



Cabinet



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| Report for: | Cabinet |
| Title of report: | Parking Service Tariff & Business Case Proposals |
| Date: | 12 th September 2023 |
| Report on behalf of: | Cllr Ron Tindall, Leader of the Council Cllr Sally Symington, Portfolio Holder for Corporate & Commercial Services |
| Part: | Part I |
| If Part II, reason: | N/A |
| Appendices: | Appendix 1 – Neighbouring Local Authority Town Centre Car Park Tariffs Appendix 2 - Privately Owned Car Park Appendix 3 - Community Impact Assessment |
| Background papers: | 5 July 2022 Finance & Resources OSC – Commercial Programme Update 27 Sep 2022 Cabinet – Commercial Strategy 1 Feb 2023 Finance & Resources OSC – Commercial Programme Update 21 Mar 2023 Cabinet – Commercial Strategy Update 4 Jul 2023 Finance & Resources OSC - Parking Service tariff & Business Case proposals |
| Glossary of acronyms and any other abbreviations used in this report: | IBC - Initial Business Case FBC – Full Business Case MTFS – Medium Term Financial Strategy EVCP – Electric Vehicle Charge Point TRO – Traffic Regulation Order |

Report Author / Responsible Officer

Catherine Silva Donayre, Strategic Director of Corporate & Commercial Services
Ben Hosier, Head of Commercial Development



Catherine.silvadonayre@dacorum.gov.uk / 01442 228215 (ext. 2332)

Ben.Hosier@dacorum.gov.uk / 01442 228215 (ext. 2215)

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| Corporate Priorities | A clean, safe and enjoyable environment Building strong and vibrant communities Ensuring economic growth and prosperity Ensuring efficient, effective and modern service delivery Climate and ecological emergency |
| Wards affected | All |
| Purpose of the report: | <ol style="list-style-type: none"> 1. To update Cabinet on the development and recommendations on the parking tariff and the parking charging policy. 2. To update Cabinet on the outcome of the Parking Full Business Case in relation to 'smart' technology. |
| Recommendation (s) to the decision maker (s): | <ol style="list-style-type: none"> 1. That Cabinet agrees to progress to informal consultation on the proposed changes to parking tariffs and charging policy as set out in the report. These include: <ul style="list-style-type: none"> • Off-Street Parking tariff changes for 2024 • On-Street tariff changes for 2024 – Minimum hourly tariff for on street parking to be set at £2, • Changing on-street Limited Wait Bays to chargeable spaces, • Extending the current operating hours of the car parks, • Introducing new longer stay off-street tariffs to support extended car park operating hours • Consolidating off-street (car parks) short stay sessions to introduce a new minimum stay of 2 hours • Opening up part of the upper level of the Water Gardens North car park for public use Mon – Fri. • Reducing free parking sessions from 1hr to 45 minutes 2. That Cabinet agrees to progress the implementation of 'smart' technology as part of the re-commissioning of the parking enforcement contract |
| Period for post policy/project review: | The proposals in this report will be reported and scrutinised through the quarterly performance updates which are provided to Finance and Resources Scrutiny Committee. |

