-related behaviours, such as tooth-brushing, bathing, and wound care	<input type="checkbox"/> Structure and cohesion of family unit <input type="checkbox"/> Parenting <input type="checkbox"/> Childhood development <input type="checkbox"/> Life skills <input type="checkbox"/> Personal safety <input type="checkbox"/> Employment status <input type="checkbox"/> Working conditions <input type="checkbox"/> Level of income, including benefits <input type="checkbox"/> Level of disposable income <input type="checkbox"/> Housing tenure <input type="checkbox"/> Housing conditions <input type="checkbox"/> Educational attainment <input type="checkbox"/> Skills levels including literacy and numeracy	<input type="checkbox"/> to Employment opportunities <input type="checkbox"/> to Workplaces <input type="checkbox"/> to Housing <input type="checkbox"/> to Shops (to supply basic needs) <input type="checkbox"/> to Community facilities <input type="checkbox"/> to Public transport <input type="checkbox"/> to Education <input type="checkbox"/> to Training and skills development <input type="checkbox"/> to Healthcare <input type="checkbox"/> to Social services <input type="checkbox"/> to Childcare <input type="checkbox"/> to Respite care <input type="checkbox"/> to Leisure and recreation services and facilities
Social Factors YES <input type="checkbox"/> NO <input type="checkbox"/>	Economic Factors YES <input type="checkbox"/> NO <input type="checkbox"/>	Environmental Factors YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> Social contact <input type="checkbox"/> Social support <input type="checkbox"/> Neighbourliness <input type="checkbox"/> Participation in the community <input type="checkbox"/> Membership of community groups <input type="checkbox"/> Reputation of community/area <input type="checkbox"/> Participation in public affairs <input type="checkbox"/> Level of crime and disorder <input type="checkbox"/> Fear of crime and disorder <input type="checkbox"/> Level of antisocial behaviour <input type="checkbox"/> Fear of antisocial behaviour <input type="checkbox"/> Discrimination <input type="checkbox"/> Fear of discrimination <input type="checkbox"/> Public safety measures <input type="checkbox"/> Road safety measures	<input type="checkbox"/> Creation of wealth <input type="checkbox"/> Distribution of wealth <input type="checkbox"/> Retention of wealth in local area/economy <input type="checkbox"/> Distribution of income <input type="checkbox"/> Business activity <input type="checkbox"/> Job creation <input type="checkbox"/> Availability of employment opportunities <input type="checkbox"/> Quality of employment opportunities <input type="checkbox"/> Availability of education opportunities <input type="checkbox"/> Quality of education opportunities <input type="checkbox"/> Availability of training and skills development opportunities <input type="checkbox"/> Quality of training and skills development opportunities <input type="checkbox"/> Technological development <input type="checkbox"/> Amount of traffic congestion	<input type="checkbox"/> Air quality <input type="checkbox"/> Water quality <input type="checkbox"/> Soil quality/Level of contamination/Odour <input type="checkbox"/> Noise levels <input type="checkbox"/> Vibration <input type="checkbox"/> Hazards <input type="checkbox"/> Land use <input type="checkbox"/> Natural habitats <input type="checkbox"/> Biodiversity <input type="checkbox"/> Landscape, including green and open spaces <input type="checkbox"/> Townscape, including civic areas and public realm <input type="checkbox"/> Use/consumption of natural resources <input type="checkbox"/> Energy use: CO2/other greenhouse gas emissions <input type="checkbox"/> Solid waste management <input type="checkbox"/> Public transport infrastructure