

Appendix 4 - Motorcycles - Equalities impact assessment

Motorcycle parking permits review Summary and recommendations - Cabinet paper	February 2021
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London Borough of Hackney Equality Impact Assessment Form

The Equality Impact Assessment Form is a public document which the Council uses to demonstrate that it has complied with Equalities Duty when making and implementing decisions that affect the way the Council works.

The form collates and summarises information which has been used to inform the planning and decision-making process.

All the information needed in this form should have already been considered and should be included in the documentation supporting the decision or initiative, e.g. the delegated powers report, saving template, business case etc.

Equality Impact Assessments are public documents: remember to use at least 12 point Arial font and plain English.

The form must be reviewed and agreed by the relevant Director, who is responsible for ensuring it is made publicly available and is in line with guidance. Guidance on completing this form is available on the intranet.

<http://staffroom.hackney.gov.uk/equalities-based-planning-and-decision-making>

Title and purpose of this Equality Impact Assessment:

Motorcycle parking review - summary and recommendations report, February 2021

Purpose of this Equality Impact Assessment:

To assess the equalities impact against the recommendations to introduce motorcycles parking e-permits, e-vouchers and the requirement to pay by mobile. Recommendations also include the implementation of lockable stands in solo motorcycle bays.

Officer Responsible: (to be completed by the report author)

Name: Busola Adeyeri	Ext: 8088
Directorate: Neighbourhood and Housing	Department/Division: Parking and Markets/Street Trading Service

Director: Ajman Ali **Date:**
Comment :

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Please summarise the service, function, policy, initiative or saving.

Describe the key objectives and outcomes you expect. Make sure you highlight any proposed changes.

Hackney Council consulted on introducing parking permits for motorcycles, bringing it in line with other vehicles which have emissions-based permits as well as introducing lockable stands in motorcycle bays. The main reasons for the proposed changes are:

- to improve local air quality and reduce CO₂ emissions in the borough; and
- to improve security for those that need to ride.

The proposed introduction of emissions-based parking permits for motorcycles is designed to encourage people to switch to less polluting vehicles or more sustainable forms of transport. It also includes plans to introduce lockable solo motorcycle bays (on request from residents and businesses), that aims to improve security for those that need to ride.

Recommendations include:

The implementation of emissions-based parking permits for motorcycle, this will mean:

1. Motorcycles will be required to hold a valid permit to park in any permit holder bays, and will be governed by the same rules and pricing structure as other vehicle types (such as cars and vans), with the following exceptions:
 - a. On-street residents - they will be able to apply for one resident motorcycle permit per person, irrespective of whether or not they already hold a resident parking permit for another vehicle.
 - b. Estate residents (subject to availability) - they will be able to apply for one estate resident motorcycle permit per household, irrespective of whether or not they already hold a estate resident parking permit for another vehicle. Estate residents will also have the option to apply for on-street resident permits.

- c. Businesses - they will be able to apply for up to five business motorcycle permits per business premise, irrespective of whether or not they already hold business parking permits for other vehicles.
2. Visiting motorcycles will be required to obtain an e-voucher to park in any permit holder bay at current visitor parking permit prices.
 3. Existing solo motorcycle bays will be converted into permit bays, shared use or pay and display bays for short stay parking with fees aligned to pay and display prices. Maximum waiting restrictions will apply in line with other pay and display bays in certain areas to discourage commuting.
 4. On request from residents and businesses, permits shared use or pay and display lockable solo motorcycle bays will be installed on a case by case basis.

All the above recommendations will be added to the Council's Parking Services website whilst the new 2021-26 strategy is being developed.

Table one: Recommended motorcycle parking permissions

Bay type	Can motorcycles park?
Permit holder only bays	Yes, if you have a valid e-permit
Resident permit holder only bays	Yes, if you have a valid e-permit
Shared use bays (combined pay and display and permit holder bays)	Yes, if you have a valid e-permit or paid for session.
Permit, pay and display or shared use solo motorcycle bays	Yes, if you have a valid e-permit or paid for session.
General-use disabled bays	Yes, if you have and display a valid blue badge and clock (if required)
Personalised permit bays (allocated to a single disabled driver that has passed a set criteria)	Yes - only if it is allocated to you
On-street pay and display bays	Yes, if you have a valid paid for session
Business bays	Yes, if you have a valid business e-permit
Doctors bays	Yes, if you have a valid doctors e-permit
Car club bays, suspended bays, red routes	No

Single and double yellow lines (where no further restrictions apply)

For up to three hours displaying a valid blue badge and time clock

The initial consultation ran for 12 weeks from 24 February to 18 May 2020; however, this was extended for a further 12 weeks to 10 August 2020 due to the coronavirus pandemic lockdown and 4333 responses were received overall.

