

## Equality impact assessment form for quick COVID 19 decisions only

Directorate	Communities and Place
Service area	
Proposal	To implement measures to assist the City Centre for the Reopening High Streets Safely and the easing Covid 19 lockdown restrictions.
Reason for proposal	To create, to the best of our ability, a safe and welcoming space for our residents, businesses and visitors to use.  To help support meeting the Government guideline requirements for social distancing and to adapt to any further guidance regarding the assisting the recovery of urban centres.
Sign off (Director/Head of Service)	Clare Davenport
Date of assessment	11/6/2020 – updated 30 June 2020

***Please read the support notes before completing your assessment that are set out in Appendix 1.***

### The form

You need to attach the completed form to any report to help councillors and colleagues make their decisions by taking equality implications into account.

### The assessment team or name of individual completing this form

Team leader's name and job title – Nicola Weekly, Group Manager Traffic & Transportation

Other team members if appropriate

Name	Job title	Organisation	Area of expertise
Stella Birks	Visitor Services And Development Manager	Derby City Council	Visitor Services
Mick Emerson	Outdoor Events Manager	Derby City Council	Management of Events
Ann Webster	Lead on Equality and Diversity	Derby City Council	Equality, Dignity and Inclusion

### Step 1- setting the scene

Make sure you have clear aims and objectives on what you are impact assessing – this way you keep to the purpose of the assessment and are less likely to get side- tracked.

<p>1. What are the main aims, objectives and purpose of the decision you want to make?</p>	<p>To ensure we adhere to the latest Government guidance, particularly with respect to social distancing and support others, where we can, in their ability to do so.</p> <p>To create a safe space for all of the public, considering all of the new challenges. Government guidance also emphasises that The</p>
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	<p>Equality Act is still in force and has to be followed when looking at social distancing solutions.</p> <p>This is the first phase, in partnership with local businesses and others, to adapt the City and introduce temporary measures to support bringing back activity and create a safe and welcoming space for our residents, visitors and businesses to use.</p> <p>To introduce new measures to further manage the public open spaces, particularly in the central retail area where there is likely to be heavy footfall and the need to utilise the highway space in assisting adjacent retail properties to manage queues and adapt access arrangements to their premises.</p> <p>New measures will also need to be in place to facilitate cafes and bars opening with outside café areas and extra queues.</p>
<p>2. Why do you need to make this decision?</p>	<p>Central government guidance has been clear that as a local authority we need to work with the retail and business sector to support them in the recovery period as lockdown restriction change and to help them address the measures they are to put in place to adhere to government guidance and to ensure the public can play their part in supporting this.</p> <p>It's also been clear that we need to follow the Equality Act</p>
<p>3. Who delivers/will deliver the changed service/policy including any consultation on it and any outside organisations who deliver under procurement arrangements?</p>	<p>The Council will implement the measures whilst working closely with other significant stakeholders such as the retail sector, Business Improvement Districts, the Police, public transport operators and Intu. Communications and stakeholder engagement will be an essential part of the process to ensure we explain why changes have been made and how we have acted on government guidance to help reduce risks and improve safety, such as enhancing cleaning regimes, management around queues on the highway, street cafes, the changes in the use of space in the city centre, visual and other reminders to the public of the latest government guidance and creating an environment to support the recovery of the city centre and an environment that is welcoming.</p>

	Measures should be taken as swiftly as possible, and in any event within weeks, given the urgent need to help reinforce government guidance and adapt to the various phases post lockdown. It will also be adapted to ensure we meet the latest government guidance throughout the process of the easing of lockdown restrictions.
4. Who are the main customers, users, partners, colleagues or groups affected by this decision?	All highway / public space users of the area affected (primarily those are of high visitor footfall) – residents, visitors, businesses.