1. Background

- 1.1 Dacorum Borough Council, (the Council), launched its Commercial Strategy in 2022, to support the Council's ongoing financial sustainability, allow it to continue to invest in and deliver services to its residents, and deliver wider strategic objectives for the Borough, which include housing, regeneration and responding to climate change.
- 1.2 The Commercial Strategy adopted a broad definition of 'commercial', including a change in culture to focus on regular assessments of ways in which the Council might be able to use its assets and capabilities more effectively; to improve service and financial outcomes. It is recognised that continued financial pressures mean that focussing on cost reduction measures alone will not be a sustainable strategy if the Council wishes to continue delivering its ambitions and services to those that live and work in the Borough. There are various themes within the Commercial Strategy, including how the Council can drive value, income and efficiencies through careful consideration of a range of service models, procurement, contract management, and how it can maximise the value of its assets and investments.
- 1.3 As part of a new more commercial focus, a range of potential opportunities were assessed early in 2022. Twelve Initial Business Cases (IBCs) were developed at high level, and then taken forward for development into Full Business Cases (FBCs), during the course of 2022 and 2023. The outcomes of these FBCs have been the subject of previous reports to the Finance & Resources Overview and Scrutiny Committee, and reports will continue as appropriate in the future.
- 1.4 In 2021, the Council approved its Climate and Ecological Emergency Strategy and made this one of its six corporate priorities. Although the majority of the Borough's emissions are outside of the Council's direct control, it pledged to support the Borough to become net zero by 2050 and to work alongside individuals, community groups, businesses and schools to help achieve this.
- 1.5 This report outlines the outcomes from the FBC for Parking Services and sets out proposals for changes to parking tariffs and charging policy to progress to informal consultation. The FBC focused on changes to Council parking policy to ensure fair and equitable access to Council services and assets, appropriate pricing and cost recovery that reflect the value and costs of the Parking service and assets, and to support wider strategic objectives relating to promoting active travel and sustainable transport, the environment and climate change.
- 1.6 The FBC investigated the following areas:
 - a) A review of tariffs and charging policies across both on-street and off-street parking locations, to reflect inflation and cost increases, make better use of the Council's parking assets, identify opportunities for the Council to amend and improve charging policies, and introduce more equitable charges across the borough.
 - b) Consideration of the introduction of 'smart' technology, to improve the parking experience and allow for flexible and targeted parking tariffs that support environmental or other strategic objectives; for example tariffs that contribute to a reduction in local air pollution.
- 1.7 This paper sets out each of the above areas in more detail and provides recommendations for each.

2. Issue/Proposal

2.1 Context and drivers for changes to parking tariffs and charging policies

The Council is legally obliged to present a balanced budget, in the context of a challenging economic environment and with de facto sector constraints on its means of doing this; with income generation being a significant tool to enabling this process, of which parking is a major consideration.

The Council has the ability to make better use of its parking assets and utilise them in a more strategic manner, to improve parking services from an operational, commercial and environmental perspective and deliver a more consistent approach to parking tariffs and charging policies. There are a range of considerations as to why it is necessary to increase tariffs and update parking charging policies. These include the following:

- The Council's existing parking charges are significantly lower than public sector averages and local private sector parking. Benchmarking the new proposed parking tariffs with other Local Authority car parks shows the Council's parking tariffs are in the lower quartile of prices charged, with tariffs varying between 20% to 100% lower (see appendix 1). Further benchmarking with privately operated car parks in the vicinity also show that the Council's proposed parking tariffs are comparative or lower (see appendix 2).
- Parking tariffs across the Borough were last reviewed and increased in 2019. During this 5 year period, inflation has increased by c.28%, so the current proposals for tariff increases in off-street car parks only bring the Council's parking income in line with the impact of inflation, and will warrant further reviews going forward to ensure income supports the costs of service delivery. Where applying these increases, the Council has also been minded to ensure new fees mean the Council is still the most cost effective solution.
- Proposals for increases to on-street parking reflect the value of the on-street parking resource for those who choose to park closer to their intended destination, rather than using a nearby off-street car park. It will also incentivise the use of car parks as an alternative.
- The Council has ongoing financial pressures arising from reduced parking income since the onset of the pandemic. In 2022-23, there was a deficit in parking income of £600k. Thus there is an ongoing need to set appropriate tariffs that maximise income and reflect the cost of the assets and parking service, given the ongoing pressures to parking income.
- The proposals to be informally consulted on over a 4 to 6 week period include;
 - a) Car parking tariffs increased by circa 28% rounded to the nearest 10 pence,
 - b) On-Street tariff increases – Minimum cost for on-street parking set at £2 per hour,
 - c) Changing on-street Limited Wait Bays to chargeable spaces,
 - d) Extending the operating hours of the car parks,
 - e) Introducing new longer stay off-street tariffs as a result of the extended operating hours,
 - f) Consolidating short stay parking sessions in off-street car parks to introduce a new minimum 2 hour stay (only in car parks that are chargeable for the first hour),
 - g) Open the upper level of the Water Gardens car park for public use during Mon-Fri,
 - h) Reducing free parking sessions from 1hr to 45 minutes.
- These proposals are aimed to provide the following benefits:

- Retention of free parking in car parks where this already exists,
- A gradual downward adjustment of the 'free 1st hour, where this already exists,
- Provide an appropriate and more equitable charging basis that reflects the value of assets and cost of the services provided,
- Drive additional income that will contribute to parking income pressures, and contribute to the Council's wider financial sustainability and delivery of services,
- Contribute to longer term objectives relating to sustainability and climate change, as part of a holistic approach to encouraging behaviour change in relation to travel and sustainable transport options.