2. Who are the main people that will be affected? Consider staff, residents, and other external stakeholders.

All motorcyclists

Presently, all motorcyclists can park for free perpendicular in any permit parking bay within the borough except for pay and display bays or within zone B where they are required to park in the solo motorcycle bays. This includes the following groups, residents including estate, businesses, council staff, commuters, workers and visitors to the borough.

If recommendations are approved all groups will be required to hold a valid e-permit, visitor e-voucher and/or a paid for parking session to park their motorcycles in any permit parking bay.

Electric motorcycles will be charged the lowest rates for all permit types, this includes £10 for a 12-month resident permit and £20.50 for a 12-month business permit.

Blue badge holders who are also motorcyclists will benefit from a free companion e-badge for their home parking zone only for up to three years or the expiry date of the badge.

Parking Services plans to review the current CO₂ emissions based charging structure across all permit types, with the view of increasing the number of bands. This will continue to incentivise motorists to travel sustainably and aims to reflect positive changes in CO₂ emissions to allow for smaller and cleaner vehicles and motorcycles to pay in proportion to the emissions they emit. Parking Services is also recommending the introduction of CO₂ emissions based charging for short stay parking bays.

Both initiatives will be explored during the five year lifetime of the next Parking and Enforcement Plan.

Residents

That live in car-free properties

Residents who live in car-free properties and own a motorcycle are currently able to park their bikes in parking bays as they do not require a permit to park. Residents who reside in car-free properties are not entitled to purchase permits and would not be able to get permits to park their motorcycles, as this goes against the section 106 agreement signed during the time the tenant, leaseholder or owner rented or bought the property.

The Council supports sustainable modes of transportation which includes social distance walking, cycling, using public transport and car club initiatives. Areas surrounding section 106 properties are usually well served with local buses, supported with good public transport links and car sharing schemes, which Parking Services would encourage motorcyclists who live in car-free properties to explore these options.

Blue badge holders who live in car-free properties are exempt from section 106 agreements. Therefore, motorcyclists who also possess a blue badge may apply for a free companion e-badge for up to three years or the expiry date of the badge.

That have both a vehicle and a motorcycle

At present, residents who live in on-street properties are entitled to one parking permit per person, this will change. Recommendations will allow residents to purchase one parking permit for a vehicle and/or one parking permit for a motorcycle per person.

Estate residents

At present, estate residents are entitled to one estate parking permit per household, this will change. It is recommended that estate parking permits limits will be increased, subject to availability, to cover one vehicle per household and/or one motorcycle per household. Estate residents will also have the option to apply for on-street resident permits.

Motorcycle blue badge holders

Motorcyclists who are also blue badge holders will need to apply for a parking permit for their motorcycle. The Council offers a free companion e-badge per person to all blue badge holders which entitles them to park in residents and shared use bays for free in their home parking zone only. Outside of their home parking zone motorcycle blue badge holders will be required to display their blue badge. The blue badge scheme is managed and controlled by central government, displaying a blue badge on a motorcycle is a

nationwide concern. Motorcycle blue badge holders can also purchase secure locks to attach and display their blue badge to a motorcycle.

Businesses

At present, businesses are allowed to have up to five business parking permits per premise, each business permit can have up to three vehicles assigned to it, but only one vehicle can use the permit at any time, this will change. It is recommended for a business to be allowed to purchase up to five permits for a vehicle and/or up to five for a motorcycle per premise. The additional motorcycle allowance will help businesses that require both vehicle and motorcycle as an essential part of running their day to day operations.

The Council's Parking and Markets/Street Trading Service will review business permit allocation for business owners who run compulsory basic training (CBT) during the five year lifetime of the next Parking and Enforcement Plan.

