1. Brief description of the service covered by this assessment.

Planning, Highways & Transportation

Planning, Highways & Transportation Division is integral to the delivery of the aims and objectives of fairness for all and growth and sustainability. The Division discharges the Council's statutory responsibilities concerned with development, building control, highways, traffic management and the regulation of businesses for food, trading standards and licensing. The Division also delivers the Council's Corporate Health & Safety, asbestos Management and construction management, including repairs and maintenance of the corporate buildings. It also provides Passenger Transport Services for customers in Children's Services and Adult Social Care.

1. Corporate Health & Safety

The Council's Health and Safety Unit provide a wide range of advice, guidance and assistance on matters of Occupational Health, Safety, Welfare and Fire Safety across the whole Council.

The Function of the Service is to:

- Encourage and assist management to ensure that health and safety remains a vital part of their standard management practice.
- Provide information and advice to all employees to help them stay safe at work and understand their own responsibilities.
- Develop strategic and operational initiatives, which properly address any Health, Safety or Fire related risks associated with Council operations, schools and premises.
- Ensure that risk assessment remains the process by which hazards are identified and risks arising are eliminated or adequately controlled.
- Monitor standards, undertake audits, inspections, investigate significant accidents and incidents and provide interpretation of Health and Safety legislation, which may impact on the Council.
2. Corporate Maintenance & Construction Team

This Service has a key corporate role in ensuring that buildings the Council owns, procures or builds are fit for purpose, provide value for money and do not expose the Council to risk in terms of Health and Safety or other legislative standards. The team has recently procured two new contracts for the provision of Responsive Maintenance and for the servicing of mechanical and electrical equipment such as boilers and electrical systems. Architectural Services ensures the council's buildings are effectively maintained, protecting staff and those who use the buildings, and reducing the risk of legal action under the Corporate Manslaughter and Homicide Act.

It has a key role as the Client Lead on major constructions works such as the School Expansion Programme and the Refurbishment of the Civic Centre. It also manages the Corporate Building Improvement Programme, targeting resource at the buildings most in need of investment.

3. Development Management

The team is responsible for the processing of all applications for planning permission and advertisement consent including those submitted on behalf of the Council to ensure all development is of the highest quality and meets the Council objectives set out in the adopted Core Strategy. This covers proposals for new development, changes of use, residential extensions, demolition, telecommunications development and works to protected trees.

It also provides pre-application advice on development proposals and is required to ensure development makes an appropriate contribution to the Boroughs infrastructure through section 106 agreements and the Community Infrastructure Levy. The team also provides specific advice on trees and conservation.

Planning enforcement is targeting at unlawful development which presents a clear harm to neighbours and others affected by unlawful development or use of land and buildings.

The Building Control team is responsible for securing the safe construction of new development by ensuring compliance with building regulations. This involves regular inspection during the construction process to check developments are being carried out. It also implements dangerous structure legislation in the interest of ensuring public safety.

4. HIGHWAY SERVICES

This service provides the operational capacity to manage the Council's highway infrastructure consisting of 63.7km of principal roads and footways and 502km of borough roads and footways, 65km of public footpaths, bridges, culverts, non-illuminated street furniture, road gullies, pumping stations, shrub beds, trees, hedges and verges. The service provides the Council's winter gritting service from November to March.

Highway Services also includes the Client function of the Street Lighting PFI, with our service provider, ETDE Infrastructure Services, for the replacement of the street lights and the ongoing maintenance of street lighting and illuminated furniture.

The scope of the service is diverse:

- Manage the highway infrastructure through reactive and routine maintenance regimes.
• Longer term planned maintenance.
• Improvement schemes in accordance with the priorities set out in Enfield’s Highway Asset Management Plan.
• Provision of an in-house consultancy service for the project management, design, implementation and supervision of Environmental and Civil Engineering projects from inception to completion.
• Management of street and park trees.
• Management of all highway soft assets - verges, shrub beds and the like.
• Winter gritting service.
• Management of highway structures - bridges.
• Management of watercourses and culverts, including flood risk management.
• Management of street furniture and road markings.
• Licensing of skips, scaffolds and the operation of cranes along with the application and approval process for the construction of footway crossovers.

Under the New Roads and Street Works Act 1991, we undertake a full inspection regime, maintenance of the street works register and co-ordinate activities on the highway. The service undertakes the Network Management Duty and other additional roles and responsibilities under the Traffic Management Act.

