

## Appendix 1 - EQIA Stage One: Initial Screening Assessment Form

This should be used once it has been decided that a specific strategy, policy or project requires an initial screening.

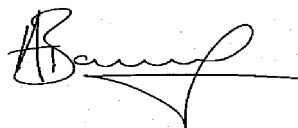
**Name of strategy, project, policy:** Increased Car Park Charges - Weekends and Bank Holidays  
**Department:** Open Spaces - Burnham Beeches  
**Officer/s completing assessment:** Andy Barnard – Superintendent, The Commons  
 Gerry Kiefer. Business manager --Open Spaces Dept.

The strategy, policy or project		
1.	What is the main purpose of the policy?	Generate income or £20,000 to meet Service Based review commitments
2.	Is the policy affected by external drivers for change?	Yes – see above
3.	List the main activities of the policy?	Increase the car park charge from £2.00 per day to £3.00 day at weekends & bank holidays at Burnham Beeches.
4.	Who implements the policy?	Epping Forest and Commons Committee, Director of Open Spaces and the Superintendent of The Commons
5.	Who will be affected by the policy?	All weekend and bank holiday car based visitors to Burnham Beeches
6.	What outcome do you want to achieve, why and for whom?	Generation of income sufficient to meet the £20,000 Service Based Review commitment to ensure the maintenance of jobs and service standards at Burnham Beeches
7.	Are any other organisations involved?	No – however, benchmarking against other local open space providers has taken place to ensure parity
8.	Are there any existing assessments or inspections?	Existing car park data.
9.	Who have you consulted on the policy/?	Epping Forest and Commons Committee, Burnham Beeches Consultation Group, Staff.
10.	Who are the main beneficiaries of the policy?	Burnham Beeches and Stoke Common charity

<b>The Impact:</b>	Tick the boxes which apply for each 'target group'					
<b>Equality Target Group</b>	<b>Positive Impact</b>		<b>Neutral Impact</b>	<b>Negative Impact</b>		<b>Reason/Comment</b>
	<b>High</b>	<b>Low</b>		<b>High</b>	<b>Low</b>	
<b>Gender</b>						
Women			✓			The proposal is for an increase in charge for car parking at weekends and bank holidays and therefore impacts equally on all car borne visitors.
Men			✓			As above
Transgender			✓			As above
<b>Race</b>						
Asian – Asian Bangladeshi; Asian British; Asian Indian; Asian Pakistani; Asian Other			✓			As above
Black – Black African; Black British; Black Caribbean; Black Other			✓			As above
Chinese			✓			As above
Irish			✓			As above
Mixed – Asian & White; Black & White; Mixed Other			✓			As above
White – White British; White European Union; White Other			✓			As above
<b>Disabled people</b>		✓				Will remain free and comply with British Standards for disabled parking provision.
<b>Lesbians, gay men and bisexuals</b>			✓			As above
<b>Older people</b>			✓			As above

<b>The Impact:</b>	Tick the boxes which apply for each 'target group'					
<b>Equality Target Group</b>	<b>Positive Impact</b>		<b>Neutral Impact</b>	<b>Negative Impact</b>		<b>Reason/Comment</b>
	<b>High</b>	<b>Low</b>		<b>High</b>	<b>Low</b>	
<b>Younger people and children</b>			✓			As above
<b>Faith groups</b>			✓			As above

<b>Further Action</b>	
Does the policy have a negative impact on any of the equality target groups? If so, you will need to proceed to Stage 2	No
Is the negative impact assessed as being of high significance? If so, you will need to proceed to Stage 2	N/A
Is progression to Stage 2: Full Assessment required?	No



Signed (Completing Officer):

Date: 21<sup>st</sup> December 2015



Signed (Departmental Equality Champion):

Date: 21 December 2015



## Appendix 4 - EQIA Stage Two: Full Assessment

Name of strategy, project, policy: \_\_\_\_\_

Department: \_\_\_\_\_

Officer/s completing assessment: \_\_\_\_\_

Part 1		
1.	In what areas are there concerns that the policy could have a negative impact? Please tick the relevant group/s opposite	Gender Race Disability Sexual Orientation (including transgender) Age Faith
2.	Summarise the likely negative effect	
3.	As a result of this assessment and available evidence, should the City commission research on this issue or carry out further monitoring/data collection?	
4.	What consultation has taken place/or is planned with affected equality target groups?	
5.	What consultation/communication has taken place/or is planned with staff?	
Part 2 (to be completed once further consultation and research has been carried out)		
6.	As a result of this assessment and available evidence collected, state what changes are proposed to your policy?	
7.	Will the changes planned ensure that the negative impact is legal and of low impact?	
8.	What monitoring and evaluation will you introduce to further assess the impact of the policy on the equality target groups?	

Signed  
(Completing  
Officer): \_\_\_\_\_

Signed  
(Department  
al Equality  
Champion): \_\_\_\_\_