

Equality Impact Assessment Toolkit (January 2021)

Section 1: Your details

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Chief Officer: Paul Satoor

Directorate: Neighbourhoods

Date: 26.01.2023

Section 2: What Council proposal is being assessed?

Additional cost recovery to cover full costs of vehicle crossing service - This savings proposal is to undertake a review of the fees and charges for the vehicle crossing service, within the Highways & Infrastructure service. The service is a commercial offer, currently turning over £200,000 p.a. which allows residents to apply for dropped kerbs on the pavement to access their properties/driveways. The service has two aspects: approval only of third-party works, or fully inclusive of a contractor to undertake the works.

The review would seek to simplify the pricing of the service offer to provide a standardised price which is inclusive of all the council's costs and is more easily understood by residents. A review is underway to explore all the fees and costs associated with the service and ensure that all admin back-office costs are included, something which is currently not fully cost-recovered. Additional income of £15,000 from 2023/24 can be realised as a result of the review and standard charging strategy.

Section 2a: Will this EIA be submitted to a Committee meeting?

Yes

If 'yes' please state which meeting and what date

Hyperlink to where your EIA is/will be published on the Council's website

<https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments/equality-impact-assessments-budget-proposals-2023-24>

Section 3: Does the proposal have the potential to affect..... (please tick relevant boxes)

- Services**
- The workforce**
- Communities**
- Other** (please state eg: Partners, Private Sector, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4.

- None** (please stop here and email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing)

Section 4:

Could the proposal have a positive or negative impact on any protected groups (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)?

You may also want to consider socio-economic status of individuals.

Please list in the table below and include actions required to mitigate any potential negative impact.

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
All (communities)	Negative impact should communication of the new pricing structure be in a manner not accessible to some protected groups (e.g. through social media alone, or not with an easy read version) resulting in some protected groups not being aware of how the service works and therefore not accessing it. This could be particularly impactful for those groups for whom having a dropped kerb might be valuable (e.g. dropped kerb to improve the mobility of wheelchair users).	The Council will provide information in different languages and formats upon request and within a reasonable timeframe.	Simon Fox	01/04/23 – 31/03/24	Additional capital and officer resources may be required to ensure that information in different languages and formats can be provided within a reasonable timeframe
Low socio-		Benchmarking with other	Simon Fox	01/04/23 –	Officer

economic status (communities)	Negative impact should the changes to the pricing structure result in an increase in prices thereby excluding groups with low socio-economic status from accessing the service. This could be particularly impactful for those groups for whom having a dropped kerb might be valuable (e.g. dropped kerb to improve the mobility of wheelchair users).	local authorities will be conducted to ensure that prices are kept at a level widely accepted across the sector. Where appropriate, work will be conducted to pursue solutions and efficiencies that ensure any price increases remain, as much as possible, within similar levels as seen in other Local Authorities .		31/03/24	resources may be utilised in exploring and implementing solutions/efficiencies to attenuate prices increases.
All (workforce)	Negative impact should an improved understanding of the service by residents increase resident utilisation of the service, leading to an increased workload on Council officers, including those from protected groups, to facilitate the service. It is unclear at this point how many, if any, employees will be affected by this proposal.	Ensure regular manager-employee check-ins take place to allow managers to monitor mental wellbeing of employees and allow employees to raise concerns regarding workload. Ensure flexitime continues to be utilised to offset any excess working hours, and that the accrual of excessive flexitime alerts managers to discuss with the employee their workload, or the need for improving the employee's time management/productivity.	Simon Fox	01/04/23 – 31/03/24	There are no resource implications from this mitigation.
All (service)	Positive impact should an improved understanding of the service increase resident uptake of the service meaning protected groups can benefit from the additions of dropped kerbs.	N/A	N/A	N/A	N/A

Section 4a: Where and how will the above actions be monitored?

The service manager will ensure that usage data of the service is reviewed on a quarterly basis to ensure there is limited significant exclusion of protected groups and/or individuals with a low-socio economic status from accessing the service that need to. If it is found that some groups that would otherwise wish to access the service are being excluded, the service manager will liaise with the Council's communication team and/or service team to develop interventions to address any exclusion.

The lead person will liaise with Human Resources through pre-existing strategies and mechanisms to monitor employee mental health, ensure that regular check-ins are taking place, and that feedback regarding workload is being monitored. Should the findings of these monitoring mechanisms indicate a drop in employee mental wellbeing due to changes in workload, the lead person will liaise with Human Resources and managers to address these issues. Such reviews will take place on an ongoing basis as part of regular check-ins.

Section 4b: If you think there is no negative impact, what is your reasoning behind this?

Section 5: What research / data / information have you used in support of this process?

Financial and service information has been utilised to build the business case and EIA.

Section 6: Are you intending to carry out any consultation with regard to this Council proposal?

Yes

If 'yes' please continue to section 7.

If 'no' please state your reason(s) why:

(please stop here and email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing)

Section 7: How will consultation take place and by when?

Should the proposal be approved, consultation with affected staff and Trade Unions will take place with dates to be established.

Before you complete your consultation, please email your preliminary EIA to engage@wirral.gov.uk via your Chief Officer in order for the Council to ensure it is meeting it's legal publishing requirements. The EIA will need to be published with a note saying we are awaiting outcomes from a consultation exercise.

Once you have completed your consultation, please review your actions in section 4. Then email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing.

Section 8: Have you remembered to:

- a) **Select appropriate directorate hyperlink to where your EIA is/will be published** (section 2a)
- b) **Include any potential positive impacts as well as negative impacts?** (section 4)
- c) **Send this EIA to engage@wirral.gov.uk via your Chief Officer?**
- d) **Review section 4 once consultation has taken place and sent your updated EIA to engage@wirral.gov.uk via your Chief Officer for re-publishing?**