5. PARKING SERVICES

The service manages all of the Council owned public car parks and manages the Council’s contractor who delivers the parking enforcement contract. The service provides parking and traffic enforcement in the London Borough of Enfield in accordance with the provisions of the Traffic Management Act 2004. The scope of the service is broad and includes:

• CCTV operations using static and mobile devices.
• Clamping and removals.
• Debt recovery including bailiffs.
• Mobile phone parking.
• On and off street pay and display.
• Parking contraventions.
• Penalty Charge Notice processing.
• Provision of parking hotline.
• Vehicle and lorry park operations.

6. PASSENGER TRANSPORT SERVICES

The People Transport Service ensures that the Council’s statutory duty to provide transport under the following legislation is met, namely

• The Education Act 1966 bestows upon the Council the duty to make arrangements to facilitate attendance at schools for certain pupils.
The Chronically Sick and Disabled Persons Act 1970 places the duty to enable disabled people to travel to access community services.

The People Transport Service transports in excess of 650 children with special educational needs to school and 300 adults identified by Health and Adult Social Care as being in need of transport assistance to day centres and other community facilities.

The key functions of the service are:

- to provide services to children and young people with special needs arising from a disability and/or difficulty in learning, working closely with their parents and carers.
- to provide safe and reliable passenger transport for eligible children, young people and adults, including the elderly

This is done within the context of relevant SEN, Disability and Transport legislation. The service works closely with children, parents, carers, schools, other Council services and agencies both directly and indirectly, to ensure that appropriate support and provision is available.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

7. **Regulatory Services**

Regulatory Services comprises a frontline service whom discharge the council's statutory duties in relation to Environmental Health, Environmental crime, Trading Standards and Licensing.

We enforce 170 Acts of Parliament and over 100 Statutory Instruments; ensuring that all statutory powers are exercised in accordance with statutory and local schemes of delegation agreed by Council, for the following regulatory matters:

- Environmental Health (Food Safety Hygiene & standards), Infectious Disease Control, Health & Safety at Work, Pollution Control and Animal health)
- Licensing Enforcement (Alcohol, Gambling, Street Trading, Special Treatments, Fireworks and up to 15 other licence types)
- Trading Standards (Product Safety, Consumer Credit, Metrological Control, Fair Trading & Advice, Age Restricted sales).
- Environmental Crime (Abandoned & Untaxed Vehicles, Litter, Fly Posting, Blue Badge Fraud)
- Public Health & Animal Welfare (Public Nuisance such as noise, filthy premises and the Out of Hours Service)

The team administers legislation which prohibit certain activities unless those activities are licensed ('permitted') by the Council, as the licensing authority. This licensing regime serves to keep the authority informed of licensable activities within the Borough and gives the Council the opportunity to ensure the proper control of those activities (where necessary) by refusing licenses or by granting licenses subject to particular terms, conditions and restrictions.

This regime also services to protect local communities by allowing the Council to prosecute offenders and undertake other enforcement action (against those who undertake licensable activities otherwise than in accordance with the necessary licence) where such enforcement action is in the public interest.

The Licensing Team administers the licensing regime in respect of 26 separate pieces of licensing legislation. The activities that are licensed by the team include alcohol, music and dancing, gambling, street trading, animal boarding / pet shops, fireworks and scrap metal dealers.
8. TRAFFIC & TRANSPORTATION

Transport is a fundamental issue in everyone's life and therefore the Council has to address how it affects not only those who live in the Borough but those who come here to work, be educated, shop and take leisure, as well as those who travel through. The way in which people travel also affects their own health and the health of others by impacting upon our environment. There is a need to plan all Enfield's transport requirements through the Council's policy of providing a high level of accessibility for both individuals and goods; insofar as this is consistent with the safety of the individual and the maintenance of a satisfactory environment.

The service delivers a range of services including:

- Cycle Enfield Project
- Parking, traffic and environmental schemes.
- Road safety initiatives and development.
- Transportation planning and policy.
- Travel awareness and projects including school travel plans.

2. Please list the main partners, council departments, organisations and service user or target groups for this service.

- Members of the public through User Groups, Area Forum, Residents Associations, Business Associations, and as individuals and businesses
- Council Members through the Cabinet, Scrutiny Panels, Committees and Groups, as well as individuals
- Voluntary Groups
- All Utility Companies
- Conservation Groups
- Contractors
- Department for Transport (DfT)
- Developers and their agents, and solicitors
- Enfield Disability Action
- Emergency Services
- Enfield in Bloom
- Enfield's Schools and their pupils
- English Heritage
- Environment Agency
- Health Trusts, Hospitals and other similar organisations.
- Highways Agency,
- London Buses and their private operators
- London Underground and Rail Companies
- Metropolitan Police: Traffic, etc
- Other Local Authorities
- Other Service Departments and Service Centres within the Council
- Other services within Environment
- Professional Bodies: Institute of Civil Engineers etc
- Relevant Trade Companies
- Shops/Town Centre Association
- Train Operating Companies,
- Transport for London (TfL)
- Council Housing (limited now primarily to structural repairs on behalf of Enfield Homes)
- Community House (maintenance, improvements) – various voluntary organisations serving a wide range of community groups
- Parks buildings
- Allotments
- Cemeteries

