

# **WORCESTERSHIRE EQUALITY AND PUBLIC HEALTH IMPACT ASSESSMENT**

<b>Version Number</b>	<b>Date</b>	<b>Author</b>	<b>Amendment History</b>
V0.6	Sept 2018	MF / SB	Minor changes to cross referencing

## Table of Contents

WORCESTERSHIRE EQUALITY AND PUBLIC HEALTH IMPACT ASSESSMENT .....	1
Introduction.....	3
Equality and Public Health Impact assessment (EPHIA).....	4
Local context .....	4
National context.....	4
What is an Equality and Public Health Impact Assessment (EPHIA)? .....	5
When should an EPHIA be undertaken?.....	6
How much time and resource should be allowed for completion of the EPHIA .....	6
Who should undertake EPHIA? .....	6
The EPHIA process .....	6
Stages in a full EPHIA assessment.....	7
Stage 1 – Summary (of the main objectives, aims and intended outcomes of the policy) .....	7
Stage 2 – Scoping (information gathering/consultation) .....	7
Stage 3 – Assessment.....	8
Stage 4 – Recommendations, action planning and time frames .....	9
Stage 5 - Monitoring & Review.....	9
Stage 6 - Publication.....	9
Appendix A: Combined Worcestershire equality and public health impact assessment – SCREENING template .....	10
Part 1: Background Information (needed to identify the policy and prepare for screening) ...	10
Part 2: Equality & public health Impact screening.....	11
Part 3: Summary.....	13
Appendix B: Combined Worcestershire equality and public health impact assessment (EPHIA) – FULL template.....	14

## Introduction

This is a guide to conducting equality and public health impact assessments (EPHIAs) in Worcestershire. . It is relevant for project managers and for policy and decision makers at all levels across the county. It explains how to assess the Equality and Public Health relevance and impact of proposals and how to use the findings of EPHIAs in embedding equality and health considerations into the business of the Council.

An Equality Impact Assessment (EIA) is a tool for analysing a proposed plan, policy, programme or project, or a significant change to existing practice)to assess whether it could have a disproportionate impact on persons with any of the Protected Characteristics (listed in the Equality Act). The assessments are intended to highlight any potential inequality of outcome and should evidence that we have had Due Regard to the 3 aims of the Equality Duty. A Public Health Impact Assessment (PHIA) is undertaken to predict the health implications on a population of implementing a plan, policy, programme or project, and in so doing aid decision-making. PHIAs aim to enhance the potential positive aspects of a proposal while avoiding or minimising any negative impacts, with particular emphasis on disadvantaged sections of communities. In February 2016, the Council agreed a motion that all reports presented to Council should have a Public Health Impact Assessment and requested that Cabinet follow the same procedure in its reports.

EIAs and PHIAs have historically been conducted separately, but there are commonalities between the two assessments and a new process which combines them would be of benefit in understanding potential equality implications. . This guide provides background information and takes the reader step-by-step through the new assessment process. It combines several legacy documents into one with the intention of streamlining the process.

An equality and public health impact assessment consists of a 'screening' and, where relevant, a 'full assessment' . The assessment should be completed by the officer responsible for the policy or decision, after reading through this guide:

Screening: EPHIA screening has two functions. Firstly, it is a tool to identify the possible relevance of proposals for equality and health in the lives of the local population. Secondly it will enable you to assess whether a full impact assessment is needed. The EPHIA screening template can be found in

**Appendix A: Combined Worcestershire equality and public health impact assessment – SCREENING template** If the EPHIA screening identifies issues which require further analysis a full assessment should be completed.

1. Full assessment: EPHIA full assessment considers issues in more detail than screening, and includes development of an action plan and monitoring framework for any issues identified. The full EPHIA template can be found in **Appendix B: Combined Worcestershire equality and public health impact assessment (EPHIA) – FULL template**

Please note that the term 'policy' is used throughout this guidance as shorthand for 'policies, practices, activities, strategies, plans, projects, procedures, functions and protocols – encompassing the entire range of activity in which we are involved.

Completed assessments are published on the Worcestershire County Council website ([http://www.worcestershire.gov.uk/info/20132/equality\\_and\\_diversity/494/equality\\_impact\\_assessments](http://www.worcestershire.gov.uk/info/20132/equality_and_diversity/494/equality_impact_assessments)).

## **Equality and Public Health Impact assessment (EPHIA)**

### **Local context**

The Council required the completion of Equality Relevance Screening and, where appropriate, more detailed assessment for all policies, plans, projects, etc. Cabinet report templates include space for summarizing Equality findings. Where detailed analysis has been completed the assessment must be appended to the Cabinet report. Any decision report published by responsible Cabinet members must also evidence that potential equality relevance and implications have been considered.