2.2 Proposals for Parking Tariff Increases

The proposed changes to parking tariffs that are outlined in this report are estimated to achieve circa £660k from 2024/25 onwards, in additional income for the parking service:

Table 1 – Projected Budgetary Position

| Description | 2024/25 (full year) |
|--|---------------------|
| Tariff Increase across all car parks (Circa 28%), Including 2 hour minimum stay. | £500k |
| On-street parking – increased hourly rate and chargeable waiting bays | £85k |
| Extended Car Park Hours and Long Stay Tariffs | £75k |
| Total | £660k |
| Cumulative Commercial Income Projection (MTFS 2023-25) | (£850k) |
| Cumulative Parking Inflation Assumption (23/24 – 24/25) | (£140k) |
| Budget (Surplus)/Shortfall | £330k |

The 2022 Medium Term Financial Strategy (MTFS) assumes a 2023 increase in Commercial Income of £850k and the standard parking inflationary uplift of £140k over the 2023-25 period.

The increases proposed in this report have considered relevant benchmarking data. The Council's car parks would still be very competitive/lowest in most tariffs of prices charged in similar car parks managed by other Councils and similar nearby private car parks, so would still offer value for money for residents and visitors.

It is worth noting that a 28% increase in the parking tariffs for Water Gardens North & South and Moor End Road car parks results in them becoming less competitive than parking tariffs in privately owned car parks in the vicinity (these car parks account for approx. 49% of the Council's total off-street parking income). It is therefore proposed that to encourage users to continue to use the Council's car parks, that the tariffs in these car parks are increased, but only to match that of the tariffs in the privately owned car parks.

This additional income would contribute to the Council's overall financial sustainability and delivery of essential services.

2.3 Review of the Parking Charging Policies:

The Council's Commercial Strategy supports maximising use of Council assets to contribute to financial sustainability and service delivery. It is timely to review charging policies now, to

ensure the Council's charges are reasonable and consistent with the wider parking sector, and deliver optimum levels of income that will support the Parking Service and wider Council service delivery.

The proposals as part of a wider update to Council car parking charging policies ensure the effective and efficient use of valuable Council assets, and reflect the cost of parking services.

A properly and consistently priced parking resource forms part of a holistic framework for transport in the Borough, and should reflect the fact that people have choices about their means of transport. It is hoped that as part of the collective public approach to combatting climate change and air pollution, people will make choices and changes that include avoiding using their cars for short trips where they can use other more sustainable and active means of transport. There is a significant body of evidence that demonstrates how parking policies influence car use and so environmentally-based choices.

The Council aims, with partners, to help provide support for people to change their behaviours and means of transport in the longer term. For those who are planning a short local trip for example, they might choose an active transport method – walking, or cycling – rather than taking their car for a short journey. The Council is looking to support this by currently considering plans for the introduction of e-bikes in certain areas of Dacorum.

All proposals will be subject to the appropriate statutory consultation before introduction and approval of Traffic Regulation Orders (TROs).

2.4 'Smart' technology in Parking

The concept of 'smart' technology in parking involves using digital technologies to optimise vehicle parking and allow for flexible and targeted tariffs that can contribute to strategic objectives. Many cities and towns, as well as the wider highways infrastructure, have now introduced smart technology as part of a basket of measures to improve transport and parking initiatives, support the climate change agenda and other strategic objectives.

'Smart' technology provides the Council with the opportunity to support the use of 'cleaner' vehicles by more 'agile' differentiated parking tariffs e.g. for lower polluting vehicles, which would improve local air pollution.

In an increasingly digital environment, the introduction of 'smart' technology will provide motorists with the option to take advantage of a cashless environment, enabling a quicker and improved experience.

