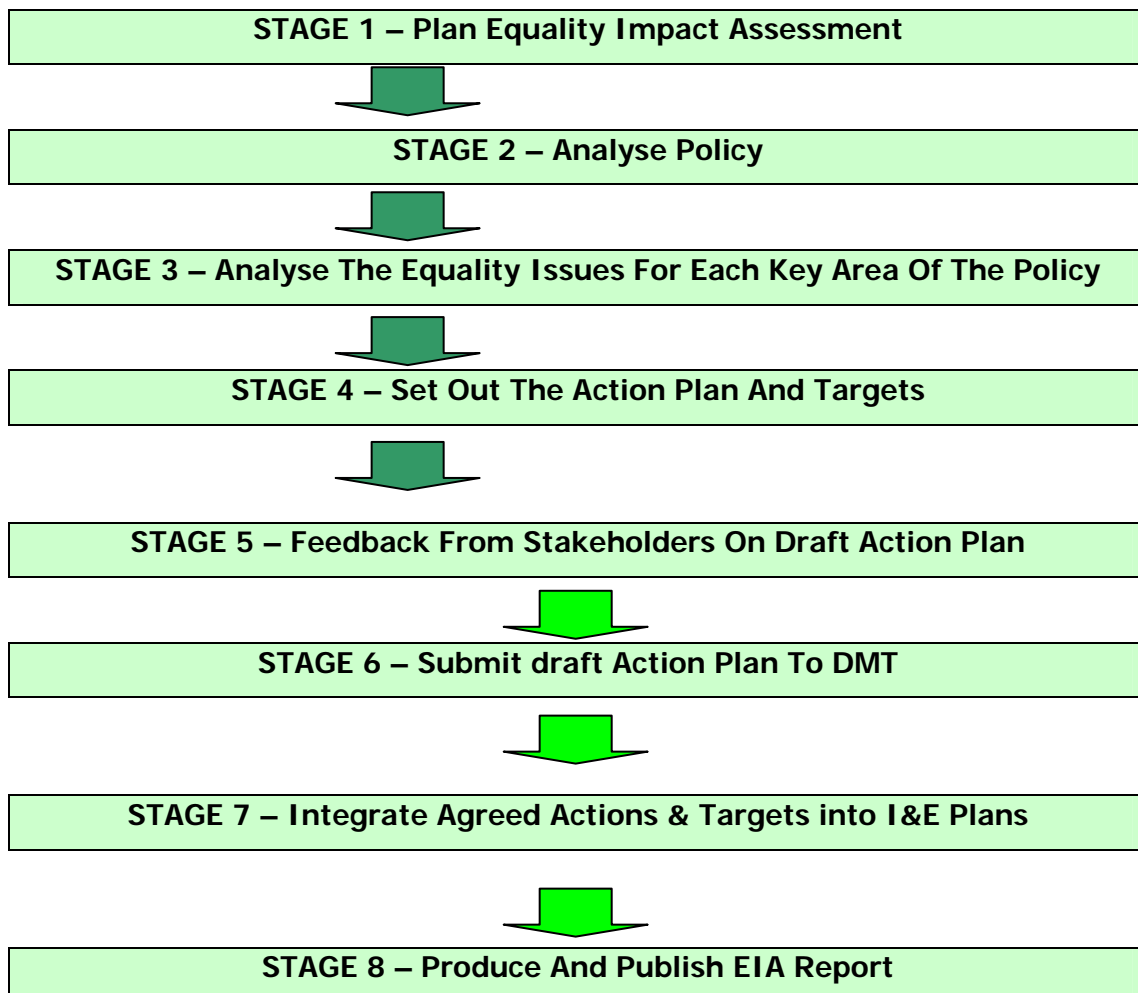




THE LONDON BOROUGH

Pro forma for managing and undertaking Equality Impact Assessments



Human Resources Strategic Services
Chief Executive's Department

July 2007

STAGE 1 – PLAN EQUALITY IMPACT ASSESSMENT

1a. Title of the EIA:

Area Management Equality Impact Assessment

1b. What category of EIA is this? Please tick one of the following:

