

## EQUALITY IMPACT ASSESSMENT – a step-by-step guide

The Equality Act 2010 legally requires all public bodies, including local authorities, to give due regard to equalities when undertaking their functions. An important part of this process is the use of Equality Impact Assessments.

Equality Impact Assessments (EQIAs) should be carried out whenever you plan, change or remove a service, policy or function. Carrying out a good Equality Impact Assessment will help you to:

- Assess any potential impacts, positive and negative, in a proportionate way and with relevance
- Make decisions that are justified, evidenced, relevant and identify any mitigating proposals
- Prioritise expenditure in an efficient and fair way
- Have a record showing that the potential impacts have been considered and that decisions are based on evidence

It is important the EQIA is carried out at the earliest opportunity to ensure that you have the time to undertake any additional work that will inform your decisions, for example community engagement.

**Remember: EQIAs need to cover both the impacts on the workforce (employment) and customers/public (service delivery).**

EQIAs are public documents and as such will be published on the council website. When you have completed an EQIA please send it to [anna.trott@rbwm.gov.uk](mailto:anna.trott@rbwm.gov.uk)

If the EQIA forms part of a report to Cabinet or any other committee, please also send a copy to the relevant clerk in Democratic Services.



# Equality Impact Assessment Template

<b>Directorate:</b> Operations	
<b>Service:</b> Highways and Transport	
<b>Name of Officer/s completing assessment:</b> Gordon Oliver	
<b>Date of Assessment:</b> 27 January 2017	
<b>Name of service/function or policy being assessed:</b> Cycling Strategy	
1.	<p>What are the aims, objectives, outcomes, purpose of the policy, service change, function that you are assessing?</p> <p>Aims:</p> <ul style="list-style-type: none"> <li>• To deliver a safe, direct, convenient, coherent and connected cycle route network</li> <li>• To improve integration between cycling and other forms of transport</li> <li>• To ensure that cycling provision is an integral part of the design of new development and is not considered as an afterthought</li> <li>• To ensure that cycling facilities are designed and built in accordance with (and where appropriate exceed) standards specified in national guidance and best practice</li> <li>• To improve local health outcomes for residents by increasing cycling activity levels</li> <li>• To establish monitoring and evaluation mechanisms that will measure the impact of local cycling investment</li> </ul>
2.	<p>Who implements or delivers the policy, service or function? State if this is undertaken by more than one team, service, and department including any external partners.</p> <p>The following will be involved in delivering the strategy:</p> <ul style="list-style-type: none"> <li>• RBWM Highways &amp; Transport – client</li> <li>• RBWM Leisure Services – client</li> <li>• Project Centre - scoping and feasibility (plus design, consultation and other consultancy support sub-contracted from Volker)</li> <li>• Volker Highways – scheme construction</li> </ul>

	<ul style="list-style-type: none"> <li>• Cycle Experience – Bikeability Training</li> <li>• Parkwood Leisure / Maidenhead Cycle Hub – led bike rides</li> </ul>
	<p>Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc. Please consider all of the Protected Characteristics listed. Bear in mind that people affected by the proposals may well have more than one protected characteristic.</p> <p>The strategy aims to promote cycling for <b>all</b> borough residents and does not discriminate on the grounds of age, disability, gender, marital status, pregnancy, race, religion / belief, sexual orientation.</p> <p>The strategy recognises that there are more men than women cycling, with local gender imbalances that are more pronounced than the national average.</p> <p>Young people, the elderly and people with mobility impairments may experience difficulties when cycling in traffic.</p> <p>People with visual / mobility impairments may experience problems when sharing footways with cyclists due to not being aware of approaching cyclists and potential risk of collision.</p>
3.	<p>What are any likely positive impacts for the group/s identified in (3) above? You may wish to refer to the Equalities Duties detailed in the background information.</p> <p>The strategy identifies that women young people, the elderly and those with mobility impairments value safe cycling infrastructure - improving cycling routes has been identified as a priority in the strategy.</p> <p>The strategy identifies the need to provide segregation between cyclists and other road users wherever possible in order to improve the safety of cyclists and pedestrians.</p> <p>Provision of dedicated cycling facilities will reduce illegal cycling in pedestrianised areas / on footways.</p>



