

**Audit of car parks and parcel holding facilities**

The Concierge Staff and Management Team have reviewed the onsite locations and the following table presents whether the facilities for the resident parcel holding service are suitable or not.

Car Park	Day to Day basis	At Peaks (i.e. Christmas)	What size store would be required (based on new store sizes)	Would it be possible to utilise one of the new stores	Alternative Options
Andrewes	No	No	XXL	No	A temporary transportable store until a full review
Breton	No	No	XL	Yes	-
Bunyan	Yes	No.	L	Yes	-
Defoe	No	No	XL	Yes	-
Speed	Yes	No	L	No	Review 2019
Thomas More	No	No	XXL	No	Current Store in Car Park
Willoughby	No	No	L	Yes	-

# TEST OF RELEVANCE: EQUALITY ANALYSIS (EA)



The screening process of using the Test of Relevance template aims to assist in determining whether a full Equality Analysis (EA) is required. The EA template and guidance plus information on the Equality Act and the Public Sector Equality Duty (PSED) can be found on Colnet at: <http://colnet/Departments/Pages/News/Equality-and-Diversity.aspx>

## Introduction

**The Public Sector Equality Duty (PSED) is set out in the Equality Act 2010 (s.149). This requires public authorities, in the exercise of their functions, to have 'due regard' to the need to:**

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a protected characteristic and those who do not, and
- Foster good relations between people who share a protected characteristic and those who do not

The characteristics protected by the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership.
- Pregnancy and maternity
- Race
- Religion or belief
- Sex (gender)
- Sexual orientation

## What is due regard?

- It involves considering the aims of the duty in a way that is proportionate to the issue at hand
- Ensuring that real consideration is given to the aims and the impact of policies with rigour and with an open mind in such a way that it influences the final decision
- Due regard should be given before and during policy formation and when a decision is taken including cross cutting ones as the impact can be cumulative.

The general equality duty does not specify how public authorities should analyse the effect of their business activities on different groups of people. However, case law has established that equality analysis is an important way public authorities can demonstrate that they are meeting the requirements.

Even in cases where it is considered that there are no implications of proposed policy and decision making on the PSED it is good practice to record the reasons why and to include these in reports to committees where decisions are being taken.

It is also good practice to consider the duty in relation to current policies, services and procedures, even if there is no plan to change them.

## How to demonstrate compliance

Case law has established the following principles apply to the PSED:

- **Knowledge** – the need to be aware of the requirements of the Equality Duty with a conscious approach and state of mind.
- **Sufficient information** – must be made available to the decision maker
- **Timeliness** – the Duty must be complied with before and at the time that a particular policy is under consideration or decision is taken not after it has been taken.
- **Real consideration** – consideration must form an integral part of the decision-making process. It is not a matter of box-ticking; it must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision.
- **Sufficient information** – the decision maker must consider what information he or she has and what further information may be needed in order to give proper consideration to the Equality Duty
- **No delegation** – public bodies are responsible for ensuring that any third parties which exercise functions on their behalf are capable of complying with the Equality Duty, are required to comply with it, and that they do so in practice. It is a duty that cannot be delegated.
- **Review** – the duty is continuing applying when a policy is developed and decided upon, but also when it is implemented and reviewed.

### **Test of Relevance screening**

The Test of Relevance screening is a short exercise that involves looking at the overall proposal and deciding if it is relevant to the PSED.

**Note: If the proposal is of a significant nature and it is apparent from the outset that a full equality analysis will be required, then it is not necessary to complete the Test of Relevance screening template and the full equality analysis and be completed.**

The questions in the Test of Relevance Screening Template to help decide if the proposal is equality relevant and whether a detailed equality analysis is required. The key question is whether the proposal is likely to be relevant to any of the protected characteristics.

### **What to do**

In general, the following questions all feed into whether an equality analysis is required:

- How many people is the proposal likely to affect?
- How significant is its impact?
- Does it relate to an area where there are known inequalities?

At this initial screening stage, the point is to try to assess obvious negative or positive impact.

If a negative/adverse impact has been identified (actual or potential) during completion of the screening tool, a full equality analysis must be undertaken.

If no negative / adverse impacts arising from the proposal it is not necessary to undertake a full equality analysis.

### **However there is no requirement to:**

- Produce equality analysis or an equality impact assessment
- Indiscriminately collect diversity data where equality issues are not significant
- Publish lengthy documents to show compliance
- Treat everyone the same. Rather, it requires public bodies to think about people's different needs and how these can be met
- Make services homogeneous or to try to remove or ignore differences between people.