In February 2016, the Council agreed a motion that all reports presented to Council should have a Public Health Impact Assessment and requested that Cabinet follow the same procedure in its reports.

The Worcestershire Health and Wellbeing Board<sup>1</sup> oversees local health commissioning and leads on the strategic planning of various health services. Its sub-group, the Worcestershire Health Improvement Group<sup>2</sup>, has adopted Public Health Impact Assessment as an approach to embed health into various projects across the county.

### **The Public Sector Equality Duty (PSED)**

EPHIA is not only a valuable tool in shaping our policies; it also contributes to wider achievement of the aims of the PSED. The PSED is not a new concept, but existing duties in respect of Race, Disability and Gender have been rationalised and extended to cover all of the Protected Characteristics by the 2010 Equality Act. As a result we now have a single Equality Duty for the Public sector. The PSED lists three aims: -

- To eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010.
- To advance equality of opportunity between persons who share a relevant Protected Characteristics and persons who do not share it.
- To foster good relations between persons who share a relevant Protected Characteristics and persons who do not share it.

Public bodies are required to have "Due Regard" (which means consciously to consider) these aims in their day to day work – in shaping policy, in service delivery and in relation to their own employees. Completed EIAs include analysis, recommendations and actions which are essential in understanding and addressing inequality (as required by the PSED).

### **National context**

In May 2010, the Government, in its White Paper, Equity and Excellence: Liberating the NHS, set out its intention to strengthen the role of local government in local health services, and two months later in a further White Paper, Healthy Lives, Healthy People: Our Strategy for Public Health in England, the Coalition made it clear that *“local government and local communities will be at the heart of improving health and wellbeing for their populations and tackling inequalities.”*<sup>3</sup>

Healthy Lives, Healthy People was the Government’s response to Sir Michael Marmot’s 2010 review of health inequalities, commissioned in 2008 by the then Labour Government. The Marmot report 'Fair Society, Healthy Lives' (2010)<sup>4</sup> clearly laid out that local authorities are best placed to lead action on reducing health inequalities as they are best placed to orchestrate the partnerships necessary to address the social determinants of health at local level.

In 2012, the Health and Social Care Act gave local government a new set of duties to protect and improve public health, transferring the responsibility for public health to upper-tier local authorities i.e. county councils. The Act established the Health & Wellbeing Boards to be forums where key health leaders can work together to improve the health and wellbeing of residents and reduce health inequalities, through agreeing priorities for action and encouraging commissioners to work together.

### **What is an Equality and Public Health Impact Assessment (EPHIA)?**

---

<sup>1</sup> Members of the **Health and Well-being Board** include the Cabinet Member for Health and Well-being (Chair), the Leader of the Council, the Chief Executive and cabinet members of WCC, Director of Adult Services and Health, Director of Children's Services, NHS, Healthwatch, Police, District Councils and the Voluntary and Community Sector.

<sup>2</sup> The **Health Improvement Group** is chaired by the Cabinet Member for Health and Well-being and includes elected members from each of Worcestershire's district councils, as well as officer support from district councils, the Director of Public Health, CCGs, Police, VCS, Housing, and the University of Worcester.

<sup>3</sup> HM Government, Healthy Lives, Healthy People: Our Strategy for Public Health in England, November 2010, executive summary

<sup>4</sup> The Marmot Review, Fair Society, Healthy Lives: Strategic Review of Health Inequalities in England post 2010

An EPHIA is a two part process and combines elements from both the legacy EIA and PHIA. Part 1 involves completing a 'screening template' to identify if there are any equality or public health issues which may necessitate a more detailed assessment (Part 2). Part 2, if required, involves the completion of a full assessment. Combining equality impact assessments and public health impact assessments into a single process means that responsible officers will be required to complete one template instead of two. A significant proportion of the local population who could be impacted from a Health perspective will also have one or more of the Protected Characteristics, so it is logical to carry out a combined assessment.

The benefits of conducting an EPHIA are given below:

### Assessing the impact on equality

- Understanding the likely impact of action you propose to take will help you to ensure that you are using Council resources as efficiently and fairly as possible.
- Where the Assessment identifies potential inequality or inefficiency you have an opportunity to make changes to mitigate any potential adverse impact identified.
- Findings can be used in assessing cumulative impact of a number of policies for particular Protected Groups.
- It enables you to identify and take action to reduce the likelihood of possible unlawful discrimination which might otherwise result from the implementation of the policy.
- It supports consideration of how we can advance equality of opportunity and foster good community relations between people who share one or more of the Protected Characteristics and those who do not.
- Service User consultation and the publication of the EIA on the Council website evidence fairness, transparency and accountability in our decision-making.

