

Equality Impact Assessment (EIA)

Before completing this form, please refer to the supporting guidance documents which can be found on the equality page of the intranet. The page also provides the name of your Corporate Equality Group member should you need any additional advice.

Equality Impact Assessments (EIAs) are a planning tool that enable us to build equality into mainstream processes by helping us to:

- consider the equality implications of our policies (this includes criteria, practices, functions or services - essentially everything we do) on different groups of employees, service users, residents, contractors and visitors
- identify the actions we need to take to improve outcomes for people who experience discrimination and disadvantage
- fulfil our commitment to public service.

The level of detail included in each EIA should be proportionate to the scale and significance of its potential impact on the people with protected characteristics.

This assessment may be published on the Authority’s website as part of a Council or Cabinet Report. It can also be requested under the Freedom of Information Act 2000 and can be used as evidence in complaint or legal proceedings.

Proposal details

1. Name of the policy or process being assessed	North Tyneside Vehicle Access Crossing Policy	
2. Version of this EIA (e.g. a new EIA = 1)	1.0	
3. Date EIA created	16 March 2021	
	Name	Service or organisation
4. Principal author of this EIA	Mark Newlands	Environment, Housing & Leisure
5. Others involved in writing this EIA <i>EIAs should not be completed by a sole author. Think about key stakeholders and others who can support the process and bring different ideas and perspectives to the discussion.</i>	Anthony Hewitt Colin MacDonald	Environment, Housing & Leisure Capita

6. What is the purpose of your proposal, who should it benefit and what outcomes should be achieved?

This policy will set out the criteria used to assess applications for vehicle access crossings on the highway (dropped kerbs to allow access to residential driveways) and also information on the application process.

The policy will benefit individual residents, officers, and the wider public as it will:

- Formalise the existing vehicle access crossing process and criteria for assessing applications in a policy document
- Ensure the right balance between on-road and off-road parking, and preserve the character of the streetscape
- Improve the customer experience by providing clearer information on the application process and the assessment criteria.

7. Does this proposal contribute to the achievement of the Authority’s public sector equality duty? Will your proposal:

Write your answers in the table

Aim	Answer: Yes, No, or N/A	If yes, how?
Eliminate unlawful discrimination, victimisation and harassment	N/A	
Advance equality of opportunity between people who share a protected characteristic and those who do not	Yes	The policy will be made available in accessible formats and will also include a customer guide. The policy and customer guide will be published on the council’s website and will be accompanied by a news release which will ensure that the information reaches all areas of the community including those with protected characteristics
Foster good relations between people who share a protected characteristic and those who do not	N/A	

Evidence Gathering and Engagement

8. What evidence has been used for this assessment?

A vehicle access crossing procedure has been operating successfully in North Tyneside for many years. However, the process involves the application of technical criteria and will sometimes involve multiple council service areas. The application process can therefore sometimes seem to be complex from the applicant's perspective. Evidence gathered through regional networking groups suggests that there is a movement towards developing written policies for vehicle access crossings in order to formally set out the assessment criteria and help customers through the application process. The evidence also suggests that a formal policy can help to ensure the right balance between on-street and off-street parking to preserve the character of the streetscape.

9.a Have you carried out any engagement in relation to this proposal?

	√
Yes - please complete 9b	√
No	

9.b Engagement activity undertaken	With	When
The Highways Team has undertaken internal consultation by means of discussions, workshops and briefings	Head of Environment, Housing & Leisure Lead Cabinet Member Senior Managers	Over last 12 months
The Highways Team has undertaken external consultation by means of discussions and networking through recognised professional groups	Tyne and Wear Highway Asset Managers Group North East Highways Alliance	Over last 2 years

9. Is there any information you don't have?

	√	Please explain why this information is not currently available
Yes - please list in section A of the action plan at Q13		
No	√	

Analysis by protected characteristic

	A	B	C
11. Protected characteristic	Does this proposal and how it will be implemented have the <u>potential</u> to impact on people with this characteristic? (Answer – Yes or No)	If ‘Yes’ would the <u>potential</u> impact be positive or negative? (Answer – positive or negative)	Please describe the <u>potential</u> impact and the evidence (including that given in Q8 and 9) you have used
All Characteristics	No		The proposed vehicle access crossing formalises a longstanding procedure which, in simple terms, sets out what is permitted on the highway to allow access to and from a private driveway from a legal and road safety standpoint. For example, the applicant’s driveway has to be a certain minimum length to avoid a vehicle overhanging the public footway which would be illegal. A crossing needs to be built a certain distance from a road junction to ensure safe access etc. The policy is centred around the requirements for the passage of vehicles and as such is equally applicable to all characteristics.
Sex – male or female	No		The policy is centred around the requirements for the passage of vehicles and as such is equally applicable to all characteristics regardless of sex.
Pregnancy and maternity – largely relates to employment, but also to some aspects of service delivery e.g. for breastfeeding women	No		The policy is centred around the requirements for the passage of vehicles and as such is equally applicable to all characteristics regardless of pregnancy and maternity.