Studies show that the introduction of 'smart' technology can increase compliance with the local parking tariffs, enabling the Council to benefit from increased revenue and reduce operational costs.

Studies also show that dwell time can increase when 'smart' technology is implemented as motorists do not need to choose a return time and rush back to their vehicles, which should benefit retail for local businesses.

The recommendation proposed to Cabinet is that 'smart' technology is included in the re-commissioning of the parking enforcement contract commencing this year in time for a contract start in April 2025, to develop a procurement strategy on whether it should form part of the new parking enforcement contract or be a stand-alone contract.

2.5 Project Structure Key Milestones

The table below highlights the key stages required to implement changes to tariffs and charging policies:

Table 2 – Indicative timeframe for tariff and policy review

| Process | Timeline |
|--|------------------------|
| Agree proposed Informal Consultation Proposals | Sept 2023 |
| Undertake Informal public consultation with residents and businesses | Sept – Oct 2023 |
| Review consultation responses and produce a revised Car Parking Tariff policy to propose to Cabinet. | Nov/December 2023 |
| Formal Statutory Consultation Process | Nov/Dec – Jan/Feb 2024 |
| Respond to consultation feedback & produce report to Cabinet | Feb/March 2024 |
| Signing & sealing of Traffic Regulation Order | Feb/March 2024 |
| Information board proofing sign off, manufacture and installation by third party | Mar/April 2024 |
| Update website, pay and display machines and pay by phone applications | Mar/April 2024 |

This is a long process and it should be noted that there are several external factors that may impact on the minimum timeframe; such as statutory stakeholder consultation, the TRO process and the lead-time for the manufacture and installation of the car park information boards and updating pay and display equipment.

The table below highlights the key stages required to implement 'smart' technology. The overall timescale for achieving this is approximately 19 months.

Table 3 - Indicative timeline for introducing 'smart' technology

| Process | Timeline |
|---|---------------------|
| Commissioning & Procurement | Aug 2023 – Jul 2024 |
| Consultation on proposed implementation of 'smart' technology | Jul 2024 |
| Quotation for undertaking changes to Traffic Regulation Orders, Signage etc. | Jul 2024 |
| Produce draft documentation (Traffic Regulation Order, Traffic Order, Notice of Variation, press notice etc.) | Aug 2024 |
| Respond to any consultation feedback & produce report to Cabinet | Oct 2024 |
| Signing & sealing of Traffic Regulation Order (TRO) | Nov 2025 |
| Install Equipment and signage | Jan 2025 |
| Staff Training | Mar 2025 |

3 Options and alternatives considered

Many options were analysed as part of the process of reviewing parking tariff increases and the charging policies. The modelling for each of the options was reviewed by officers from finance and commercial teams and presented to the Portfolio Holder, Leader, Overview and Scrutiny and the wider Administration group, as well as to SLT.

The informal consultation is an opportunity for public feedback to adjust and build on the pitch of the proposals.

The proposed implementation of 'smart' technology has been developed as part of the Parking FBC and has investigated a few different options, to help understand the different technologies in the market. Any implementation of 'smart' technology will first need to follow a robust

commissioning and procurement process where different solutions will be analysed to evaluate the optimum outcome. Recommendations will be made accordingly.

4 Consultation

Any changes to parking tariffs and charging policies will undertake informal consultation during the autumn prior to the required formal consultation with stakeholders and members of the public. Any required changes would need to be incorporated into a TRO and a final decision to implement any changes will be made by Cabinet which is anticipated to be in February/ March 2024.

Likewise, the implementation of 'smart' technology will need to follow a formal consultation process with stakeholders and members of the public, so that any changes are incorporated in to a TRO for enforcement purposes. Again a final decision to implement 'smart' technology will be made by the Portfolio Holder who will have requested delegated authority to make such decisions.

5 Financial and value for money implications

The recommended changes to parking tariffs and charging policies will have a positive financial impact on the Council's ability to raise its own income and achieve some of the MTFS income generating targets. These proposals do still leave a shortfall in the expected additional income achieved through the commercial programme and further work will be required to address this shortfall in the MTFS and wider budget setting.

There are low level implementation costs that will be incurred in implementing these proposals, but these were projected as part of the Council's MTFS budget assumptions.