### Assessing the public health impact

- Identifies positive and negative health impacts of a proposal on different population groups
- Enables to identify avenues to enhancing positive health impacts and mitigating negative health impacts
- Contributes to addressing health inequalities in the project area
- Develops a number of recommendation to improve the project
- Allows local communities to influence decisions which may affect their health and wellbeing

## When should an EPHIA be undertaken?

### New policies

- As soon as there is enough detail to carry out meaningful analysis and consultation.
- While it is still possible for findings to influence final proposals. Carrying out an EPHIA after a decision has been taken is a squandered opportunity and a waste of resources.

### Existing policies

- When significant changes to the policy are under consideration.
- When a planned review is carried out.
- When you become aware of significant changes in the target population for an existing policy.

## How much time and resource should be allowed for completion of the EPHIA

This will depend on the scale and complexity of the proposals, but sufficient time should be allowed to facilitate any user consultation, research and data analysis which may be required. Resources allocated for the EPHIA should be in proportion to the anticipated degree of impact and the number of people likely to be affected. Thorough analysis of potential impact will highlight

where proposals may need to be modified to advance equality of opportunity and avoid discrimination. It will also reduce the risk of legal challenge on the basis that the Council failed sufficiently to consider the 3 aims of the Public Sector Equality Duty before the proposals were implemented. value

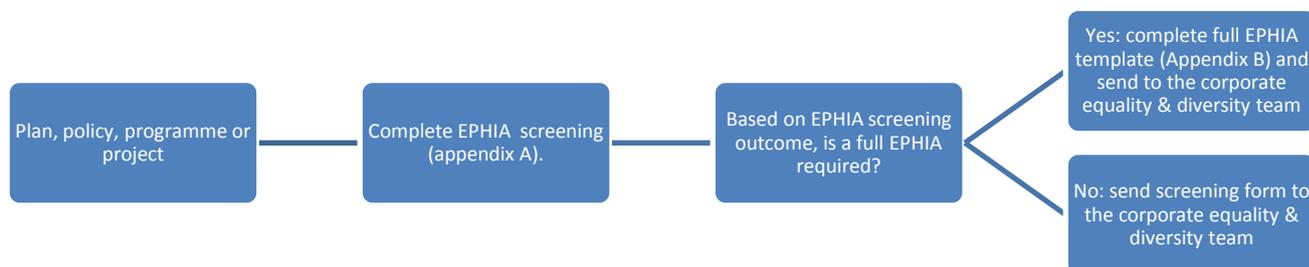
### Who should undertake EPHIA?

An individual or group of officers who:

- Understand the EPHIA process.
- Have a clear understanding of what is proposed.
- Are responsible for the design/implementation of the plan, policy, programme or project.
- Have sufficient authority to identify and commit to possible mitigating action.

### The EPHIA process

A summary of the EPHIA process is given in the following flow chart. Screening is conducted on all plans, policies, programmes or projects (see appendix A). If screening indicates that a full assessment is needed, the template in Appendix B should also be completed.



### Stages in a full EPHIA assessment

#### Stage 1 – Summary (of the main objectives, aims and intended outcomes of the policy)

Explain what is proposed as clearly and concisely as possible – avoiding long sentences, acronyms and jargon. Remember that the assessment needs to be understandable for anyone who might wish to read it. It will be published on the County Council website.

#### Stage 2 – Scoping (information gathering/consultation)

Scoping of equality and public health impacts:

#### ***Equality / Protected Characteristics***

Protected Characteristics are specified in the Equality Act, 2010. It should be remembered that individuals may have more than one of the Protected Characteristics<sup>5</sup>. Protected Characteristics have been identified because they have historically been linked with disadvantage and unlawful discrimination in our society.

<sup>5</sup> <https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>

Protected characteristics are:

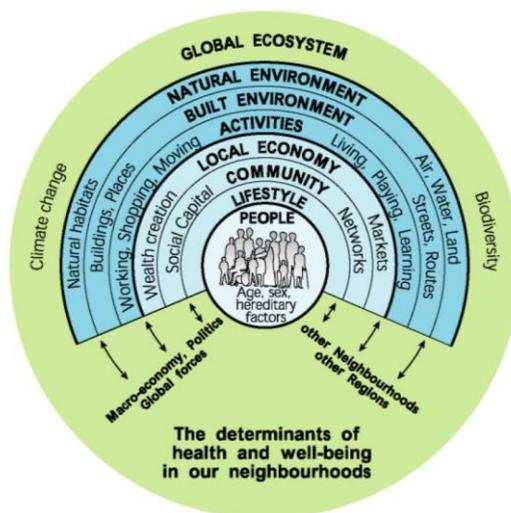
- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion and Belief
- Sex
- Sexual Orientation

### Health considerations

Figure 1 shows health and wellbeing determinants. Consideration of these factors can help to assess how a proposal may impact on people, in particular in the context of the natural and built environment they live in.

Table 1 specifies the type of health related categories that should be considered. Use figure 1 and table 2 to help assess the wider impacts that a proposal may have.

