

# Equality and Human Rights Impact Assessment - the Form

There are separate guidance notes to accompany this form – “Equality and Human Rights Impact Assessment – the Guide.” Please use these guidance notes as you complete this form. Throughout the form, **proposal** refers to policy, strategy, plan, procedure or report.

## STEP 1: Identify essential information

1. Committee Report No

2. Name of proposal.

3. Officers completing this form.

Name	Designation	Service	Directorate
Andrew Smith	Traffic Engineering Manager	Roads Operations	EP&I

4. Date of Impact Assessment.

5. When is the proposal next due for review?

6. Committee Name.

7. Date the Committee is due to meet.

8. Identify the Lead Council Service and who else is involved in the delivery of this proposal. (for example other Council services or partner agencies)

Enterprise Planning and Infrastructure

9. Please summarise this Equality and Human Rights Impact Assessment, (EHRIA). This must include any practical actions you intend to take / have taken to reduce, justify or remove any adverse negative impacts (if necessary continue on blank sheet of paper). **Please return to this question after completing EHRIA.**

The provision of the service for a national data base, optional on line service and badge production will add greater flexibility to the existing system, enhance service provision and assist in providing consistency of service and application nationally.

10. Where will you publish the results of the Equality and Human Rights Impact Assessment? Tick all that apply.

- Summary of EHRIA will be published in committee report under section “Equality Impact Assessment”
- Full EHRIA will be attached to the committee report as an appendix
- Summary of EHRIA to be published on Council website within relevant service pages

## STEP 2: Outline the aims of the proposal

11. What are the main aims of the proposal?

The main aim of the proposal is to enhance the current service provision and provide consistency at a national level.

12. Who will benefit most from the proposal?

Applicants for blue Badges can use an online system which is available 24 hours a day, 7 days per week.

The system will provide improved badges that are designed against fraudulent misuse and ensure renewal reminders are sent to existing users.

13. Tell us if and how the proposal will increase equality of opportunity by permitting positive action to redress disadvantage?

The proposed reforms will allow improved access for applications and provide a responsive system for future years.

14. What impact will the proposal have on promoting good relations and wider community cohesion?

The improved accessibility to make Blue Badge applications will enhance the service and provide efficiencies.

**STEP 3: Gather and consider evidence**

15. What evidence is there to identify any potential positive or negative impacts in terms of consultation, research officer knowledge and experience, equality monitoring data, user feedback and other?

The improvement service is in addition to the existing service and can only enhance provision.

**STEP 4: Assess likely impacts on equality strands**

16. Which, if any, equality target groups and others could be affected positively or negatively by this proposal? Place the symbol in the relevant box.

(Positive +, neutral 0, - negative)

Equality Target Group					
Race*	0	Disability	+	Gender**	0
LGB***	0	Belief	0	Younger	)
Older	+	Others e.g. poverty	0		

- \* Race includes Gypsies/Travellers
- \*\* Gender includes women, men, Transgender
- \*\*\* LGB: Lesbian, Gay and Bisexual

17. Please detail the potential positive and/or negative impacts on the groups you have highlighted above? Detail the impacts and describe the groups affected.

Positive impacts (describe groups affected)	Negative Impacts (describe groups affected)
Will improve the service for all applicants and will ensure consistency nationally. The new badge design will also reduce the potential for fraud and misuse	None

**STEP 5: Apply the three key assessment tests for compliance assurance**

18. Does this policy/procedure have the potential to interfere with an individual's rights as set out in the Human Rights Act 1998? State which rights might be affected by ticking the appropriate box(es) and how. **If you answer "no", go to question 22. NO**

- Article 3 – Right not to be subjected to torture, inhumane or degrading treatment or punishment
- Article 6 – Right to a fair and public hearing
- Article 8 – Right to respect for private and family life, home and correspondence
- Article 10 – freedom of expression
- Other article not listed above

### Legality

19. Where there is a potential negative impact is there a legal basis in the relevant domestic law?

N/A

### Legitimate aim

20. Is the aim of the policy a legitimate aim being served in terms of the relevant equality legislation or the Human Rights Act?

N/A

### Proportionality

21. Is the impact of the policy proportionate to the legitimate aim being pursued? Is it the minimum necessary interference to achieve the legitimate aim?

N/A

### STEP 6: Monitor and review

22. How will you monitor the implementation of the proposal? (For example, customer satisfaction questionnaires)

Number of online applications  
Time taken to issue badges

23. How will the results of this impact assessment and any further monitoring be used to develop the proposal?

Analysis of findings will allow a review of the necessary staffing levels and resources to meet expectations of applicants.

## STEP 7 SIGN OFF

The final stage of the EHRIA is formally to sign off the document as being a complete, rigorous and robust assessment.

Person(s) completing the impact assessment.

Name	Date	Signature
Andrew Smith	30/8/11	

Quality check: document has been checked by

Name	Date	Signature
Mike Cheyne		

Head of Service (Sign-off)

Name	Date	Signature
Hugh Murdoch		

### Now –

Please send a copy of your completed EHRIA together with the proposal to:

Head of Service  
Customer Service and Performance  
Aberdeen City Council  
St. Nicholas House, Broad Street  
Aberdeen, AB10 1GZ