

# Equality Impact Assessment

Highway's Guidance Note: Organising an event that impacts the public Highway.

## Stage 1 Details of the proposal

<b>Name of service</b> <b>Directorate</b>	Environment & Transport / Growth & Sustainability
<b>Name of officer responsible for EIA</b> <b>Name of senior sponsor</b>	Matthew Bell
<b>Description / purpose of proposal</b>	To implement a guidance note to aid event organisers when planning events which impact on the local highway network
<b>Date EIA started</b>	April 2024
<b>Assessment Review date</b>	

## Stage 2 - About the proposal

<b>What is being proposed?</b>	The implementation of a new service guidance note to aid event organisers when planning events which impact on the local highway network
<b>Why is the proposal required?</b>	To set out clearly the Council's position and expectation across a range of Event Organiser responsibilities including event signage, traffic management plans, public consultation and communication, crowd management, fees and general terms and conditions
<b>What will this proposal mean for customers?</b>	Prospective event organisers will be better informed of the Council's stance on various elements relating to

hosting and event on the Highway and in return events should be better managed resulting in less disruption to residents and road users.

### Stage 3 - Preliminary screening process

Use the Preliminary screening questions (found in the guidance) to decide whether a full EIA is required

- Yes - EIA required (go to next section)  
 No – EIA not required (provide rationale below including name of E&I Officer consulted with)

Yes

### Stage 4 - Scoping exercise - What do we know?

#### Data: Generic demographics

What generic data do you know?

Event organisers have no specific demographic.

#### Data: Service data / feedback

What equalities knowledge do you already know about the service/location/policy/contract?

None.

#### Data: Previous / similar EIA's

Has there already been an EIA on all or part of this before, or something related? If so, what were the main issues and actions it identified?

No, this guidance note is the first of it's kind.

#### Data: Formal consultation

What information has been gathered from formal consultation?

None.

--

## Stage 5 - Potential impact on different groups

Considering the evidence above, state the likely impact the proposal will have on people with different protected characteristics  
 (state if negative impact is substantial and highlight with **red text**)  
 Negative (and potentially positive) impacts identified will need to form part of your action plan.

Protected characteristic	Negative '-'	Positive '+'	No impact	Don't know	Details
Sex			x		The guidance note is expected to have no particular impact when it is approved. The EDI impact of each event will be assessed individually as they occur.
Age			x		The guidance note is expected to have no particular impact when it is approved. The EDI impact of each event will be assessed individually as they occur.
Disabled <i>Learning disability, Physical disability, Sensory Impairment, Deaf People ,invisible illness, Mental Health etc</i>			x		The guidance note is expected to have no particular impact when it is approved. The EDI impact of each event will be assessed individually as they occur.
Race			x		The guidance note is expected to have no particular impact when it is approved. The EDI impact of each event will be assessed individually as they occur.
Religion & Belief			x		The guidance note is expected to have no particular impact when it is approved. The EDI impact of each event will be assessed individually as they occur.
Sexual orientation			x		The guidance note is expected to have no particular impact when it is approved. The EDI impact of each event will be assessed individually as they occur.
Gender Reassignment			x		The guidance note is expected to have no particular impact when it is approved. The EDI impact of each event will be assessed individually as they occur.

Marriage / civil partnership		N/A	x		The guidance note is expected to have no particular impact when it is approved. The EDI impact of each event will be assessed individually as they occur.
Pregnancy / maternity			x		The guidance note is expected to have no particular impact when it is approved. The EDI impact of each event will be assessed individually as they occur.

Other groups you may want to consider					
	Negative	Positive	No impact	Don't know	Details
Ex services			x		The guidance note is expected to have no particular impact when it is approved. The EDI impact of each event will be assessed individually as they occur.
Lower socio-economic			x		The guidance note is expected to have no particular impact when it is approved. The EDI impact of each event will be assessed individually as they occur.
Other ...					

**Stage 6 - BMBC Minimum access standards**

If the proposal relates to the delivery of a new service, please refer to the Customer minimum access standards self-assessment (found at )

If not, move to Stage 7.

Please use the action plan to be taken to ensure the new service complies with reasonable adjustments for disabled people.

**Not yet live**

The proposal will meet the minimum access standards.

The proposal will not meet the minimum access standards. –provide rationale below.

**Stage 7 – Action plan**

**To improve your knowledge about the equality impact . . .**

Actions could include: community engagement with affected groups, analysis of performance data, service

equality monitoring, stakeholder focus group etc.

Action we will take:	Lead Officer	Completion date
Ensure EDI Assessments are carried out for each prospective event on a case by case basis.	Matt Bell	

**To improve or mitigate the equality impact . . .**

Actions could include: altering the policy to protect affected group, limiting scope of proposed change, reviewing actual impact in future, phasing-in changes over period of time, monitor service provider performance indicators, etc.

Action we will take:	Lead Officer	Completion date

**To meet the minimum access standards . . .(if relevant)**

Actions could include: running focus group with disability forum, amend tender specification, amend business plan to request extra 'accessibility' funding, produce separate MAS action plan, etc.

Action we will take:	Completion date

Not yet live

**Stage 8 – Assessment findings**

Please summarise how different protected groups are likely to be affected

<b>Summary of equality impact</b>	The guidance note is expected to have no particular impact when it is approved. The EDI impact of each event will be assessed individually as they occur.
-----------------------------------	---

--	--

<b>Summary of next steps</b>	
------------------------------	--

<b>Signature (officer responsible for EIA) Date</b>	Matthew Bell
---	--------------

**\*\* EIA now complete \*\***

## **Stage 9 – Assessment Review**

**(This is the post implementation review of the EIA based on date in Stage 1 if applicable)**  
**What information did you obtain and what does that tell us about equality of outcomes for different groups?**

--