Commuters

At present, motorcyclists who commute into the borough may park for free. This will change with recommendations as commuters will be required to pay to park their motorcycles. Maximum stays will be introduced to parking stress locations, to discourage commuting and all day parking. Recommendations hope to encourage motorcycle commuters to the borough to travel sustainably.

Workers in the borough

At present, workers in the borough including council staff who commute to work by motorcycles may park for free. This will change with the new proposals and they will be required to pay to park their motorcycles. Maximum stays will be introduced to reduce parking stress locations, to discourage commuting and all day parking. Recommendations hope to encourage workers to travel sustainably into or around the borough.

Visitors

At present, motorcyclists who visit the borough may park for free. If recommendations are approved, visitors will be required to purchase a paid for parking session or use a visitor e-voucher in permit bays to park their motorcycles. Currently residents (including estates) that hold a blue badge and/or are aged 60 and over may purchase up to 24 visitor voucher books a year with a 50% discount. This policy will not change.

Protected characteristics

The table below shows the protected characteristics and how the proposed requirement to either apply for and purchase a e-permit, visitor e-voucher and/or paid for parking session may impact them:

Protected characteristics	How motorcycle permit review would impact them
Age	<p>The implementation of the motorcycle parking will only affect motorcycle owners who are usually 16 years and over. Older people who are not IT literate may struggle to purchase an e-permit, visitor e-voucher or a paid for parking session.</p> <p>The Council also offers postal application forms for all its products. On request, application packs will be sent to a resident, business or an applicants address that they would be required to complete and send back.</p> <p>Parking policy staff are also on hand to assist applicants through the process over the phone.</p>
Disability	<p>The review of the motorcycle parking in the borough, from the consultation stage to any possible implementation will not have any particular impact on this protected characteristic.</p> <p>Disabled blue badge holders who are currently able to park for free may lose the ability to park in the borough as they will have no practical way of displaying a blue badge on a motorcycle - meaning that the disabled person will have to pay for parking.</p> <p>The blue badge scheme is led and controlled by central government. Issues of displaying a physical badge on a motorcycle is nation-wide. The Council offers a free companion e-badge, which complements a blue badge for free parking in the holders home parking zone only. Companion e-badges are virtual so there is no requirement to display the e-badge on the motorcycle. Motorcycle blue badge holders can also purchase secure locks to attach and</p>

	display their blue badge to a motorcycle.
Gender reassignment	The review of the motorcycle parking in the borough, from consultation stage to any possible implementation will not have any particular impact on this protected characteristic.
Marriage and civil partnership	The review of the motorcycle parking in the borough, from consultation stage to any possible implementation will not have any particular impact on this protected characteristic.
Pregnancy and maternity	The review of the motorcycle parking in the borough, from consultation stage to any possible implementation will not have any particular impact on this protected characteristic.
Race	The review of the motorcycle parking in the borough, from consultation stage to any possible implementation will not have any particular impact on this protected characteristic.
Religion/belief (including non-belief)	The review of the motorcycle parking in the borough,, from consultation stage to any possible implementation will not have any particular impact on this protected characteristic.
Sex	The review of the motorcycle parking in the borough,, from consultation stage to any possible implementation will not have any particular impact on this protected characteristic.
Sexual orientation	The review of the motorcycle parking in the borough,, from consultation stage to any possible implementation will not have any particular impact on this protected characteristic.

3. What research or consultation(s) have been carried out? Please provide more details, together with a summary of what you learned.

Consultation

The Parking and Markets/Street Trading Service consulted key internal and external stakeholders for 24-weeks between 24 February and 10 August 2020 (this includes the further 12-week extension which was due to the coronavirus pandemic lockdown).

Internal stakeholders

This included:

- The Streetscene Service on 1 April 2020,
- APCOA (Contractors who provide Civil Enforcement Officers) and the Parking and Markets/Street Trading Service on 5 March 2020,
- The Housing Service on 17 April 2020.

Additional online internal drop-in sessions were arranged on 16, 21 and 29 July during the 12-week extension period. In total, we received 4333 responses.