**Figure 1 The determinants of health and well-being in our neighbourhoods**



Source: Barton and Grant (1998)

**Table 1 Categories of influences on health**

### Health related issues when considering the health impact of a plan/policy/project on the local population

Biological factors	age, sex, genetic factors
Personal / family circumstances and lifestyle	family structure and functioning, primary / secondary / adult education, occupation, unemployment, income, risk-taking behaviour, diet, smoking, alcohol, substance misuse, exercise, recreation, means of transport (cycle / car ownership)
Social environment	culture, peer pressures, discrimination, social support (neighbourliness, social networks / isolation), community /cultural / spiritual participation
Physical environment	air, water, housing conditions, working conditions, noise, smell, view, public safety, civic design, shops (location /range / quality),

	communications (road / rail), land use, waste disposal, energy, local environmental features
Public services	access to (location / disabled access / costs) and quality of primary / community / secondary health care, child care, social services, housing / leisure / employment / social security services; public transport, policing, other health relevant public services, non-statutory agencies and services
Public policy	economic / social / environmental / health trends, local and national priorities, policies, programmes, projects

*Source: Model for rapid health impact assessment - Barnes and Scott Samuels*

### **Stage 3 – Assessment**

Analyse information and prioritise potential equality and health impacts

- Consider the effects on different population groups for each impact category.
- Assess the type and level of impact of the proposal. Identify whether the proposal will have a positive, negative or no impact on the particular population group.

#### ***Justification for proposed course of action***

There are circumstances where, although the EPHIA evidences that some individuals will be disproportionately adversely affected specifically because of Protected Characteristics they possess, the decision is made to continue with the policy or course of action. In these circumstances the rationale behind continuation and any alternative or mitigating action which has been considered but rejected must be clearly explained. The decision to continue with the proposed course of action will often be influenced by the need to deliver statutory services as efficiently as possible using available resources. While the Public Sector Equality Duty requires us to carefully consider the impact of proposals for Protected Groups It does not prevent Councils from taking action which will adversely impact those groups – provided that the implications have been properly researched and can be justified.

### **Stage 4 – Recommendations, action planning and time frames**

There is currently no corporate mechanism to monitor progress against actions detailed at stage 4. It is therefore essential that agreed actions are captured in team, service or Directorate plans, as appropriate.

### **Stage 5 - Monitoring & Review**

Please refer to the notes regarding stage 4 (above).

The requirements of the PSED continue once a policy has been implemented, so it is important that mechanisms are established which will monitor whether a policy achieves desired outcomes and that it does not lead to unanticipated inequality. Periodic evaluation and review must be included in action planning.

## **Stage 6 - Publication**

The Council publishes all completed EPHIAs (and existing EIAs) on its website. The Corporate Equality and Diversity Manager is responsible for publication and completed documents must be forwarded to the Equality and Diversity Team.

When completing the screening please use plain English avoiding the use of acronyms or jargon. Any documents referred to should be attached to this screening form.

## **Appendix A: Combined Worcestershire equality and public health impact assessment – SCREENING template**

This form is not a full Impact Assessment. It is a screening exercise designed to establish if you need to carry out a full EPHIA – please complete parts 1, 2 and 3. When completing the screening please use plain English avoiding the use of acronyms or jargon. Any documents referred to should be attached to this screening form.

Throughout this exercise the term 'policy' (or 'policies') is used as shorthand for 'policies, practices, activities, strategies, plans, projects, procedures, functions and protocols'. It therefore needs to be interpreted broadly to embrace the full range of functions, activities, plans and decisions for which the County Council is responsible.

### **Part 1: Background Information (needed to identify the policy and prepare for screening)**

Name:	
Job Title:	
Service area:	
Directorate:	Choose an item.
Telephone:	
Email address:	
Date assessment commenced:	<a href="#">Click here to enter a date.</a>
Date assessment completed:	<a href="#">Click here to enter a date.</a>

**Function, strategy, project, policy or procedure being assessed:**

Name of the function, strategy, project, policy or procedure being assessed:	
Is this a new or an amended policy?	Choose an item.
Does the policy form part of a wider programme which has already been screened for equality relevance?	Choose an item.
Population affected - Does the policy affect service users, employees, the wider community, or a combination of these?	
Who is formally responsible for the <b>delivery</b> of this policy? If different, who is responsible for <b>leading</b> on the delivery?	
Who are the main stakeholders and how will they be involved? What (if any) previous consultation has been carried out for this policy? Who was consulted and when?	
Is equality monitoring in place for this policy?	

**Part 2: Equality & public health Impact screening**

The purpose of the following section is to a) assess the potential disparate effects of the policy to groups of people (staff and/or residents) who share certain characteristics which relate to the following factors ("Protected Characteristics"): Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy/maternity, Race, Religion/Belief, Sex and Sexual Orientation. And to b) anticipate the public health impacts to people in general.