The development of the Parking FBC in terms of the implementation of 'smart' technology suggests that it could deliver a positive financial impact in terms of greater compliance and increased dwell time. However this will not be known until the commissioning and procurement of any technology has been concluded.

6 Legal Implications

Any changes to parking tariffs, charging policies and the introduction of 'smart' technology will need to be incorporated in to the TRO for enforcement purposes. This will also ensure that the Council is fully compliant with any legislation.

7 Risk implications:

There are risks that can be attributed to a review of parking tariffs and charging policies. Higher parking tariffs may lead to reduced usage, which may result in a loss of parking income and reduced footfall in the town centre locations. To mitigate these risks, the modelling takes into consideration other car park tariffs and alternative parking arrangements in the vicinity and the likelihood of alternative travel options, and has reduced projected usage figures and income accordingly.

The Council is the land owner of the car park assets and has full control over making any changes to tariffs and charging policies.

There is a risk of complaints about any changes to current tariffs and charging policies, but the increases and proposals are reasonable, no increases will have taken place in five years by 2024, and prices still compare favourably with neighbouring Authorities and local privately managed car parks.

At this stage, no key risks have been identified for the implementation of 'smart' technology, however, this will be further analysed as part of the commissioning and procurement process.

8 Equalities, Community Impact and Human Rights:

A Community Impact Assessment has been completed and is attached as Appendix 3.

9 Sustainability implications (including climate change, health and wellbeing, community safety)

The recommended changes in parking tariffs and charging policies may support wider behavioural change that will have positive sustainability implications.

10 Council infrastructure (including Health and Safety, HR/OD, assets and other resources)

Consultation with statutory stakeholders will ensure that any implications on Council infrastructure are considered.

11 Statutory Officer Comments

Monitoring Officer:

The report proposes that a period of informal public consultation will take place regarding the proposed changes to ensure that the views of affected persons are considered prior to the implementation of the new tariffs and policies. The outcome of the consultation will be further considered by Cabinet before the formal statutory consultation is commenced.

S151 Officer:

The proposed parking policy changes will provide additional income to the Council to support the commercial strategy income generation projections and in line with the approved 2022 MTFS.

12 Conclusions:

Parking Tariffs & Charging Policies

It is proposed that the recommendations set out in this report are included in the informal consultation that will commence in September for a 4 to 6-week period.

Following the consultation, the feedback will be incorporated into a report and presented back to Cabinet with a recommendation for formal consultation to take place.

Introducing 'smart' technology

It is recommended that the use of 'smart' technology be included in the re-commissioning exercise commencing this year, which will include the parking enforcement contract due for renewal in April 2025. A commissioning review will develop a procurement strategy on whether it should form part of the new parking enforcement contract or be a stand-alone contract.

If the outcome of the commissioning process is consistent with the estimates in the FBC, and supports the introduction of 'smart' technology, then the benefits will deliver the following:

Financial - The introduction of 'smart' parking might generate a small level of additional income each year – this would be investigated through commissioning and procurement

Non-Financial - The ability to change parking tariffs in an agile fashion in support of strategic considerations such as pollution and peak travel times. The technology can support the reduction in local air pollution levels and deliver an improved and more convenient service for motorists.

Appendix 1

Proposed Parking Tariffs Compared to Neighbouring Local Authority Town Centre Car Parks

| | Dacorum WGN Lower Deck | Watford | St Albans | Three Rivers | Stevenage | East Herts | Luton | Aylesbury |
|------------|------------------------------|---------|-----------|-----------------|-----------|---------------|-------|-----------|
| 30 minutes | n/a | n/a | n/a | Free | £1.00 | n/a | n/a | n/a |
| 1 Hour | n/a | £2.00 | £2.00 | Free | £2.00 | £1.00 | £1.00 | £1.10 |
| 2 Hours | £2.00 | | £3.50 | £2.00 | £3.00 | £2.00 | £1.50 | £2.10 |
| 3 Hours | £2.30 | £3.10 | £4.20 | £2.50 | £4.00 | £2.60 | £2.00 | |
| 4 Hours | £2.50 | £4.10 | £5.50 | £4.00 | £5.00 | £3.50 | £2.50 | £3.60 |
| 5 Hours | n/a | £5.10 | £7.50 | n/a | £11.00 | £4.30 | £3.50 | £5.10 |
| 6 Hours | £4.00 | £6.10 | | n/a | | £5.20 | £5.50 | £8.10 |
| 8 hours | £5.00 | £10.50 | n/a | | | | | |
| 10 Hours | n/a | £15.00 | n/a | | | | | |
| 12 Hours | £6.00 | | £15.00 | n/a | | | | |
| 15+ Hours | £7.50 | | n/a | | | | | |
| 24 Hours | n/a | | n/a | | | | n/a | |