External stakeholders

On 13 March 2020, an email was sent to 1000 Hackney permit holders informing them of the consultation and details of how to provide their feedback online. 989 of the emails were delivered successfully, eight of the email addresses did not exist and three of the inboxes were not accepting messages at the time.

On 16 March 2020, the same email was sent to 5000 more Hackney permit holders informing them of the consultation and details of how to provide their feedback online. 4960 of the emails were delivered successfully, 27 of the email addresses did not exist and 13 of the inboxes were not accepting messages at the time.

On 18 March 2020, the same email was sent to 5000 more Hackney permit holders informing them of the consultation and details of how to provide their feedback online. 4961 of the emails were delivered successfully, 31 of the email addresses did not exist and eight of the inboxes were not accepting messages at the time.

A final 4432 emails were sent on 18 March 2020, however a delivery report was not recorded for these. As such the emails were resent on 23 April 2020 along with the 13 and eight emails which were not accepting messages on 16 and 18 March 2020 consecutively which came to a total of 4456 emails. 4400 of the emails were delivered successfully, 30 of the email addresses did not exist and 26 of the inboxes were not accepting messages at the time.

Posters were placed around the borough and also placed in solo motorcycle bays. Details of the consultation were also advertised in Hackney today, Hackney life, Hackney Gazette, London Gazette, Jewish Tribune as set out below:

Newspaper advertisement dates:

- Hackney life on 24 February 2020 (half page)

- Hackney today on 15 March 2020 (half page)
- Londra Gazette on 16 April 2020 (full page)
- Jewish Tribune on 22 April 2020 (full page)
- Hackney Gazette on 9 and 30 April 2020 (full page) **two advertisement in total**

Online advertisement dates:

- Hackney Gazette web (leaderboard), this was advertised every two weeks, six times in total on the following dates:
 - Monday 16 March
 - Monday 30 March
 - Monday 6 April
 - Monday 13 April
 - Monday 27 April
 - Monday 11 May

Details of the consultation were also advertised on JCDecaux signs across the borough. They were initially advertised at the following six locations from 25 February until 20 April and then all 60 locations across the borough from 21 April until 4 May 2020.

Six locations:

- Stoke Newington Road
- Old Street
- Mare Street
- Chatsworth Street
- Great Eastern Street
- Shoreditch High Street

The consultation was also made available online through the Council's customer monitoring tool Citizen Space.

12 drop-in sessions were scheduled and advertised on our website at consultation.hackney.gov.uk/parking-services/motorcycles and arranged across the borough, on different days and times to give everyone an opportunity to feedback in person. However, only three sessions took place due to the coronavirus pandemic and the United Kingdom lockdown.

A decision was made to extend the consultation for a further 12 weeks until 10 August 2020 due to the coronavirus pandemic lockdown.

Drop-in sessions were rescheduled as part of the consultation extension and several public engagement events were programmed. These events were hosted remotely during July and August 2020 and were held online and via phone where the public was able to discuss the proposals with Parking Policy Officers.

Online dates:

- **Drop-in session 1:** Thursday, 9 July 2020 from 16:00-17:30
- **Drop-in session 2:** Friday, 17 July 2020 from 11:00-12:30
- **Drop-in session 3:** Thursday, 23 July 2020 from 18:00-19:30
- **Drop-in session 4:** Wednesday, 5 August 2020 from 16:00-17:30
- **Question and answer session 1:** Monday, 13 July 2020
- **Question and answer session 2:** Monday, 27 July 2020
- **Question and answer session 3:** Monday, 3 August 2020

Call-in dates:

- **Call-in session 1:** Monday, 6 July 14:00-18:00
- **Call-in session 2:** Wednesday, 22 July 16:00-20:00

Public engagement sessions were advertised via:

- Hackney today and Hackney Gazette newspapers
- Consultation packs and emails were sent to permit holders
- Hackney social media accounts
- Citizen Space website

A Hackney matters focus group was held after the consultation period ended to review the recommendations:

- Took place on Wednesday 9 December 2020 between 15.30 - 17.00 with Council Officers.
- There were seven participants in total (three car owners, two motorcyclists and two participants that do not own a vehicle). Also two respondents within the group were also business owners in Hackney.

The proposed motorcycle parking review recommendation and summary report will be presented to Cabinet for a final decision in February 2021

4. Equality impacts

This section requires you to set out the positive and negative impacts that this decision or initiative will have on equalities.

