

Equality and Rurality Impact Assessment Form

When completing this form, you will need to provide evidence that you have considered how the 'protected characteristics' may be impacted upon by this decision. In line with the General Equality Duty the Council must, in the exercise of its functions, have due regard for the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

This form should be completed in conjunction with the guidance document available on the Intranet.

Once completed a copy should be emailed to @publicagroup.uk to be signed off by an equalities officer before being published.

1. Persons responsible for this assessment:

Names: Maria Wheatley.	
Date of assessment: January 2025	Telephone: 01285 623228 Email: maria.wheatley@westoxon.gov.uk

2. Name of the policy, service, strategy, procedure or function:

Car Parking Strategy

3. Briefly describe it aims and objectives.

To note the required amendment and update to the Car parking Strategy and Action plan. 2025 – 2031 To change the stay time restrictions at Hensington Road Woodstock, Guildenford Car park in Burford and the Spendlove car park in Charlbury from Long stay to mixed stay times.
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4. Are there any external considerations? (e.g. Legislation/government directives)

The Off-street car parks are regulated by the Off-street parking order. To enable enforcement and regulation of the car parks any changes will need to be reflected in the Parking Order. There is a legal requirement when making changes to the order that requires statutory and public consultation.

5. What evidence has helped to inform this assessment?

Source	✓	If ticked please explain what
Demographic data and other statistics, including census findings	✓	Please see Annex A
Recent research findings including studies of deprivation	✓	Please see Annex A
Results of recent consultations and surveys	✓	Please see Annex A
Results of ethnic monitoring data and any equalities data	✓	Please see Annex A
Anecdotal information from groups and agencies within Oxfordshire	✓	Engagement with Business and Town and Parish Councils
Comparisons between similar functions / policies elsewhere	✓	Benchmarking exercise against other Local Authority District Providers, review of all current National and local policies
Analysis of audit reports and reviews	✓	Please see Annex A
Other:	<input type="checkbox"/>	

6. Please specify how intend to gather evidence to fill any gaps identified above:

All changes to the Parking Order will require statutory and public consultation, this will encourage feedback from a wider audience.

7. Has any consultation been carried out?

Prior survey and engagement with customers and Stakeholders.

If NO, please outline any planned activities

N/A

8. What level of impact either directly or indirectly will the proposal have upon the public / staff? (Please quantify where possible)

Level of impact	Response
NO IMPACT – The proposal has no impact upon the public/staff	<input type="checkbox"/>
LOW – Few members of the public/staff will be affected by this proposal	<input checked="" type="checkbox"/>
MEDIUM – A large group of the public/staff will be affected by this proposal	<input type="checkbox"/>
HIGH – The proposal will have an impact upon the whole community/all staff	<input type="checkbox"/>
Comments: e.g. A proportion of those using the car parks will be affected. Those who require longer stays such as blue badge holders will not be affected from the proposed change. In all cases there will be a viable long stay option nearby.	

9. Considering the available evidence, what type of impact could this function have on any of the protected characteristics?

Negative – it could disadvantage and therefore potentially not meet the General Equality duty.

Positive – it could benefit and help meet the General Equality duty.

Neutral – neither positive nor negative impact / Not sure

	Potential Negative	Potential Positive	Neutral	Reasons	Options for mitigating adverse impacts
Age – Young People			x	The proposal is inclusive to people of different age groups, but it is not specific to age	
Age – Old People			x	The proposal is inclusive to all ages	
Disability			x	The proposal is inclusive to people with disabilities but is not specific to disability	
Sex – Male			x	The proposal is inclusive to all gender groups, but it is not specific to gender	

Sex – Female			x	The proposal is inclusive to all gender groups, but it is not specific to gender	
Race including Gypsy and Travellers			x	The proposal is inclusive to people of all races, but it is not specific to race	
Religion or Belief			x	The proposal is inclusive to people of all religions, but it is not specific to religion	
Sexual Orientation			x	This proposal is inclusive to all types of sexual orientation, but it is not specific to sexual orientation	
Gender Reassignment			x	The proposal is inclusive to all gender groups, but it is not specific to gender	
Pregnancy and maternity			x	The proposal is inclusive to people who are pregnant and/or on maternity, but it is not specific to this group	
Geographical impacts on one area			x	The proposal is inclusive to the whole of the West Oxfordshire District	
Other Groups			x	This proposal is inclusive to all other groups that are not mentioned	
Rural considerations: i.e. Access to services; leisure facilities, transport; education; employment; broadband.			x	The proposal is inclusive to the whole of the West Oxfordshire District	

10. Action plan (add additional lines if necessary)

Action(s)	Lead Officer	Resource	Timescale
Executive to agree proposals July 2025			

The legal process to change the Parking Order will begin, including statutory consultees and the public.			Process will start one week after Exec meeting.
Consultation feedback will be considered by Senior Officers and Exec Member responsible for the service.			Consultation will take 21 days.
Appropriate lines and signs changed in the car park.			Lead time for signs approximately 14 days plus installation.
Enforcement for new restriction will begin with warning notices for one week, after which penalty charge notices will be issued.			

11. Is there is anything else that you wish to add?

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Declaration

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where a negative impact has been identified actions have been developed to lessen or negate this impact. We understand that the Equality Impact Assessment is required by the District Council and that we take responsibility for the completion and quality of this assessment.

Completed By:	Maria Wheatley	Date:	01/05/2025
Line Manager:	Jon Dearing, Assistant Director for Resident Services	Date:	05/06/2025
Reviewed by Corporate Equality Officer:	Cheryl Sloan, Business Manager, Governance	Date:	06/06/2025