	A	B	C
Age – people of different ages, including young and old	No		. The policy is same for everyone, regardless of characteristics regardless of age.
Disability – including those with visual, audio (BSL speakers and hard of hearing), mobility, physical, mental health issues, learning, multiple and unseen disabilities	No		The policy is same for everyone, regardless of disability.
Gender reassignment - includes trans, non-binary and those people who do not identify with or reject gender labels	No		The policy is same for everyone, regardless of gender.
Race – includes a person’s nationality, colour, language, culture and geographic origin	No		The policy is same for everyone, regardless of race.
Religion or belief – includes those with no religion or belief	No		The policy is same for everyone, regardless of religion.
Sexual orientation – includes gay, lesbian, bisexual and straight people	No		The policy is same for everyone, regardless of sexual orientation.

	A	B	C
Marriage and civil partnership status - not single, co-habiting, widowed or divorced– only relates to eliminating unlawful discrimination in employment	No		The policy is same for everyone, regardless of marital status.
Intersectionality - will have an impact due to a combination of two or more of these characteristics	No		. The policy is same for everyone, regardless of intersectionality.

If you have answered **'Yes'** anywhere in column A please complete the rest of the form, ensuring that all identified negative impacts are addressed in either Q12 'negative impacts that cannot be removed' or Q13 'Action Plan' below

If you have answered **'No'** in all rows in column A please provide the rationale and evidence in the all characteristics box in column C and go to Q14 'Outcome of EIA'.

12.a Can any of the negative impacts identified in Q11 not be removed or reduced? There are no negative impacts identified in Q11

Yes - please list them in the table below and explain why	
No	

12.b Potential negative impact	What alternative options, if any, were considered?	Explanation of why the impact cannot be removed or reduced or the alternative option pursued.

Action Planning

13. Action Plan	Impact: (Answer remove or reduce)	Responsible officer (Name and service)	Target completion date
Section A: Actions to gather evidence or information to improve NTC's understanding of the potential impacts on people with protected characteristics and how best to respond to them (please explain below)			
Following Cabinet approval of the policy, and implementation of it, data and monitoring will be reviewed post six months, with any recommendations or changes to service delivery identified.		Anthony Hewitt, Capita Head of Highways & Construction	November 2021
Section B: Actions already in place to remove or reduce potential negative impacts (please explain below)			
Staff training. Highways and Engineering team members have completed Equality and Diversity training. Training requirements will continue to be reviewed and improvement identified.		Anthony Hewitt, Capita Head of Highways & Construction	Ongoing
Section C: Actions that will be taken to remove or reduce potential negative impacts (please explain below)			
There are no negative impacts identified. This will be reviewed on a regular basis.		Anthony Hewitt, Capita Head of Highways & Construction	Ongoing
Section D: Actions that will be taken to make the most of any potential positive impact (please explain below)			
There are no positive impacts identified. This will be reviewed on a regular basis.		Anthony Hewitt, Capita Head of	Ongoing

		Highways & Construction	
Section E: Actions that will be taken to monitor the equality impact of this proposal once it is implemented (please explain below)			
Monitor requests received and decision outcomes		Anthony Hewitt, Capita Head of Highways & Construction	Ongoing
Section F: Review of EIA to be completed		Anthony Hewitt, Capita Head of Highways & Construction	May 2022

14. Outcome of EIA

Based on the conclusions from this assessment:

Outcome of EIA	Tick relevant box	Please explain and evidence why you have reached this conclusion:
The proposal is robust, no major change is required.	√	The proposed policy formalises a procedure already in place which is legislative / operational in nature and has no detrimental impact on people with protected characteristics
Continue but with amendments		
Not to be pursued		

Now send this document to the [Corporate Equality Group member for your service](#) for clearance.

Quality assurance and approval

Questions 15-18 are only for completion by the Corporate Equality Group Member for your service

15. Do you agree or disagree with this assessment?	Agree	Yes	Disagree	
16. If disagree, please explain:				
17. Name of Corporate Equality Group Member:	Steve Bishop			
18. Date:	4 th May 2021			

Conclusion:

- If the assessment is agreed, please send the document to the Head of Service for sign off.
- If you disagree return to author for reconsideration.

Questions 19-22 are only for completion by the Head of Service

19. Do you agree or disagree with this assessment?	Agree	Yes	Disagree	
20. If disagree, please explain:				
21. Head of Service:	Phil Scott			
22. Date:	4 th May 2021			

Please return the document to the Author and Corporate Equality Group Member.