Detailed information on how to consider the impacts on equalities is included in 'Guidance on equalities based planning and decision making' which can be downloaded from the intranet [here](#).

4 (a) What positive impact could there be overall, on different equality groups, and on cohesion and good relations?

The proposals aim to protect and serve motorcyclists without having a detrimental impact on other motorists. Overall, the recommendations in the motorcycle parking review is expected to have a positive impact on the different equality groups, in the following ways:

Residents, businesses, visitors to the borough, doctors and health and social care professionals - Recommendations, if approved, are aimed at encouraging motorcyclists who need to ride to switch to less polluting and zero-emission motorcycles which may help improve the air quality and may have a positive impact on air quality and everyone's health.

Residents who live in on-street properties are recommended to have separate permit allocation limits, which allows one resident permit per person for a vehicle and one per person for a motorcycle.

Estate residents are recommended to have separate permit allocation limits, which allows one estate resident parking permit per household for a vehicle and one per household for a motorcycle.

Businesses are recommended to have separate permit allocation limits, which allows up to five business parking permits per premise for vehicles and up to five per premise for motorcycles.

Parking Services also plans to:

- Review the current CO₂ emissions based charging structure across all permit types, with the view of increasing the number of bands.
- Introduce CO₂ emissions based charging for short stay parking bays.

Both initiatives hope to incentivise motorists to travel sustainably and pay in line with the emissions they emit.

Businesses carrying out motorcycle compulsory basic training - Parking Services will review motorcycle parking permits allocation for businesses that provide compulsory basic training (CBT) during the lifetime of the next Parking and Enforcement Plan.

Electric motorcycles - Parking Services will charge electric motorcycles the lowest rate of £10 for a 12-month resident, £20.50 for a 12-month business and all other parking permits will benefit from a discounted rate.

Lockable solo motorcycle bays - Plans to implement lockable solo motorcycle bays on request from residents and businesses would benefit motorcyclists and would improve security hence reduce motorcycle theft. From January 2015 to December 2019 2,262 motorcycles including mopeds and scooters were reported stolen in Hackney. Lockable solo motorcycle bays may also encourage riders to park perpendicular in a parking bay and next to other motorcycles.

Delivery and courier riders short stay parking - Parking Services will evaluate solo motorcycle pay and display bays in areas around town centres, as part of parking zone reviews to ensure that they are providing adequate provision for motorcyclists to access. Short stay parking bays do not have minimum stays so courier and delivery riders can also park for much shorter durations and extend the session if needed using pay by mobile.

Assistance for older and people with disabilities - Parking Services offers a postal application process for all e-permits and visitor e-voucher products and services. Parking Officers are also available to guide applicants through the process. Pay and display parking can be purchased through calling an automated service that guides motorists through making a payment.

Car free properties - Currently residents who live in car free properties (section 106 properties) may apply for up to 40 books per year, this will not change with proposals.

Free companion e-badge for blue badge holders who are motorcyclists and live in car free properties - If recommendations are approved, blue badge holders who live in car free properties will not be affected as they are exempt from section 106 agreements that prevent residents from purchasing parking permits. In addition, blue badge holders will also benefit from a free companion e-badge to park in their home parking zone only, for up to three years or the expiry date of the badge. Companion

e-badges are virtual so there is no requirement to display the e-badge on the motorcycle. Blue badge holders who live in car free properties with high mobility needs, may also benefit from a personalised permit bay if they meet the eligibility criteria.

Free companion e-badge for resident blue badge holders who are motorcyclists -

If recommendations are approved, resident blue badge holders will not be affected when they return home. Resident blue badge holders will benefit from a free companion e-badge to park in their home parking zone only, for up to three years or the expiry date of the badge. Companion e-badges are virtual so there is no requirement to display the e-badge on the motorcycle. Blue badge holders with high mobility needs, may also benefit from a personalised permit bay if they meet the eligibility criteria.

Resident blue badge holders visitors -

Currently residents blue badge holders may purchase up to 24 visitor voucher books a year with a 50% discount, for visitors to use in their home parking zone. If recommendations are approved this policy will be extended to residents blue badge holders with motorcycles.