**Step 2 – collecting information and assessing impact**

5. Who have you consulted and engaged with so far about this change, and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups, such as accessible locations, interpreters and translations, accessible documents.	In formulating the measures to put in place we have been in discussion with the retail sector, Business Improvement Districts, Intu, the Police, Bus Operators and Council officers in Leisure and business Development, Taxi Licensing, Environment Health, Traffic and Transportation, Highways, Planning, Outdoor Events, Equality and Diversity.
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6. Using the skills and knowledge in your assessment team or what you know yourself, and from any consultation you have done, what do you already know about the equality impact of the proposed change on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each protected characteristic group whether this is a negative or a positive impact. Only fill in the mitigation box if you think the decision will have a negative impact and then you'll need to explain how you are going to lessen the impact.

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
<b>Age</b> – older and younger people	<p>More reliant on certain facilities – seating</p> <p>Requirement to ensure they access the latest information through appropriate media routes.</p> <p>More reliant on public transport</p> <p>Some older people are more reliant on their private vehicle and may be blue badge holders.</p> <p>Temporary changes to city centre, how the shops and facilities might be accessed in a different way and changes to where public transport customers catch their service</p>	Yes	Yes	<p>Enhanced cleaning regimes put in place throughout the core area</p> <p>Significant communications over various mediums to explain the new measures put in place to address the new challenges and make the high street a welcoming place.</p>

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	<p>People over 70 are also thought to be more at risk if they catch Covid 19</p>			<p>Significant measures put in place for the re-opening of the bus station and the temporary changes to drop off / pick up points. Enhanced cleaning regimes, queue managers and additional information regarding the latest government advice on social distancing.</p> <p>Various measures put in place to facilitate use of car parks</p> <p>Seating will be available, but spaced out more</p> <p>Continue to work with the retail sector and public transport operators. To ensure appropriate levels and types of communications are in place which maximises the available information, that is easily accessible and appropriate to the specific audience on the changes and how they are amended over time with easing of lockdown restrictions.</p> <p>Continue to monitor the measures in place and make adjustments where</p>

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
				necessary. Focus on identified key areas.
<p><b>Disability</b> – the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties, people living with autism and people with physical impairments</p>	<p>Restrictions with Covid 19 and social distancing measures has had an extremely negative impact on disabled people - lack of accessible information particularly for Deaf people has been huge.</p> <p>Removing blue badge bays, without replacing them has caused tremendous difficulties for disabled people with blue badges all over the country. The Ministry of Housing, Communities and Local Government is looking into this issue, since Derby City Council informed them of this.</p> <p>Despite the Government emphasising to businesses and organisations that they must comply with the Equality Act, disabled people are finding social distancing solutions that haven't been accessible - such as one- way routes that end up on a completely different road.</p> <p>Visually impaired people have been turned away from stores nationally as managers felt they cannot socially distance in their store and they have not allowed anyone to help them – clearly this is against the Equality Act.</p> <p>New routes for social distancing can cause problems for visually impaired people</p> <p>Deaf people are struggling when people have face coverings on meaning they cannot lip read or see facial expressions.</p> <p>Manufactures are not making many accessible outside hand sanitisation stations, so foot pedal versions have been installed, but now we have managed to locate hand operated ones too.</p> <p>Some disabled people cannot queue due to their impairment and so businesses need to make reasonable adjustments under the Equality Act and let them to the front of the queue – in</p>		Yes	<p>Worked closely with the retail sector as they put measures to adhere to government guidance on Covid 19 to ensure careful consideration of disabled customers and workers.</p> <p>The Lead on Equality and Diversity has produced a letter of how the businesses can stay within the Equality Act by making reasonable adjustments, yet still provide social distancing. This has gone to all Derby stores and offers help too.</p> <p>The 10 blue badge bays that are suspended for now have been replaced by another 10 blue badge spaces in Intu.</p> <p>The three blue badge spaces being used as a temporary bus stop have now been replaces by three more blue badge spaces on Full Street</p> <p>Install some new accessible hand sanitising stations and everyone to remind other stores not to have their</p>