Part of planned work	Yes
Developing new policies	
Changing/updating existing policies	

1c. Timetable for assessment:

Start Date	June 2008
Projected end date	March 2009
Review date	August 2010

1d. Who will do the EIA? Please complete the following table:

Name	Job Title	Roles & Responsibilities within EIA Team
Peter McCready	Head of Area Management	Prime lead on EIA
Jo Ridge	Area Manager	Assistance with research
Kirsty Armstrong	Business Coordinator	Supervision of Project
Claire Driffield	Temporary Business Coordinator	Review of EIA (2010)

1e. Identify any other resources that are needed to support EIA:

- Streetscene & Greenspace Division – nominated staff to contribute to process as appropriate
- Departmental Communications Team and Streetscene & Greenspace Business Unit – support for consultation and other communications issues to be provided

STAGE 2 – ANALYSE THE POLICY

2a. Briefly describe the aim of the policy:

To ensure that area management policies and projects meet the needs of all road users – cyclists, pedestrians and motorists.

2b. Set out the policy objectives:

- To provide a safe and clean environment for road users
- To ensure access for all is considered when carrying out safety inspections of the highway and when reacting to fault reports

2c. Break down the policy into its key areas:

1. **Planning:** consult on the theory of the streetscape manual and the streetscape plan, both of which encompass the Council's overall approach to the maintenance and management of the street scene; consultation to include speaking with:
 - Bromley Wheelchair User Group
 - Kent Association for the Blind
 - BATH
2. **Consultation:** request feedback on specific service requests and requirements, for instance:
 - Highway faults
 - Vehicle crossovers
 - Dropped kerbs and other adjustments made to the highway as a result of requests
3. **Training:** as part of the PADS and recruitment processes, identify staff members in need of training or refresher courses, and enlist the support of BATH in providing awareness training.

2d. List the intended recipients of the policy:

- All users of the highway network
- Staff members
- Councillors – Members have contributed to the development of policies relating to, for instance, vehicle crossovers

2e. Identify partner organizations and any other departments involved in delivering the policy:

- Highway Network Management (Transport and Highways division)
- Renewal and Recreation division
- Transport for London
- Contractors, including O'Rourke's (minor works), Conway's (major works), Kier Street Services (street cleansing)

2f Identify and list any stakeholders concerned with the delivery of the policy:

- Organisations that represent special interest user groups
- Residents, with focus on those who have been in contact with the Council regarding street scene issues

STAGE 3 – ANALYSE THE EQUALITY ISSUES OF THE KEY AREAS OF THE POLICY

Category:	Age	Disability	Gender	Race	Religion/ Belief	Sexual Orientation
Considered in EIA?	Yes	Yes	No	Yes	Yes	No

KEY AREAS:	ALL ASSOCIATED DOCUMENTS: For example: statements, forms, supporting policies ect	EQUALITIES GAP ANALYSIS :
Planning	<ul style="list-style-type: none"> ○ Streetscape manual ○ Streetscape plan ○ Code of Practice for Well Maintained Highways ○ Street Services Charter ○ Range of policy approval documents, relating to detailed revision of, for instance, vehicle crossovers ○ Webpages ○ Public information leaflets ○ License application forms ○ Contracts 	<p>Policies are consistent and up to date. Where, however, there are gaps is in the monitoring of minor adjustments made to policies – there needs to be consideration given to how information about alterations is managed.</p> <p>The website provides a useful repository of details like this, and publications for the public (leaflets, etc) are generally updated in good time where adjustments need to be made, so this may be adequate. To be discussed.</p> <p>Note that the streetscape plan discusses funding requirements and levels of service for the highway – it is recognised that ongoing investment in highways has an impact on equal access requirements.</p>
Consultation	<ul style="list-style-type: none"> ○ Consultation Register, held on OneBromley, contains full details of all consultations undertaken ○ Consultation leaflets 	<p>Feedback surveys are sent out on a regular basis to residents, and are reviewed every quarter, with updates made to the Consultation Register.</p> <p>Consultations need to be targeted at certain interest groups – presently, representatives from Area Management attend groups such as Bromley Wheelchair User Group and Kent Association for the Blind to discuss issues. It may be appropriate to establish user group forums, with a regular timetable of meetings in future to improve this and ensure adequate consultation.</p>
Training	<ul style="list-style-type: none"> ○ PADS documentation 	<p>There may be restrictions on staff attendance due to time and financial constraints, as well as availability of appropriate courses.</p>