Residents who are aged 60 and over visitors -

Currently residents (including estates) aged 60 and over may purchase up to 24 visitor voucher books a year with a 50% discount, for visitors to use in their home parking zone. If recommendations are approved this policy will be extended to residents with motorcycles.

Council staff - Hackney Council staff will be encouraged to travel sustainably by social distance walking, cycling and public transport.

Targeted communications campaign - Parking Services will launch a 12 month communications campaign which will ensure all stakeholders are communicated to for an extensive period of time.

4 (b) What negative impact could there be overall, on different equality groups, and on cohesion and good relations?

Where you identify potential negative impacts, you must explain how these are justified and/or what actions will be taken to eliminate or mitigate them. These actions should be included in the action plan.

The proposed changes to the motorcycle parking policy is not likely to negatively impact the different equality groups, however, it would impact the following groups as follows:

If recommendations are approved the following may apply:

All motorcyclists - will be required to purchase an e-permit, visitor e-voucher or a pay for parking session to park in any permit bay. If they choose to leave their motorcycle unattended for any length of time, they run the risk of receiving a parking fine also known as a Penalty Charge Notice. This includes the following:

- 1. Residents including estates** - All residents who own or use a motorcycle and live in on-street properties or on a Hackney managed estate will need to purchase a parking permit.
- 2. Businesses, health and social care professionals who use motorcycles** - Motorcyclists operating and carrying out business in different locations around Hackney will be required to either:
 - Pay for a parking session by phone with fees already discounted by 20p from £1.50-£5.80 and depending on the location.
 - Display an all zone parking visitor e-voucher which costs approximately £29 per day.
- 3. Motorcycle commuters and workers to the borough (including delivery and courier riders) will:**
 - Pay for a parking session by phone with fees already discounted by 20p from £1.50-£5.80 and depending on the location.
 - No longer be able to park all day in parking stressed locations, as recommendations include maximum stays in bays.
- 4. Council staff who commute to work by motorcycle, will:**
 - Pay for a parking session by phone with fees already discounted by 20p from £1.50-£5.80 and depending on the location.
 - No longer be able to park all day in parking stressed locations, as recommendations include maximum stays in bays.
- 5. Visitors to disabled residents** - All visitors to disabled residents will be required to either:
 - Pay for a parking session by phone with fees already discounted by 20p from £1.50-£5.80 and depending on the location.
 - Display a visitor e-voucher which costs approximately £1.17 for two hours or £4.10 per day.

Residents who live in car-free properties - Residents who reside in car-free properties are not entitled to parking provision and will not be able to purchase permits to park their motorcycles. Blue badge holders are exempt from this rule and are entitled to apply for parking permits.

Permit holders (except residents and businesses) who own a vehicle and a motorcycle - All zone parking permits, doctors and health and social care parking permits will be entitled to one parking permit for either a vehicle or a motorcycle. For those that are visitors to the borough, it is likely that they would only require one mode of transport per person to travel.

Fees and charges - If recommendations are approved, all motorcyclists will need to pay to park in Hackney. The proposed implementation of motorcycle parking charging will take place over three years for Hackney residents including estate and business owners. In the first year there will be no change however, motorcyclists will be required to register for a free e-permit. In the second year motorcyclists will pay 50% of the permit price and in the third year they will be required to pay the full price.

Parking permits will be required from the first year, for all-zone, doctors, health and social care parking permits. Blue badge holders can apply for a free companion e-badge. Visitors to the borough will also be required to purchase a paid for parking session or use a visitor e-voucher.

Displaying a blue badge on a motorcycle - The blue badge scheme is led and controlled by the government. Issues of displaying a physical badge on a motorcycle is nationwide. Blue badge holders can purchase a secure lock to attach their badge to a motorcycle.

An older person and people with disabilities - May experience difficulties applying for parking e-permits and visitor e-vouchers using online platforms as well as using a mobile phone to pay for a parking session. Parking Officers can assist over the phone or customers can submit a postal application form to the Council.

Accessibility to parking provision - If motorcyclists attach a physical visitor voucher or do not have access to a bank account or a mobile phone and chooses to pay and display a physical parking session, then they run the risk of receiving a parking fine also known as a Penalty Charge Notice (PCN).