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	<p>addition guide dogs are trained to take their owners to the door and not to the queue so again stores need to be aware of this</p> <p>Additional street furniture and busier high streets due to queuing on the highway as capacity limitations are limited inside premises make pass and repass on the highway more difficult.</p> <p>Now cafes and pubs are due to open there will be more street cafes on the highway and so these need to be monitored carefully to make sure they do not restrict disabled people's access. Temporary barriers are being considered, on condition that they are put in the same place each day and street markings will help with this. This will be for a short period only and then café owners will have to apply for a permanent license and have fixed barriers.</p>			<p>hand sanitising stations too high.</p> <p>Careful consideration when placing additional street furniture to take account of disabled people especially visually impaired people.</p> <p>Checking that stores do not breach our A Board Policy in consideration of disabled people</p> <p>Work closely with the retail sector and others to ensure carefully consideration is given to those customers that may require additional assistance.</p> <p>Work with others to make sure that social distance guidance can be met for all users of the public space and enhanced cleaning regimes in place</p> <p>Enhanced cleaning regimes put in place throughout the core area</p> <p>Encourage shops to have queue managers to help enable a very reactive process to the requirements of individual customers</p>

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
				<p>The disabled people's toilets and the Changing Places toilets will be open in Intu and the Council House.</p> <p>Continue to monitor and review any additional street furniture to prevent issues for disabled people, especially visually impaired people.</p> <p>When restaurants and cafés open soon, we will check that seating and tables do not cause additional barriers for disabled people, especially visually impaired people.</p> <p>Temporary barriers are being considered, on condition that they are put in the same place each day and street markings will help with this. This will be for a short period only and then café owners will have to apply for a permanent license and have fixed barriers.</p> <p>Continue to involve the Lead on Equality and Diversity to enable the</p>

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
				identification of any issues requiring resolution.
<b>Gender identity</b> - trans and those people who don't identify with a particular gender	N/A			
<b>Marriage and Civil Partnership</b>	The Register Office at Royal Oak House will be opening shortly.			
<b>Pregnancy and maternity</b> - women who are pregnant or who have recently had a baby, including breast feeding mothers	Government advice is to reduce risk of getting sick with Covid 19 due to limited data on risks so practice social distancing.	.	Yes	<p>The measures to remind all pedestrians to social distance, in conjunction with measures put in place by each of the premise operators regarding queue management and the further support offered to them</p> <p>Communications for all users of the highway to remind them of the latest government guidance, to explain the measures put in place and to make the high street a welcoming place for all</p> <p>Enhanced cleaning regimes put in place throughout the core area</p> <p>Baby changing facilities will be open in Intu.</p>
<b>Race</b> - the effects on minority ethnic communities, including newer	Recent Public Health England report identifies higher risks to BAME community.		Yes	The measures to remind all those using the footway to social distance, in



	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
communities, Gypsies and Travellers and the Roma community				<p>conjunction with measures put in place by each of the premise operators regarding queue management and the further support offered to them</p> <p>Accessible, easy to understand communications for all users of the highway to remind them of the latest government guidance, to explain the measures put in place and to make the high street a welcoming and safe place for all.</p> <p>Enhanced cleaning regimes put in place throughout the core area</p>
<b>Religion or belief or none</b> - the effects on religious and cultural communities, customers and colleagues	Places of worship are now open for individual attendance.			
<b>Sex</b> - the effects on both men and women and boys and girls	N/A			
<b>Sexual orientation</b> - the effects on lesbians, gay men bisexual people and those questioning their sexuality	N/A			

**Important** - For any of the equality groups you don't have any information about, then please contact our Lead on Equality and Diversity for help. You can also get lots of information on reports completed from organisations' websites such as the Equality and Human Rights Commission, Stonewall, Press for Change, Joseph Rowntree Trust and so on. Please don't put down that the impact affects 'everyone the same' – it never does!

### Step 3 – deciding on the outcome

7 What outcome does this assessment suggest you take? – You might find more than one applies. Please also tell us why you have come to this decision?