Appendix 2

Proposed Parking Tariffs Compared to Privately Owned Car Parks

| | WGN Lower Deck | Riverside | Hillfield Road NCP | Marlowes | Hemel Hospital | Hemel Station | Apsley Station | Berkhamsted Station | Tring Station |
|-----------|----------------|-----------|--------------------|----------|----------------|-----------------------------------|----------------|--------------------------------|-----------------------------------|
| 1 Hour | n/a | n/a | £1.45 | n/a | £3.50 | £9.10 (£5.10 after 10am) | £9.10 | £9.10 (£6.40 after 10am) | £8.50 (£6.40 after 10am) |
| 2 Hours | £2.00 | £2.00 | £2.90 | £2.00 | £5.00 | | | | |
| 3 Hours | £2.30 | n/a | £4.35 | n/a | £7.00 | | | | |
| 4 Hours | £2.50 | £2.50 | £5.80 | £2.50 | £8.00 | | | | |
| 6 Hours | £4.00 | £5.00 | £6.95 | £6.50 | £9.00 | | | | |
| 8 Hours | £5.00 | | | £10.00 | | | | | |
| 12 Hours | £6.00 | | | £8.00 | £12.00 | | | | |
| 15+ Hours | £7.50 | | | £15.00 | £15.00 | | | | |

Appendix 3 - Community Impact Assessment Parking Tariff Increases & Parking Charging Policy

Dacorum BC Community Impact Assessment (CIA) Template

Policy / service / decision

Parking Service tariff & Business Case proposals

Description of what is being impact assessed

What are the aims of the service, proposal, and project? What outcomes do you want to achieve? What are the reasons for the proposal or change? Do you need to reference/consider any related projects?

Stakeholders; Who will be affected? Which protected characteristics is it most relevant to? Consider the public, service users, partners, staff, Members, etc.

It is advisable to involve at least one colleague in the preparation of the assessment, dependent on likely level of impact

The aim of this report is to recommend increases in parking tariffs and changes to parking charging policy, for both on-street and off-street parking across the Borough.

The basis of these recommendations is to:

- Provide an appropriate and more equitable charging basis that reflects the value of assets and cost of the services provided
- Provide a more equitable charging basis for users across the Borough, with consistency as to charging policies.
- Drive additional income that will contribute to parking income pressures, and contribute to the Council's wider financial sustainability and delivery of services
- Contribute to longer term objectives relating to sustainability and climate change, as part of a holistic approach to encouraging behaviour change in relation to travel and sustainable transport options

Evidence

What data/information have you used to assess how this policy/service/decision might impact on protected groups? *(Include relevant national/local data, research, monitoring information, service user feedback, complaints, audits, consultations, CIAs from other projects or other local authorities, etc.). You should include such information in a proportionate manner to reflect the level of impact of the policy/service/decision.*

The Council's parking charges are significantly lower than public sector averages, and local private sector parking. Benchmarking parking tariffs with other Local Authority car parks shows the Council's parking tariffs are in the lower quartile of prices charged and further benchmarking with privately operated car parks in the vicinity also show that the Council's parking tariffs are lower.

Parking tariffs across the Borough were last reviewed and increased in 2019, during this period, inflation has increased by c. 28%, so the current proposals for tariff increases in off-street car parks only bring the Council's parking income in line with the impact of inflation.

The Council has a range of parking charging policies that need to be applied in a consistent and equitable manner throughout the borough. It is not justifiable or financially sustainable for the Council to subsidise part of its parking services and it also needs to encourage where possible changes in behaviour with regard to transport options, that will support wider environmental benefits.