### **The key points about demonstrating compliance with the duty are to:**

- Collate sufficient evidence to determine whether changes being considered will have a potential impact on different groups
- Ensure decision makers are aware of the analysis that has been undertaken and what conclusions have been reached on the possible implications
- Keep adequate records of the full decision making process

Quite often, the answer may not be so obvious and service-user or provider information will need to be considered to make a preliminary judgment. For example, in considering licensing arrangements, the location of the premises in question and the demographics of the area could affect whether section 149 considerations come into play.

There is no one size fits all approach but the screening process is designed to help fully consider the circumstances.

On completion of the Test of Relevance screening, officers should:

- Ensure they have fully completed and the Director has signed off the Test of Relevance Screening Template.
- Store the screening template safely so that it can be retrieved if for example, Members request to see it, or there is a freedom of information request or there is a legal challenge.
- If the outcome of the Test of Relevance Screening identifies no or minimal impact refer to it in the implications section of the report and include reference to it in Background Papers when reporting to Committee or other decision making process.

**1. Proposal / Project Title: Car Park Charging Policy**

**2. Brief summary (include main aims, proposed outcomes, recommendations / decisions sought):**

**Achieve a fair return on assets for the car parking spaces within the Barbican Estate.**

**Review and implement a charging policy for car parking.**

**Obtained advice from two separate independent consultations on opinions of value for car parking – use as basis for decision with committee.**

**3. Considering the equality aims (eliminate unlawful discrimination; advance equality of opportunity; foster good relations), indicate for each protected group whether there may be a positive impact, negative (adverse) impact or no impact arising from the proposal:**

Protected Characteristic (Equality Group) <input checked="" type="checkbox"/>	Positive Impact	Negative Impact	No Impact	Briefly explain your answer. Consider evidence, data and any consultation.
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not possible to distinguish if relevant and whether someone of a different age group be able to meet possible increases or not.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Possible negative impact, depending on disability and related restrictions. Should consider fostering a good relationship.
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Relevant, as does not discriminate and would neither cause a Positive or Negative effect.
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Relevant, as does not discriminate and would neither cause a Positive or Negative effect.
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Relevant, as does not discriminate and would neither cause a Positive or Negative effect.
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Relevant, as does not discriminate and would neither cause a Positive or Negative effect.
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Relevant, as does not discriminate and would neither cause a Positive or Negative effect.
Sex (i.e gender)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Relevant, as does not discriminate and would neither cause a Positive or Negative effect.
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Relevant, as does not discriminate and would neither cause a Positive or Negative effect.

**4. There are no negative/adverse impact(s)**

N/A

Please briefly explain and provide evidence to support this decision:

**5. Are there positive impacts of the proposal on any equality groups? N/A**  
Please briefly explain how these are in line with the equality aims:

6. As a result of this screening, is a full EA necessary? (Please check appropriate box using <input type="checkbox"/> )	Yes	No	Briefly explain your answer:
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Disability awareness is the only factor that could possibly be impacted by the increases.</p> <p>Recommend reviewing Disability Allowances as part of the Car Park Charging Working Party, which reviews policy and is attended by Senior CoL Officers and elected Members.</p> <ul style="list-style-type: none"> <li>• Current number of disabled resident users - 11</li> <li>• Availability of marked disabled bays – 0</li> <li>• Comments received since commencing the new charging policy from 25 June 2018.               <ul style="list-style-type: none"> <li>○ 14 Surrendered in total, none relating to disability or to cost.</li> <li>○ 4 Moved away from the Estate, 2 no longer need a car and the others did not comment (as per appendix 2 (1))</li> </ul> </li> </ul> <p>Options for Disability Allowances;</p> <ol style="list-style-type: none"> <li>1. Providing a pre-set number of disabled bays in designated areas is not practically possible, due to the scattering of the residential staircase entrances</li> <li>2. Making use of two car parking bays for each disabled user for ease of access etc</li> <li>3. CPI increases as previous basis for charging only to those that have a disability (subject to annual review).</li> <li>4. City of London Public Car Parks Policy               <ul style="list-style-type: none"> <li>○ The Blue Badge Scheme does not apply in the City but they do operate its own Red Badge scheme for people with disabilities who are City residents or permanent City workers.</li> <li>○ Red Badge holders can park on a single yellow line for a period of 30 minutes, at payment parking bays and disabled bays without paying.</li> </ul> </li> <li>5. Housing Car Parks (other than BE) Policy               <ul style="list-style-type: none"> <li>○ Have a small number of Designated Bays</li> <li>○ Offer Discounted Rate of 50% (Acknowledge Blue and Red Badge Holders)</li> <li>○ Have a report to Committee 24 September with the following three options                   <ul style="list-style-type: none"> <li>▪ Maintain the 50% discount</li> <li>▪ Increase to a 75% discount</li> <li>▪ Provide Disabled Users a Bay for free</li> </ul> </li> </ul> </li> </ol>