3. If the service is provided by another organisation or agency please give their names and how you ensure they comply with the Council’s Equal Opportunities and Valuing Diversity policy

All “Client” functions are delivered in house by the various services but the delivery is as follows:

Highways Works Contract – Ringway Jacobs
Grounds Maintenance Contract – Glendale Ltd
Tree Management Contract – Gritswood and Toms
Street Lighting Private Finance Initiative (PFI) – Bouygues UK Ltd
Parking Services enforcement contractor is NSL.
The Cashless Parking provider is Adaptis.
Cycle Confident – cycle training
Kirkman & Jourdain Ltd – provider of mechanical and electrical services for corporate buildings
Munns Ltd – provider of building services for corporate buildings

The following provide specialist staff & support for Construction Programmes:
EC Harris
BHP Architects
Pellings
Ingleton Wood
KUT Partnership
Turner & Townsend
Pick Everard
Connisbee
Seetec – an organisation that helps people with learning difficulties get work experience runs the car washing service in Palace gardens.
These are all contractually required to ensure they comply with the Council’s Equal Opportunity and Valuing Diversity Policies.

The delivery of equal opportunities is built in at every stage of procurement of contractors from tendering to award through to delivery. KPIs are in place and are monitored at quarterly contractor monitoring regularly along with site checklists to ensure compliance.

Procurement of construction or maintenance contractors is via the EXOR pre-qualified list for works below the European Union (EU) threshold, which has similar process to that used above. A recent procurement exercise for new maintenance contractors has followed a fully EU compliant process with pass/ fail against equalities compliance.

4. **Please list any performance objectives / targets relating to equality that your service has / uses.**

   If as a result of this assessment you are going to introduce new targets, please detail these in your action plan at the end of this form

   When arranging consultations, to consider appropriate location, language, times, dates etc. (utilising the Council’s engagement checklist) – applies to all disadvantaged groups. In respect of disability –
   - 100% of all works on site to provide alternative access for disabled people i.e. temporary ramps
   - 100% of all works on site provide safety precautions for disabled people i.e. tapping rails for blind.
   - All highway improvement schemes to include dropped kerbs for improved access to highway, including tactile paving.
   - Monitoring of the delivery of the Mayor’s priorities through the Local Implementation Plan, particularly Target 10 (Access: TfL and boroughs are to achieve year on year improvements in the proportion of trips made by equality and inclusion target groups under-represented in the public transport travel market, particularly disabled people, older people and women travelling at night)
   - Many of the targets that relate to disability also apply to gender and older people, for example ramps that are utilised by people in wheelchairs also assist people with pushchairs

**Equalities data collection and monitoring**

5. **Does your service collect data from service users / applicants for equalities monitoring purposes?**  
   YES / NO

   If YES please detail below how and when this data is collected and where it is stored e.g. *equalities data is collected at application stage and entered into the SAP database.*

   YES, it is collected in conjunction with specific consultations (such as Cycle Enfield) and stored locally.

6. **Does your service carry out equalities monitoring to review the take up / accessibility of your service?**  
   YES / NO

   If YES please detail which aspects of your service are monitored and how frequently, then proceed to Q8. If NO please complete Q7.
There are limited opportunities when delivering our type of services to carry out monitoring, however, we include equalities monitoring forms in:
- Footway Crossing Application packs
- White line entrance markings
- Corporate Complaints responses
- Disabled Parking Bays
- Cycle training
- Consultation on traffic and parking schemes
- and postal consultations

Overall, we receive very few returns. The monitoring forms include Race, Disability, Gender and Age but we feel Faith, Sexual Orientation, Transgender, Marriage and Pregnancy is not relevant to the service other than in consultation. Results of the monitoring forms are available if required.

We carry out onsite checks to ensure works are compliant with regard to access for people with disabilities.

