

Lancaster City Council's Equality Impact Assessment Guidance and Form

What is an equality impact assessment?

An equality impact assessment is a way of understanding the impact that a new way of doing things might have on members of our community, in particular people from protected groups. This could be a new service, practice, policy, strategy, project or decision.

Protected groups include age, disability, faith, religion or belief, gender (including marriage, pregnancy and maternity), gender reassignment, race and sexual orientation (including Civil Partnership).

Please note: the impact on rural communities and people on low incomes must also to be considered.

Why do I need to carry out an equality impact assessment?

Part of the council's core purpose is to *'provide a range of customer focused services and offer value for money and meet the needs of people who live, work and visit the district' and to 'maintain a cohesive community by ensuring we understanding the needs of our communities and provide equality of access to our services and employment opportunities'*.

It is therefore important that we collect and use information about our community to help us to understand how service changes and decisions might impact on the local community.

Our corporate *Ethos* makes it clear that in our stewardship role the council has a responsibility for *'ensuring the social, economic and environmental wellbeing of the local area'* and that in terms of social justice that *'the values of local government are founded on equality and meeting community needs'*.

Therefore we should consider how everything we do will impact on the communities that we serve. This should lead to more informed decision making, more customer focussed, cost effective, efficient services for local people.

When delivering services and employment, the council has a general equality duty to consider the need to:

- Eliminate unlawful discrimination, harassment, victimisation or other unlawful conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not.

How do I carry out an equality impact assessment?

A simple form has been developed to assist services with carrying out equality impact assessments.

The form provides a consistent approach to equality impact assessment, however, it is more important that we consider how everything we do will impact on the local community and that action is taken to mitigate impact. The form provides a way of recording this.

The council's 'getting to know our communities' data will help services to assess potential impact on protected groups. This provides both local and national statistics and is available on the Elsie equality and diversity page (via HR).

All councils have to produce similar information, therefore it may be useful to do a web search rather than starting from scratch.

An example of a completed form is also available on the Elsie equality and diversity page (via HR).

When do I need to carry out equality impact assessment?

Equality impact assessment should take place when considering doing something in a new way.

For example:

- A change in a current service or introduction of a new service
- The review of a current policy/strategy or the development of a new policy/strategy
- The start of a new project or when making a decision.

A decision-making flow chart is available on the Elsie equality and diversity page (via HR).

An equality impact assessment form will need to be completed as an appendix to decision making committee reports eg Cabinet, Council.

Please note: the outcomes of your equality impact assessment should be used to inform your reports.

Please refer to the report writing guidelines on Elsie or contact democratic services for advice on this.

Who should carry out equality impact assessment?

An equality impact assessment should be carried out by the officer leading on above examples.

Who can I contact for support and guidance?

Equality impact assessment support is available from the HR and Organisational Development Team.

Equality impact assessment form

An equality impact assessment should take place when considering doing something in a new way.

Please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to ['report clearance'](#) (please refer to report writing guidance).

Please keep your answers brief and to the point. Consideration needs to be reasonable and proportionate.

Please also remember that this will be a public document – do not use jargon or abbreviations.

Section 1: Details

Service	Sustainable Growth
Title and brief description (if required)	Lancaster City Centre Parking Strategy 2025 - 2028 a strategic document aimed at managing city centre public car parking provision to support climate goals, accessibility, economic development, and urban regeneration.
New or existing	New
Author/officer lead	Paul Rogers
Date	20/06/2025

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

Section 2: Summary

What is the purpose, aims and objectives?

The strategy aims to:

Provide a framework to rationalise and modernise parking provision in Lancaster city centre.

Support the shift towards sustainable and active travel

Manage peak and long-term demand

Improve accessibility and quality of provision

Achieve a range of objectives including efficient use of land and potential release of land for affordable housing.

Who is intended to benefit and how?

City residents, commuters and visitors: through better planned, safer, and more sustainable parking.

Blue Badge holders and less mobile users: through improved provision and better locations.

Businesses: via consistent turnover and availability for customers.

Rural and low-income residents: potentially through lower-cost alternatives like Park & Ride and enhanced public transport access (though these are currently limited).

Section 3: Assessing impact**Is there any potential or evidence that this will or could:**

• Affect people from any protected group differently to others?		Yes
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		Possible
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

If yes, please provide more detail of potential impact and evidence including:

- A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results?
- What does this tell you ie negative or positive affect?

Age including older and younger people and children	Older residents may be affected if walking distances to city amenities increase and alternatives (e.g., buses) are limited. However, the strategy does address locations. Younger people may benefit from improved active travel options.
Disability	Critical risk: closure of central spaces or poor maintenance may reduce accessibility for people with mobility impairments. Strategy recognises this and proposes preserving high-quality Blue Badge provision and improving standards. The Strategy does not cover on-street provision nor pedestrian area provision which is the responsibility of Lancashire County Council
Faith, religion or belief	Neutral impact. Indirect effects possible if access to places of worship is hindered by parking location changes.
Gender including marriage, pregnancy and maternity	Parents with young children or pregnant women may be affected by reduced ease of access. Strategy has considered that the provision will remain family-friendly and with proximate choice of spaces.
Gender reassignment	No identified differential impact.

Race	No specific evidence of impact, but general accessibility concerns apply. The public consultation on the draft strategy did not identify any issues.
Sexual orientation Including Civic Partnership	No identified differential impact.
Rural communities	Potential negative impact. Lack of viable public transport alternatives in rural areas may limit access to city centre services if parking capacity is reduced. Park & Ride provision is underused and not well integrated.
People on low incomes	Strategy could disadvantage low-income individuals if public transport remains more expensive or less convenient than private car use. Pricing strategies and low-cost alternatives are considered.

Section 4: Next steps

Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this? Potential for Cabinet to consider a further round of consultation to gain further surety against:

- Disabled user groups.
- Rural community representatives.
- Low-income and public transport users.

However, initial consultation on draft strategy provided a range of views.

How have you taken/will you take the potential impact and evidence into account?

The Strategy:

Maintain or enhance Blue Badge parking standards.
Consider low-income travel needs in pricing and Park & Ride planning.
Promote modal shift without marginalising car-dependent users, especially from rural or disadvantaged groups.

How do you plan to monitor the impact and effectiveness of this change or decision?

The Strategy commits the council to regular review and actions (which are resourced) to improve:

Use usage data, complaints and Blue Badge uptake.
Review car park usage and city access by group (where data allows).

Engage with equality groups through strategy reviews.

Thank you for completing this equality impact assessment form, please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to ['report clearance'](#) (please refer to report writing guidance).