**7. Name of Lead Officer: Barry Ashton**

**Job title: Car Park & Security Manager**

**Date of completion: 24 August 2018**

**Signed off by Department Director :**

**Name:**

**Date:**

### Appendix 3

#### Differentials between the annual service charge for a long-term car bay agreement and the rental charge

<b>Date</b>	<b>Rental Charge</b>	<b>Service Charge</b>
2009/2010	£1,038	£855
2010/2011	£1,038	£803
2011/2012	£1,070	£818
2012/2013	£1,126	£832
2013/2014	£1,155	£940
2014/2015	£1,183	£864
2015/2016	£1,210	£867
2016/2017	£1,225	£876
2017/2018	£1,258	£920
2018/2019	£1,340	£962
2019/2020	£1,420*	£1139**

\* To be reviewed by Car Park Charging Working Party and Barbican Residential Committee - Spring 2019

\*\* TBC

### Barbican Estate Temporary Car Parking

History of Barbican Estate Temporary Car Parking. Displaying the Daily charges, the number visitors who parked without charge and also those who stayed longer than 5 hours and the total income this generated - from 2004 to September 2018

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018*
<b>Non-Ticketed Visitors</b>	7,975	12,145	**	**	5,507	**	**	**	**	5,044	3,871*
<b>Ticketed Visitors</b>	8,502	7,527	8,156	7,384	7,805	7,795	7,390	5,617	4,279	4,320	4,401*
<b>Income</b>	£68,021	£62,101	£70,494	£64,837	£71,806	£73,588	£71,468	£55,553	£42,796	£44,375	£45,196*

\*Part year, up to 30 September 2018

\*\*Information unavailable

#### Worked Example – Cost of Temporary Car Parking Service based on sample month of July 2018

- 8% of Concierge time spent on Temporary Car Parking (see Appendix 5)
- Based on 2018/19 budgets Concierge Staff costs estimated to be £1,510k (£126k per month)
- Based on the above Concierge staff costs estimated to be £10.1k
- Costs for officer time £506
- Contractor charges for transactions £101
- Income per month based on estimates for 2018 £5k
- Cost of service to the car park account £5.7k

Cost Item	Cost (£k)
Concierge Staff Costs	10.1
Officer Time	0.5
Contractor	0.1
<b>Sub-Total</b>	<b>10.7</b>
<b>Income</b>	<b>5</b>
<b>Cost to Car Park Account</b>	<b>5.7</b>

**Estate Concierge Time Recording - Percentage**

**APRIL 2016 to SEPTEMBER 2018**

**Appendix 5**

	Car Parking		*Security	Concierge	Parcels	Keys
	Temporary	General				
April 2016	22		22	29	21	6
May 2016	23		17	31	22	7
June 2016	21		21	22	27	9
July 2016	20		28	19	25	8
August 2016	18		22	24	25	11
September 2016	21		19	26	22	12
October 2016	27		16	22	25	10
November 2016	18		23	21	26	12
December 2016	19		21	22	28	10
January 2017	21		20	24	23	12
February 2017	20		28	20	24	8
March 2017	15		26	30	12	17
April 2017	20		22	25	23	10
May 2017	22		17	26	24	11
June 2017	21		19	26	23	11
July 2017	20		18	27	24	11
August 2017	18		27	24	22	9
September 2017	18		27	25	22	8
October 2017	20		23	25	22	10
November 2017	19		22	24	24	11
December 2017	19		23	22	26	10
January 2018	19		24	24	23	10
February 2018	19		26	23	22	10
March 2018	23		24	21	19	14
April 2018	18		24	26	23	9
May 2018	20		27	24	22	8
June 2018	22		29	22	18	9
July 2018	8	12	26	22	13	19
August 2018	9	11	28	24	10	18
September 2018	10	12	16	26	26	10
<b>Average Total</b>	<b>19</b>		<b>23</b>	<b>24</b>	<b>23</b>	<b>11</b>

<b>*Car Park Duties %</b>	<b>Residential Block Duties %</b>
<b>42</b>	<b>58</b>

**Car Parking Service**

Time spent with either Temporary (Inc. visitors and contractors) or car parking in General (Inc. Permanent users)

**Security Service**

Not only specific Incidents, but also time spent monitoring the CCTV and general security of the estate as a whole.

**Concierge Service**

Dealing with anything relating to residents, their visitors, flats or estate wide issues

**Parcel Service**

The receiving, safe guarding, forwarding and administration of the residents' parcels and post.

**Key Service**

The receiving, safe guarding, forwarding and administration of the residents' keys.

\*Includes car park and estate wide patrols

New Stores in the Car Parks and Potential Non-BE Residents may have an effect on the Concierge Staff's Time Recording.