The answers you provide will help you determine whether you will need to carry out an EPHIA.

If you require further information or advice please contact the Equality and Diversity Team on 01905 846225 or [Equality@worcestershire.gov.uk](mailto:Equality@worcestershire.gov.uk) or the Public Health Team on [HWBadmin@worcestershire.gov.uk](mailto:HWBadmin@worcestershire.gov.uk).

Impact Category		Positive	Neutral	Negative	Unknown	Recommendation			
		Please place 'x' in one box				Full assessment required?			
2.1	What is the likely impact of this policy on service delivery or other aspects of daily life for people because they share certain characteristics which relate to the following:	Age				<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not selected	
		Disability							
		Gender reassignment							
		Marriage/Civil Partnership status							
		Pregnancy/maternity							
		Race							
		Religion or belief							
		Sexual orientation							
		Sex							
		<i>(Brief description of potential impacts and how these are mitigated or enhanced)</i>							
2.2	Does the policy relate to an area where inequalities are already known to exist?					<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not selected	
		<i>(Brief description of potential impacts and how these are mitigated or enhanced)</i>							
2.3	For existing policies only - is there any evidence of potential or actual unplanned variations in the participation levels or	Age				<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not selected	
		Disability							
		Gender reassignment							
		Marriage/Civil Partnership							
		Pregnancy/maternity							
		Race							
		Religion or belief							

	use of the policy between different groups?	Sexual orientation							
		Sex							
	<i>(Brief description of potential impacts and how these are mitigated or enhanced)</i>								
3.1	What is the likely impact of the policy on social & economic factors					<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not selected	
	<i>(Brief description of potential impacts and how these are mitigated or enhanced)</i>								
3.2	What is the likely impact of the policy on physical Health					<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not selected	
	<i>(Brief description of potential impacts and how these are mitigated or enhanced)</i>								
3.3	What is the likely impact of the policy on mental health and wellbeing					<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not selected	
	<i>(Brief description of potential impacts and how these are mitigated or enhanced)</i>								
3.4	What is the likely impact of the policy on access to services					<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not selected	
	<i>(Brief description of potential impacts and how these are mitigated or enhanced)</i>								

### Part 3: Summary

Based on the factors above, is a full 'Equality and Public Health Impact Assessment' required for this policy?

<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not selected
--------------------------------------	--------------------------	------------------------------------

A full assessment is not always needed. Where you have decided that an assessment is not required please clearly summarise the reasons for your decision, including any factors you have taken into account, in the box below. Please then ensure this screening form is signed-off by your line manager and sent to the Corporate Equality and Diversity Team for publication.

<b>Equality and public health impact assessment not required: reasons and additional comments</b>

Signed (completing Officer): ..... Date: .....

Signed (Line Manager): ..... Date: .....

For queries relating to equality and diversity, please contact [Equality@worcestershire.gov.uk](mailto:Equality@worcestershire.gov.uk)  
 For queries relating to public health, please contact [HWBadmin@worcestershire.gov.uk](mailto:HWBadmin@worcestershire.gov.uk)

Please ensure this screening form is signed-off by your line manager and sent to the Corporate Equality and Diversity Team.  
[Equality@worcestershire.gov.uk](mailto:Equality@worcestershire.gov.uk)

**Appendix B: Combined Worcestershire equality and public health impact assessment (EPHIA) – FULL template**

**Please see pages 7-9 for guidance on each stage.**

**Background information:**

Name:	Rachel Datlen
Job Title:	Countryside Greenspace, Gypsy Service and Road Safety Education Manager
Service area:	Communities
Directorate:	CF&C
Telephone:	01905 844881
Email address:	rdatlen@worcestershire.gov.uk

Date assessment commenced:	11/10/2018
Date assessment completed:	<a href="#">Click here to enter a date.</a>

**Function, strategy, project, policy or procedure being assessed:**

Name of the function, strategy, project, policy or procedure being assessed:	Introduction of car parking charges at Worcester Woods Country Park
Is this a new or an amended policy?	New
Does the policy form part of a wider programme which has already been screened for equality relevance?	No
Population affected - Does the policy affect service users, employees, the wider community, or a combination of these?	The policy will affect visitors to the country park who park a vehicle, including those who attend meetings and events.
Who is formally responsible for the <b>delivery</b> of this policy? If different, who is responsible for <b>leading</b> on the delivery?	Rachel Datlen, Countryside Greenspace, Gypsy Service and Road Safety Education Manager
Who are the main stakeholders and how will they be involved? What (if any) previous consultation has been carried out for this policy? Who was consulted and when?	<ul style="list-style-type: none"> <li>• Visitors to the Country Park</li> <li>• Community groups who use the Country Park</li> <li>• Meeting room hirers</li> <li>• Café tenant</li> </ul> <p>It is not proposed that a formal public consultation takes place regarding the proposal to introduce charges at the Country Park, but that a public information exercise is carried out instead. This will explain the reason for the charges, how the regime will work, focus on the fact that all income raised goes towards off-setting the cost of running the site and provide an opportunity to ask questions. Stakeholders such as meeting room users will also be informed and engagement with staff at County Hall and surrounding facilities such as Wildwood Drive offices and St Richards Hospice carried out.</p> <p>A working group that includes the Café tenant meets regularly to steer the project.</p>
Is equality monitoring in place for this policy?	Yes