<b>Outcome 1</b>		<b>No major change needed</b> – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
<b>Outcome 2</b>		<b>Adjust the proposal</b> to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
<b>Outcome 3</b>	✓	<b>Continue the proposal</b> despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are: <ul style="list-style-type: none"> <li>• sufficient plans to stop or minimise the negative impact</li> <li>• mitigating actions for any remaining negative impacts</li> <li>• plans to monitor the actual impact.</li> </ul>
<b>Outcome 4</b>		<b>Stop and rethink</b> the proposal when the EIA shows actual or potential unlawful discrimination

Why did you come to this decision?

Mitigation has been identified to take forward to address the identified negative impacts.

If you have decided on **Outcome 3**, then please tell us here the justification for continuing with the proposal. You also need to make sure that there are actions in the Mitigation Box to lessen the effect of the negative impact. This is so important and may face a legal challenge in the future.

As this work is being done following recent government guidance that will change over time, including with the easing of lockdown restrictions and hence opening of hospitality and leisure facilities, the measures and any required mitigation will be kept under constant review. A working group has been setup to co-ordinate feedback and, should it be necessary, arrange for the implementation of further measures.

If you have decided on **Outcome 4** then if the proposal continues, without any mitigating actions, it may be likely that we will face a legal challenge and possibly a Judicial Review on the process - it is so important that the equality impact assessment is done thoroughly, as this is what the Judge will consider.

## Equality impact assessment form for quick decisions concerning COVID 19 – please read this section first before you do the assessment

We've adapted our usual equality impact assessment form so you can use it for quick decisions needed concerning COVID 19. Remember it needs to be completed **before** that decision is made, but we hope it will just act as a reminder that we still need to 'pay due regard to equality' under our **Public Sector Equality Duty** as this is still very much in force. The Equality and Human Rights Commission are keeping an eye on examples of discrimination and collecting evidence so it's important we still check for equality impact.

The Public Sector Equality Duty is part of the Equality Act 2010 and this Duty requires us as a public body to have '**due regard**' to eliminating discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act. It requires us to advance equality of opportunity and foster good relations between people who share a '**relevant protected characteristic**' and people who don't. Protected characteristics are age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Having 'due regard' means:

- removing or minimising disadvantages suffered by people due to their protected characteristics
- taking steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people – this also involves taking account of disabled people's barriers and may involve treating some people more favourably than others to achieve this
- encouraging people with certain protected characteristics to participate in public life or in other activities where the participation is disproportionately low.

We usually ask for teams to complete Equality impact assessments, but we realise this is not helpful for quick decisions to do with COVID 19 so you can complete them yourself, if you can't get a team together. Please ask Ann Webster, our Lead on Equality and Diversity for help and advice if you're not sure about something. You'll need to pull together all the information you can about how your proposal affects different groups of people so you can check whether they will be negatively or positively affected. Then you'll need to look at ways of lessening any negative effects or making the service more accessible. Against every negative impact you will need to complete the mitigation section to explain how you will lessen the impact and what action you will take.

When you have completed the assessment, get it signed by your Head of Service or Service Director and **send it to our Lead on Equality and Diversity for checking and to publish on our website**. It's a public document so make it easy to understand and no jargon please.

### Contact for help

Ann Webster – Lead on Equality and Diversity  
[ann.webster@derby.gov.uk](mailto:ann.webster@derby.gov.uk) Tel 01332 643722 Mobile 07812301144

We can give you this information in any other way, style or language that will help you access it. Please contact us on: 01332 Minicom: 01332 640666

#### Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku. Prosimy o kontakt: Tel. tekstowy: 01332 640666

#### Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ ਮਿਲੀਕਮ 01332 640666 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

#### Slovakian

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Skontaktujte nás prosím na tel.č: Minicom 01332 640666

#### Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم مٹی کام 01332 640666 پر ہم سے رابطہ کریں۔



Derby City Council

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