7. If your service does **NOT** monitor equalities, please detail how you comply with the Council’s Equal Opportunities and Valuing Diversity policy and how you achieve the council’s aim of ‘Fairness for all’ - serving the whole borough fairly and tackle inequality

<table>
<thead>
<tr>
<th>Does monitoring enable you to profile service users / applicants by the following characteristics?*</th>
<th>Disability</th>
<th>Gender</th>
<th>Age</th>
<th>Race</th>
<th>Religion &amp; Belief</th>
<th>Sexual Orientation</th>
<th>Gender reassignment</th>
<th>Pregnancy &amp; Maternity</th>
<th>Marriage &amp; Civil Partnerships</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Does monitoring enable you to profile the satisfaction of service users by the following characteristics?*</th>
<th>Disability</th>
<th>Gender</th>
<th>Age</th>
<th>Race</th>
<th>Religion &amp; Belief</th>
<th>Sexual Orientation</th>
<th>Gender reassignment</th>
<th>Pregnancy &amp; Maternity</th>
<th>Marriage &amp; Civil Partnerships</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Does a comparison against baseline demographic data show that service users are representative of the local population in relation to the following characteristics?</th>
<th>Disability</th>
<th>Gender</th>
<th>Age</th>
<th>Race</th>
<th>Religion &amp; Belief</th>
<th>Sexual Orientation</th>
<th>Gender reassignment</th>
<th>Pregnancy &amp; Maternity</th>
<th>Marriage &amp; Civil Partnerships</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Does monitoring show that there are any under-represented groups within the following characteristics?</th>
<th>Disability</th>
<th>Gender</th>
<th>Age</th>
<th>Race</th>
<th>Religion &amp; Belief</th>
<th>Sexual Orientation</th>
<th>Gender reassignment</th>
<th>Pregnancy &amp; Maternity</th>
<th>Marriage &amp; Civil Partnerships</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**IF YES PLEASE LIST THE ACTIONS YOU ARE TAKING/WILL TAKE TO ADDRESS UNDER-REPRESENTATION OF PROTECTED GROUPS IN THE ACTION PLAN AT THE END OF THIS ASSESSMENT.**
* If you do not include all protected characteristics in your equalities monitoring please explain why below:

There is insufficient monitoring to enable proper analysis

## Equalities impact

**9. Protected characteristics equalities impact:**

Please indicate **YES**, **NO** or **NA** (Not Applicable) for each characteristic

<table>
<thead>
<tr>
<th></th>
<th>Disability</th>
<th>Gender</th>
<th>Age</th>
<th>Race</th>
<th>Religion &amp; Belief</th>
<th>Sexual Orientation</th>
<th>Gender reassignment</th>
<th>Pregnancy &amp; Maternity</th>
<th>Marriage &amp; Civil Partnerships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do satisfaction levels identify any concerns arising from vulnerable groups within the following characteristics?</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Does your evidence show an adverse impact on any group/s within the following characteristics?</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Are there known or potential barriers to participation for any group/s within the following characteristics?</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**IF YES PLEASE LIST THE ACTIONS YOU ARE TAKING/WILL TAKE TO MITIGATE ADVERSE IMPACTS / BARRIERS / CONCERNS IN THE ACTION PLAN AT THE END OF THIS ASSESSMENT.**

**10. **Could the service or policy discriminate, directly or indirectly, according to the accompanying definitions?** **YES / NO**

If **YES**, please set out how it is justifiable under legislation in the box below.

**NO**
11. Could the service or policy have an adverse impact on relations between different groups / community cohesion?
   If YES, describe below and add any actions to mitigate this impact in your action plan.

   NO

12. Have you received any complaints about your service in respect of equality issues? YES / NO
    If YES, please give a brief description and what action has been taken as a result.

   NO

13. How does the service contribute to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups in the community?

   For bespoke schemes where residents’ views are required, we have developed a specific approach to consulting with the community whereby we have set up ‘drop-in’ cabins on site where staff are available to discuss scheme proposals with members of the community, and where residents are actively encouraged to contribute to the development of the scheme. Examples have included the development of proposals at Lychet Way Housing Estate, where residents have contributed to the development of recreational spaces and play areas. This is a deprived area and which provides homes to disadvantaged and minority groups.

   At South Street, local meetings were held with residents and local groups to develop the proposals and explain proposed traffic management arrangements. A local hopper bus was arranged as part of the scheme to provide a link along South Street due to the main bus service being diverted around the traffic management area.

   Through its decision making function, the Planning Decisions Team is involved in the determination of planning applications the more significant of which have the potential to positively impact upon communities living in deprived areas by approving development for new employment or by raising the quality of the environment thereby making it more attractive to new investment.