4.	<p>What are the likely negative impacts for the group/s identified in (3) above? If so then are any particular groups affected more than others and why?</p> <p>None</p>
5.	<p>Have the impacts identified in (3) and (4) above been assessed using up to date and reliable evidence and data? Please state evidence sources and conclusions drawn (e.g. survey results, customer complaints, monitoring data etc).</p> <p>The Council has received several complaints in recent months about illegal cycling activity in pedestrianised areas of High Street in Maidenhead and Peascod Street in Windsor.</p> <p>There have been several reports identifying barriers to women, children and the elderly cycling which have all shown that road safety / a lack of segregated cycle routes are the main issues – for further information, see: <a href="https://www.cycling-embassy.org.uk/wiki/barriers-cycling">https://www.cycling-embassy.org.uk/wiki/barriers-cycling</a>.</p>
6.	<p>Have you engaged or consulted with any identified groups or individuals if necessary and what were the results, e.g. have the staff forums/unions/ community groups been involved?</p> <p>The strategy has been developed in consultation with:</p> <ul style="list-style-type: none"> <li>• Cycle Forum</li> <li>• Local Access Forum</li> <li>• Access Advisory Forum</li> <li>•</li> </ul>
7.	<p>What plans do you have in place, or are developing, that will mitigate any likely identified negative impacts? For example what plans, if any, will be put in place to reduce the impact?</p> <p>The strategy identifies the need to provide segregation between cyclists and other road users wherever possible in order to improve the safety of cyclists and pedestrians.</p>



8. What plans do you have in place to monitor the impact of the proposals once they have been implemented? (The full impact of the decision may only be known after the proposals have been implemented). Please see action plan below.

The council undertakes annual surveys of walking and cycling trips to and from Maidenhead and Windsor town centres – this includes a breakdown of cyclists by gender.

Numbers of children cycling to school are measured as part of School Travel Plans.

The Council monitors the number of children receiving Bikeability training.

Residents' satisfaction with cycling facilities is measured in the NHT Public Satisfaction Survey.

<b>What course of action does this EQIA suggest you take? More than one of the following may apply</b>	✓
<b>Outcome 1: No major change required.</b> The EQIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken	✓
<b>Outcome 2: Adjust the policy</b> to remove barriers identified by the EQIA or better promote equality. Are you satisfied that the proposed adjustments will remove the barriers identified? (Complete action plan).	
<b>Outcome 3: Continue the policy</b> despite potential for adverse impact or missed opportunities to promote equality identified. You will need to ensure that the EQIA clearly sets out the justifications for continuing with it. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact (see questions below). (Complete action plan).	
<b>Outcome 4: Stop and rethink</b> the policy when the EQIA shows actual or potential unlawful discrimination. (Complete action plan).	

### Action Plan and Timetable for Implementation

At this stage a timetabled Action Plan should be developed to address any concerns/issues related to equality in the existing or proposed policy/service or function. This plan will need to be integrated into the appropriate Service/Business Plan.

Action	Target Groups	Lead Responsibility	Outcomes/Success Criteria	Monitoring & Evaluation	Target Date	Progress to Date
Provision of cycle routes	All cyclists, including women, the elderly and children.	RBWM Highways & Transport	Additional cycle routes constructed	Capital Programme Delivery	Ongoing	See RBWM cycle network
Bikeability training	Schoolchildren in years 4-7	Cycle Experience	Number of children receiving training & number passing levels 1, 2 and 3.	Bikeability programme	Ongoing	766 children trained in 2016/17



**Signed**

**Lead Officer:**.....

**Date:**.....

**Director:**.....

**Date:**.....