**Stage 1 - Please summarise the main objectives, aims and intended outcomes of this policy**

## Aims/Objectives:

### **Background**

The Countryside and Greenspace Service has made savings of over £800,000 since 2010 and the aim of the Countryside Greenspace Team becoming self-financing was endorsed by Cabinet a number of years ago.

3. Charging visitors for parking at Worcester Woods Country Park car park has been under consideration for many years. Charges at Waseley Hills Country Park were introduced in the late 1990s and contribute a valuable income stream towards the running of countryside sites.

4. Worcester Woods Country Park is an award-winning facility that is extremely popular with visitors (over 600,000 visits annually). Most sites with a similar range of facilities around the county currently either charge for entry or charge for car parking. It would not be desirable (or possible) to levy an entry charge to use the Country Park and this proposal would mean that the Country Park itself remains free to use to visitors - it is only parking a vehicle which would incur a charge. The Country Park is well served by bus and is on the local cycleway network.

5. In 2014, as part of wider County Hall campus parking changes, the number of dedicated country park visitor-only car parking spaces at the Country Park was increased, so that fewer (but dedicated) spaces became available for staff parking during term time only. The whole of the Countryside Centre car park is available for country park visitors only, during school holidays. However, to deter unauthorised parking, a Car Park Attendant is employed by the Countryside Service Mon-Thurs 08:30-10:30.

### **Future Proposals**

6. The proposal is to introduce car parking charges at Worcester Woods Country Park across 208 spaces, including 9 disabled spaces (i.e. the whole of Countryside Centre car park), 365 days per year (access to the car park is prevented after 10pm at night until 5am in the morning).

7. In developing the proposal at Worcester Woods Country Park, consideration has been given to the charges at other similar facilities locally. For example:

- Wyre Forest Visitor Centre (£3 for 0-2 hours, £4 for 2-4 hours, £5 all day)
- Malvern Hills Trust car parks (£4.20 minimum charge)
- National Trust car park at Clent Hills (£2.50 minimum charge)
- Queenswood Country Park (£1.50 <1 hour, £3.00 1-2 hours, £4.00 >2 hours)
- Annual passes at Malvern Hills Trust sites are £35, Coombe Abbey Country Park is £43.40, Crickley Hill Country Park is £150

- Birmingham City Council is currently introducing car parking charges at Lickey Hills Country Park, but the detail of the charge is not yet established.
- Current charges at Waseley Hills Country Park are as follows:
  - Up to 1 hour – 90p
  - Over 1 hour - £1.90
  - Annual pass £27.

The Waseley Hills charges are increased annually. The proposed charges at Worcester Woods would be initially higher than Waseley Hills, but there is also a need to prevent or discourage unauthorised parkers who are not Country Park users but who might otherwise take a space instead of, for example, paying higher rates at the Hospital.

8. It is proposed that the charges introduced at Worcester Woods Country Park would be in the region of:-

<b>Time</b>	<b>Charge</b>
up to 15 mins	Free
up to 1 hour	£1
1-2 hours	£2
2-4 hours	£3
Over 4 hours	£7
Annual pass	£60 (equates to a charge of around £1.15 per week and enables parking for up to 2 hours twice per day).

These charges are considered reasonable and will reduce the cost to the general council tax payer by providing an income stream to meet the costs of the service, are within the range of similar venues as listed above and reflect typical visitor lengths of stay.

The majority of visitors to the Country Park stay between 1 and 4 hours. So that non-users of the Country Park car park (e.g. hospital users, county hall campus staff and visitors) are dissuaded from purchasing an annual pass or paying for a whole day's parking, a time limit of 2 hours twice per day for an annual pass visit and a charge of £7 for a one-off visit of over 4 hours is being proposed. If charges are introduced, the number of previously non-users of the Country Park would be reduced significantly, to the benefit of genuine Country Park visitors.

10. The ability for people to park for free for up to 15 minutes will accommodate country park visitors who wish to use toilet facilities and/or purchase take-away refreshments at the Orchard Café.