Category:	Age	Disability	Gender	Race	Religion/ Belief	Sexual Orientation
Considered in EIA?	Yes	Yes	No	Yes	Yes	No

KEY AREAS:	QUANTITATIVE DATA: For example: monitoring information, census data, performance indicators, Borough benchmark data, customer surveys	EQUALITIES GAP ANALYSIS :
Planning	<ul style="list-style-type: none"> ○ Safety inspection results ○ Performance indicators ○ Financial data ○ Contractors' information and data 	
Consultation	<ul style="list-style-type: none"> ○ Survey data 	
Training	<ul style="list-style-type: none"> ○ HR training figures ○ HR course review forms 	

STAGE 4 – SET OUT THE ACTION PLAN AND TARGETS

The equality action plan must be integrated into the performance centre improvement & efficiency plans/service plans.

KEY AREA	EQUALITY CATEGORY	PROPOSED ACTION/TARGETS	KEY MILE STONES/TIMESCALE	WHO IS RESPONSIBLE?	RESOURCES & TRAINING REQUIRED?
Communications	All	Ensure communications are available in a variety of formats, to suit different groups.	<p>Ongoing review of communications, to include consideration of impact on relevant groups when devising new communications.</p> <p>All communications planning to involve consideration of website updates, availability of e-documents, use of Plain English, availability of other formats.</p>	Andrew Rogers	Dedicated budget
Recycling – on-street	Age, disability, language differences.	Ensure on-street recycling facilities are suitable for all users.	During planning process, consideration to be given to location of on-street recycling bins and to type of bins selected. Careful consideration must be given to how we inform residents of the bins' use – i.e. how we promote the recycling message.	Peter McCready	Dedicated budget
Street cleansing, including chewing gum removal, bus stop cleansing, deep cleansing, smoking litter removal	Age, disability	Ensure that streets are readily accessible and well maintained for all users.	During planning process, ensure that adequate consideration is given to maintaining the accessibility of streets and key areas such as public transport interchanges (railway stations, bus stops).	Peter McCready	Dedicated budget

Enviro-crime programmes	All	Ensure that the enviro-crime programmes target those areas in need of improvement, in order to create safe and accessible public spaces for all.	<p>As part of the Safer Bromley team, to contribute with 'hot spot' information regarding graffiti, fly-tipping and other enviro-crimes.</p> <p>Provide detailed plans for the Probation Service, as part of Operation Payback, for additional graffiti removal.</p>	Peter McCready	Dedicated officers and budget
Planned and reactive minor works	Age, disability	Ensure that the highway is well maintained so that it is easily accessible for all, responding to individual requests for dropped kerbs and other ad hoc improvements as necessary.	<p>Maintain a rigorous highway inspection programme, targeting problem areas as necessary, and responding to public concerns and complaints.</p> <p>Collate information on areas so that planned minor works can take place as necessary.</p>	Peter McCready	Dedicated officers and budget

STAGE 5 – Feedback From Stakeholders On Draft Action Plan

Stakeholder	Date consulted	Feedback	Impact on Action Plan
Bromley Wheelchair User Group members	TBC		
Kent Association for the Blind members	TBC		
BATH members	TBC		
Residents who have contacted us regarding highway faults	Q3 2009-10		
Residents who have contacted us regarding vehicle crossovers	Q2 2008-9	See Consultation Register for full details.	
Residents who have contacted us to request dropped kerbs and other adjustments to the highway	TBC		

STAGE 6 – Submit Draft Action Plan To DMT

Date submitted:	
Feedback:	
Changes made: (If required)	

STAGE 7 – Integrate Agreed Actions & Targets Into I&E Plans

Date complete:	
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STAGE 8 – Produce And Publish EIA Report

Date published:	
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