Who have you consulted with to assess possible impact on protected groups? *If you have not consulted other people, please explain why? You should include such information in a proportionate manner to reflect the level of impact of the policy/service/decision.*

Before implementing any of the proposed changes to parking tariffs and parking charging policy, the Council will need to undertake a formal consultation before making the relevant Traffic Regulation Order.

This will provide an opportunity for individuals or groups that feel that they will be impacted to provide feedback on the proposals.

The comments and feed-back that are submitted as part of the consultation will then be weighed up against the financial and non-financial benefits of implementing the proposals

Analysis of impact on protected groups (and others)

The Public Sector Equality Duty requires Dacorum BC to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. Consider how this policy/service/decision will achieve these aims. Using the table below, detail what considerations and potential impacts against each of these using the evidence that you have collated and your own understanding. Based on this information, make an assessment of the likely outcome, before you have implemented any mitigation.

- The PCs of Marriage and Civil Partnership and Pregnancy and Maternity should be added if their inclusion is relevant for impact assessment.
- Use “insert below” menu layout option to insert extra rows where relevant (e.g. extra rows for different impairments within Disability).

| Protected group | Summary of impact <i>What do you know? What do people tell you? Summary of data and feedback about service users and the wider community/ public. Who uses / will use the service? Who doesn't / can't and why? Feedback/complaints?</i> | Negative impact / outcome | Neutral impact / outcome | Positive impact / outcome |
|---|---|----------------------------------|-------------------------------------|----------------------------------|
| Age | There are no identified positive or negative impacts on this characteristic. The proposed changes to parking tariffs and charging policies are being proposed across the borough and will impact on all motorists regardless of age. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Disability (physical, intellectual, mental) <i>Refer to CIA Guidance Notes and Mental Illness & Learning Disability Guide</i> | There are no identified positive or negative impacts on this characteristic. The proposed changes to parking tariffs and charging policies do not apply to any blue badge parking spaces/bays as these will remain free to use when legally displaying a blue badge. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Gender reassignment | There are no identified positive or negative impacts on this characteristic. The proposed changes to parking tariffs and charging policies are being proposed across the borough and will impact on all motorists | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|---|---------------------------|--------------------------|--------------------------|
| | regardless of gender identity or gender expression. | | | |
| Race and ethnicity | There are no identified positive or negative impacts on this characteristic. The proposed changes to parking tariffs and charging policies are being proposed across the borough and will impact on all motorists regardless of race or ethnicity. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Religion or belief | There are no identified positive or negative impacts on this characteristic. The proposed changes to parking tariffs and charging policies are being proposed across the borough and will impact on all motorists regardless of religion or belief. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sex | There are no identified positive or negative impacts on this characteristic. The proposed changes to parking tariffs and charging policies are being proposed across the borough and will impact on all motorists regardless of gender. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sexual orientation | There are no identified positive or negative impacts on this characteristic. The proposed changes to parking tariffs and charging policies are being proposed across the borough and will impact on all motorists regardless of sexual orientation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Not protected characteristics but consider other factors, e.g. carers, veterans, homeless, low income, loneliness, rurality etc. | There are no identified positive or negative impacts on this characteristic. The proposed changes to parking tariffs and charging policies are being proposed across the borough and will impact on all motorists that use pay to park space/bays. There remains significant levels of free parking on the public highway throughout the borough. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Negative impacts / outcomes action plan | | | | |
| Where you have ascertained that there will potentially be negative impacts / outcomes, you are required to mitigate the impact of these. Please detail below the actions that you intend to take. | | | | |
| Action taken/to be taken <i>(copy & paste the negative impact / outcome then detail action)</i> | Date | Person responsible | Action complete | |
| N/A | | | <input type="checkbox"/> | |

If negative impacts / outcomes remain, please provide an explanation below.

N/A

Completed by (all involved in CIA)

Ben Hosier

Date

27/06/2023

Signed off by (*AD from different Directorate if being presented to CMT / Cabinet*)

David Barrett

Date

30/6/23

Entered onto CIA database – date

To be reviewed by (officer name)

Review date