11. Adherence to the parking charges will be managed via a 'pay on exit' system. This will reduce the need for enforcement by staff. Pay machines will be placed adjacent to the café, toilets and meeting rooms, which provide the main hub of the

	<p>Country Park and where people tend to arrive at and leave the site from. Pay machines will offer several payment options including contactless payment.</p> <p>12. Worcester Woods Country Park has a thriving, award-winning café which brings many visitors to the Country Park. The Council wants to maintain the positive working relationship with the café tenant and these proposals have been discussed with her. To incentivise patronage of the Orchard Café, the ability for visitors to get a refund of a percentage of the car parking charge if they spend over a set amount in the Orchard Café will be investigated.</p> <p>13. It is also envisaged that users of the meeting rooms at the Country Park will comply with the car park charging regime. Whilst this may have some negative impact on room hire revenue, it is considered that it would be more cost effective than administering a concessions scheme.</p> <p>14. Mass participation events that currently make use of wider campus parking will be included in the charging regime as participants will be using the Country Park (and therefore the pay on exit system) to exit the campus.</p> <p>15. An exemption or concessionary rate will be introduced for those using a blue badge displayed correctly, for disabled visitors. 9 dedicated parking bays would continue to be provided.</p> <p>16. Proposed timescales for the implementation of the new charges is Summer 2019 by which time the wider campus staff car parking management options (see paragraphs 18- 22) should be determined. Capital expenditure for the proposals in this report is estimated at £40,000 and would involve the purchase of car park machines and alterations to the barrier system at the Country Park car park. This has been accounted for by reducing the savings in the first year of implementation. The annual income predicted to be generated from the proposed charges thereafter is estimated to be around £140,500.</p>
Intended outcomes:	See above
Please summarise how these outcomes will be achieved?	See above
Where an existing policy is to be amended please summarise principle differences between the existing and proposed policies?	N/A

**Stage 2 - Scoping (information gathering/consultation)**

<p>Please give details of data and research which you will use when carrying out this assessment:</p>	<ul style="list-style-type: none"> <li>• Visitor comment card data - completion of paper cards in visitor centre and electronic feedback via QR codes posted around the Country Park</li> <li>• Feedback via Country Park Facebook page and Trip Advisor</li> <li>• Verbal feedback from visitors, meeting room users, café tenant and staff.</li> <li>• Knowledge and experience of Countryside Service staff.</li> <li>• Feedback and experience of other Countryside Services nationally who have implemented similar projects.</li> </ul>
<p>Please give details of any consultation findings you will use when carrying out this assessment:</p>	<p>No formal consultation has taken place, see above.</p>
<p>Do you consider these sources to be sufficient?</p>	<p>Yes</p>
<p>If this data is insufficient, please give details of further research/consultation you will carry out:</p>	<p>N/A</p>
<p>Please summarise relevant findings from your research/consultation:</p>	<ul style="list-style-type: none"> <li>• Over 50% of visitors visit the Country Park for between 0 and 2 hours.</li> <li>• Around 25% of visitors visit the Country Park for between 2 and 4 hours.</li> <li>• Regular users of the Country Park include parents with younger children, dog walkers, disability groups (both adults and children), dog training groups, fitness groups such as Park Run and British Military Fitness.</li> <li>• Regular users of the meeting rooms include Monkey Music, Rhythm Time, charities, business users, public sector, Scouts, children's holiday club.</li> <li>• Many people expect to pay to park at the Country Park and are surprised when they discover that it is currently free of charge. Staff report that people frequently ask where they can pay for parking.</li> <li>• Some individuals and groups that currently use the site may decide to use alternative venues, although similar charges do apply elsewhere.</li> </ul>

### Stage 3 – Assessment

#### Equality Impact Assessment

Based on your findings, please indicate using the table below whether the policy could have an adverse, neutral or positive impact for any groups of people who share characteristics related to the following:

Protected characteristic	Positive	Neutral	Adverse
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion and belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<p>Please provide details of all positive and adverse impact you have identified:</p>	<p>Consideration has been given to;</p> <ul style="list-style-type: none"> <li>• The location and positioning of pay machines in the car park so that people with disabilities are not adversely affected. These will be placed adjacent to the café, toilets and meeting rooms, which provide the main hub of the Country Park and where people tend to arrive at and leave the site from.</li> <li>• The charging structure so that those who may take longer to carry out activities during a visit to the Country Park (e.g. people with a disability or a young baby) are not disadvantaged by an unreasonable time restriction which forces them into a higher charging band. Visitors are able to park for free for up to 15 minutes.</li> <li>• The number and location of disabled spaces in the car park so that these are located as near as possible to pay machines, café, toilets and meeting rooms.</li> <li>• The use of the meeting rooms by disabled groups and those with babies who will be included in the new car park charging regime.</li> <li>• The likelihood that the introduction of charges will reduce the use of the Country Park by non-users, such as people visiting the hospital, office workers and visitors to County Hall Campus. There is evidence that some of these non-users of the Country Park are displacing genuine users who may have to park elsewhere or avoid visiting the Country Park, which would particularly disadvantage people with a disability</li> </ul>
---	--