   The Planning Decisions Team is required to be positive and proactive in its dealing with developers and granting planning permission, and is able to secure benefits either through legal agreement or conditions.

   Predictive Equality Impact Assessments have been completed for a number of recent service changes, such as smoking cessation, health checks and for specific operational activity such as bollard enforcement and the Local Flood Risk Management Strategy.

   During the Queen’s 90th celebrations of 2016, all temporary road closure fees are waived in order to encourage community participation.
14. Please give specific examples of success / best practice your service can evidence in terms of ‘narrowing’ the gap through improved outcomes / reduced inequality for service users

The benefits of the Cycle Enfield Project are to promote active travel, which could improve health, to provide an inexpensive mode of transport alternative to the car or public transport, thereby potentially having a positive impact on peoples finances.

15. Does your service or policy provide financial support for the protected groups? YES / NO
   If YES, please list below and the value of the financial support.
   NO

16. Socio-economic equalities impact:
   Indicate YES, NO or NA (Not Applicable) for each characteristic

<table>
<thead>
<tr>
<th>Communities living in deprived wards/areas</th>
<th>People not in employment, education or training</th>
<th>People with low academic qualifications</th>
<th>People living in social housing</th>
<th>Lone parents</th>
<th>People on low incomes</th>
<th>People in poor health</th>
<th>Any other socio-economic factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

17. If YES answered above – please describe the impact (including any positive impact on social economic inequality) and any mitigation if applicable

Consultation and engagement

18. Please list any recent consultation activity on your service, any specific equalities groups that were targeted, how the results have been publicised and what action has been taken in response to the results. (Please state the source of data)
   (If more information is needed to understand the views of disadvantaged groups please add this to your action plan)
The results of Cycle Enfield qualities monitoring have been published through Cabinet reports, on the Cycle Enfield website. A detailed equalities impact assessment has also been completed.

### Staff training and development

19. **Please set out below the staff training undertaken on equalities.**
   
   If there is a need for additional staff training please detail this in your action plan.

**Evidence of staff training:**

All staff P01 and above were required to attend Equalities & Diversity training in 2013/14.

**Outcomes from such training:**

Raised awareness & understanding across the Division

### Review and publicity

20. **Please set out in your action plan when you will review this assessment and how it will be publicised**

   (Note: all EQIAs sent to the Performance Management Team are published on the Council’s website)
### Enfield Council – Retrospective Equality Impact Assessment / Analysis

**Action plan template for existing services**

**Name of service/policy:**

**Team:**

**Department:**

**Service manager:**

<table>
<thead>
<tr>
<th>Identified Issue</th>
<th>Action Required</th>
<th>Lead Officer</th>
<th>Timescale/ By When</th>
<th>Costs</th>
<th>Review Date/ Comments</th>
</tr>
</thead>
</table>
| Undertake PEQIAs when developing new proposals or changes to an existing service or policy where necessary | - Identify all PEIA that are needed based on Divisional Business Plan  
- Ensure service centres complete PEIAs on time and submit to R&E equalities board for peer review if necessary  
- Add all actions to PH&T Equalities Action Plan  
- Encouraging community participation and engagement through consultation to action required | Service Managers | Ongoing | N/A | April 2017 |
| Equalities considerations in the procurement of our contracted services | - To ensure that Equality Monitoring and Analysis occurs | Service Managers | Ongoing | N/A | April 2017 |
| To ensure recruitment and selection attract appropriate staff with relevant customer care skills and develop existing staff skills | • All staff engaged in recruitment & selection have attended corporate training | Service Managers | Ongoing | N/A | April 2017 |
|———|———|———|———|———|———|
| Improve the provision of monitoring information by services – Cycle Enfield & PSPOs | • Gain a clear understanding of what is done and identify gaps | Service Managers | Ongoing | N/A | April 2017 |
| | • Ensure consultations are measured and inclusive | | | | |
| | • Consider re-introducing some customer satisfaction surveys that will include equal opportunities monitoring | | | | |
| | • Research more information about | | | | |
who our communities are in Enfield to improve the evidential base for targeting of advice, support and enforcement undertaken – Regulatory Services

PH&T return to CMB for all equalities monitoring undertaken across the division and any action taken as a result

Date to be reviewed: April 2017

APPROVAL BY THE RELEVANT ASSISTANT DIRECTOR - NAME: BOB GRIFFITHS SIGNATURE: 

This form should be returned by 27 May 2016 to Debbie Warren, Senior Performance Analyst

Email: debbie.warren@enfield.gov.uk   Tel: 020 8379 1612   Address: Performance Management Team, B Block South, Civic Centre