The Council will consider cancelling a PCN issued to motorcycles on receipt of a challenge against the PCN, if they provide a date and time stamped image (taken

before the issuance of the PCN) of the completed visitor voucher or pay and display ticket (covering the appropriate duration).

Equality and Cohesion Action Planning

Please list specific actions which set out how you will address equality and cohesion issues identified by this assessment. For example,

- Steps/actions you will take to enhance positive impacts identified in section 4 (a)
- Steps/ actions you will take to mitigate against the negative impacts identified in section 4 (b)
- Steps/ actions you will take to improve information and evidence about a specific client group, e.g. at a service level and/or at a Council level by informing the policy team (equality.diversity@hackney.gov.uk)

All actions should have been identified already and should be included in any action plan connected to the supporting documentation, such as the delegated powers report, saving template or business case. You need to identify how they will be monitored. The Assistant Director is responsible for their implementation.

No	Objective	Actions	Outcomes highlighting these will be monitored	how these will be monitored	Timescales/ milestones	Lead Officer
1	Air quality	Reduce pollution by emission based charging.	Annual review of parking fees and charges.		Ongoing	Policy Team
		Support the introduction of electric charging points for motorcycles which will encourage more people to convert to electric.	If approved, we will review current motorcycle bay usage for the first year post implementation, to see if there is a decrease in the usage.		2022	Streetscene Service / Parking Services
			If approved, we will monitor the request for motorcycle electric		2022	Parking Services

		Workplace travel plan ¹	charging in the first year. If approved, we will actively encourage organisations to develop a travel plan, which reviews sustainable ways to travel into work such as social distance walking, cycling, the use of public transport, car sharing and also taking advantage of programmes such as cycle to work schemes. ²	Ongoing	Policy Team
2	Implementation of lockable bays.	Provide lockable bays where there is demand and to prevent vandalism and theft.	Working in conjunction with the police, we will adopt these principles when adopting the implementation of lockable bays. 1. Natural surveillance (overlooked by businesses, residential addresses, get regular footfall etc.) 2. Lighting, should be covered by 5489 British standard street lighting.	2021-25	Policy Team

¹ Workplace travel plan - hackney.gov.uk/travelplans

² Cyclescheme - www.cyclescheme.co.uk

			<ol style="list-style-type: none"> 3. Avoidance of street furniture, trees, canopies, bushes, green electrical boxes, as they offer cover for criminals. 4. Ground anchors, flush fitting to the ground so they do not provide a trip hazard. Robust metal support stand of 3mm thickness, and minimum foundations of 300mm depths. 5. CCTV - close enough so faces can be seen, 20m away. 6. Removing abandoned vehicles off our streets. 7. Education of users (lock, chain and save) - put signs up around the bays. These precautions make it less attractive to steal a motorcycle. 		
3	Council staff who currently commute to	If approved, carry out a communications campaign to inform	Staff drop in sessions carried out.	2020	Policy Team

	work with a motorcycle.	council staff of the upcoming changes. Encourage council staff to cycle to work if possible.	If the proposals are approved, we will advertise the upcoming changes for a minimum of 1 year before go-live. Advertise the cycle to work scheme and advertise where to park securely around the Hackney campus for Council staff.	2021-22 Ongoing	Policy Team Streetscene Service/ Parking Services
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4	Visitors/ commuters	Inform visitors to the borough of the proposed changes to the rules.	Drop-in sessions/focus groups carried out during the consultation. Including advertisements in the newspapers and posters around the borough.	2020	Policy Team
			If the proposal is approved, advertise the upcoming changes for a minimum of three months before go live by putting posters at locations and placing a7 cards on motorcycles within the borough.	2021-22	Head of Parking and Markets/ Street Trading Service
			Give a warning notice to all motorcycles who park without a voucher or paid-for session in the first month of the go-live.	2022	Head of Parking and Markets/ Street Trading Service

Remember

- Assistant Directors are responsible for ensuring agreed Equality Impact Assessments are published and for ensuring the actions are implemented.
- Equality Impact Assessments are public documents: remember to use at least 12 point Arial font and plain English.
- Make sure that no individuals (staff or residents) can be identified from the data used.