	<p>or young baby.</p> <ul style="list-style-type: none"> <li>• A car parking charges could also reduce anti-social behaviour, which periodically has been an issue at the Country Park, particularly during the evening.</li> <li>• As a result of a car parking charge, some visitors may decide to travel to the Country Park via public transport, which would have a positive impact on climate change and is something that we have tried to encourage for many years. It may also encourage some visitors to car share.</li> <li>• Worcester Woods Country Park is a Green Flag award winning, Accredited Country Park that provides accessible greenspace to many different users, including those with protected characteristics. The introduction of car parking charges will ensure that the Greenspace Team becomes self-financing and so is not at risk from a reduced subsidy from the County Council, which would put the future of Country Parks, Nature Reserves and Picnic Places at risk in Worcestershire.</li> <li>• Income generated via charges will be used to maintain the Country Park will be widely communicated on site and via Facebook and web pages.</li> </ul>
Where possible please include numbers likely to be affected:	Not able to accurately quantify, but potential adverse impact could affect several hundred visitors, but this will be mitigated by the measures described above.
Where potential adverse impact has been identified, can continuation of the proposed policy be justified?	<p>Yes</p> <p>If yes, please explain your reasons:</p> <p>Please see above how consideration of these issues has reduced/eliminated potential negative impact.</p>
Do you consider that this policy will contribute to the achievement of the three aims of the Public Sector Equality Duty?	<p>Please indicate which of these aims is achieved through this policy:</p> <p>To advance equality of opportunity between persons who share a relevant Protected Characteristic and persons who do not share it.</p> <p>Please explain how the policy contributes to achievement of any aims you have selected:</p> <p>By ensuring an equitable and inclusive approach to charges for car parking.</p>
<p>The Public Sector Equality Duty has the following three aims:</p> <ol style="list-style-type: none"> <li>1. To eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010.</li> <li>2. To advance equality of opportunity between persons who share a relevant Protected</li> </ol>	

Characteristic and persons who do not share it.

3. To foster good relations between persons who share a relevant Protected Characteristic and persons who do not share it.

### Public health impact assessment

Factor	Description of impact	Positive	Neutral	Adverse	Specific recommendations and/or mitigation
Social & economic	May affect those on a low income	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>• Consideration has been given to comparison with charging structures at similar local attractions.</li> <li>• Charging structure takes account of most popular duration of visit.</li> <li>• An annual pass system has been incorporated into the charging structure.</li> <li>• The ability for visitors to get a refund of a percentage of the car parking charge if they spend over a set amount in the Orchard café will be investigated.</li> <li>• The charge is for parking a vehicle at the Country Park, not for visiting the Country Park.</li> </ul>
Physical Health	May make a visit to the Country Park less attractive and so reduce potential positive effect on physical health	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See above

Mental health & well-being	May make a visit to the Country Park less attractive and so reduce the potential positive effect on mental health	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See above
Access to services		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

#### Stage 4 – Recommendations, action planning and time frames

Please list any actions you will take to mitigate any adverse impact you have identified (regarding equality and/or public health considerations):

Planned action	By who	By when	How will this be monitored
See above for Equality and Public Health mitigation measures.	Greenspace Team	Summer 2019	Via car parking charges working group and Visitor Centre Working Group.

Please indicate how these actions will be taken forward as part of your team/service/directorate planning:	Ongoing commitment to monitoring visitor feedback and data through Team action plan and KPIs.
--	---

#### Stage 5 - Monitoring & Review

How frequently will proposed action be monitored?	The visitor comment card system and electronic visitor feedback via QR codes includes optional Equality Monitoring questions. These questions will enable identification of any potential adverse impact with regard to visitors or non-visitors who may have one or more of the protected characteristics, and allow opportunity for this to be addressed.
How frequently will intended outcomes be evaluated?	Six weekly at Country Park Visitor Centre Working Group meetings and ongoing through visitor feedback and budget monitoring.
Who will be responsible for	Robert Stevenson, Countryside Sites Officer

monitoring and evaluation?	Laura Pitt, Countryside Centre Support Officer
How will you use the monitoring and evaluation results?	To determine whether there need to be any modifications to the car park charging system.

### Stage 6 - Publication

**Worcestershire County Council requires all assessments to be published on our website. Please send a copy of this assessment to the Corporate Equality and Diversity Team for publication.**

	Signature	Date
<b>Completing Officer:</b>	<b>Rachel Datlen</b>	11/10/2018
<b>Lead Officer:</b>	<b>Rachel Datlen</b>	11/10/2018
<b>Service Manager:</b>	<b>Hannah Needham</b>	11/10/2018