

PART B – Equality Analysis Form

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality and diversity.

This form:

- Can be used to prompt discussions, ensure that due regard has been given and remove or minimise disadvantage for an individual or group with a protected characteristic
- Involves looking at what steps can be taken to advance and maximise equality as well as eliminate discrimination and negative consequences
- Should be completed before decisions are made, this will remove the need for remedial actions.

Note – An Initial Equality Screening Assessment (Part A) should be completed prior to this form.

When completing this form consider the Equality Act 2010 protected characteristics Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc. – see page 11 of Equality Screening and Analysis Guidance.

1. Title	
Equality Analysis title: Revocation of disabled residents' designated parking places at various locations	
Date of Equality Analysis (EA): May 2026	
Directorate: Regeneration and Environment	Service area: Transportation Infrastructure Service
Lead Manager: Simon Quarta	Contact number: 01709 254489
Is this a: ☐ Strategy / Policy ☒ Service / Function ☐ Other If other, please specify	

2. Names of those involved in the Equality Analysis (Should include minimum of three people) - see page 7 of Equality Screening and Analysis Guidance

Name	Organisation	Role (eg service user, managers, service specialist)
Andrew Lee	RMBC	Service Manager
Damian Nightingale	RMBC	Engagement Officer
Joanne Hudson	RMBC	Engagement Officer

3. What is already known? - see page 10 of Equality Screening and Analysis Guidance

Aim/Scope (who the Policy/Service affects and intended outcomes if known)

This may include a group/s identified by a protected characteristic, others groups or stakeholder/s e.g. service users, employees, partners, members, suppliers etc.)

The proposal relates to the revocation of designated disabled residents' parking bays at locations where they are no longer required, as the originally allocated resident is no longer in occupation.

The scope of the proposal is limited to specific locations across Rotherham and is based on verified eligibility and need. The intended outcome is to ensure that disabled parking provision is aligned with current demand, while maintaining the Council's ability to provide new bays for eligible residents where a need is identified.

The policy directly relates to individuals with the protected characteristic of disability, as well as other vulnerable groups who may benefit from accessible parking provision, such as older people, carers, and those with mobility impairments.

What equality information is available? (Include any engagement undertaken)

- Records confirming that the original bay holders no longer reside at the location
- Existing policy and criteria for the provision and removal of disabled parking bays
- Local knowledge of parking demand and pressures
- Evidence that demand for disabled bays is **needs-led and location-specific**

It is recognised that disabled people may experience barriers in accessing parking close to their home, and that designated bays are an important measure in supporting independence and accessibility.

Are there any gaps in the information that you are aware of?

There is limited data on:

- Potential future or latent demand for disabled parking at these locations
- Whether nearby residents may develop a need in the short term

This uncertainty is mitigated by the Council's ongoing application process, which enables new requests for disabled parking bays to be assessed and implemented where eligibility criteria are met.

What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics? • Ongoing monitoring of requests for new disabled bays • Review of any complaints or concerns following revocation • Ability to reinstate or introduce new provision if demand arises • Periodic review of disabled parking provision at a local level This approach ensures that equality considerations are not only embedded at the design stage but are continuously monitored, evidenced and responsive throughout the lifecycle of the programme.	
Engagement undertaken with customers. (date and group(s) consulted and key findings)	Direct engagement is limited due to the nature of the proposal, as the bays are allocated to specific individuals who are no longer resident. Where appropriate: • Ward Members may be informed • Any concerns raised by local residents will be considered Future engagement will occur where new applications for disabled bays are received.
Engagement undertaken with staff (date and group(s) consulted and key findings)	Internal consultation has been undertaken within Transportation Infrastructure Service to confirm: • Eligibility criteria have been applied correctly • There is no known current requirement for the bays

4. The Analysis - of the actual or likely effect of the Policy or Service (Identify by protected characteristics)

How does the Policy/Service meet the needs of different communities and groups? (Protected characteristics of Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity) - see glossary on page 14 of the Equality Screening and Analysis Guidance)

The provision and management of designated disabled parking bays is a key mechanism for meeting the needs of individuals with disabilities by enabling access to residential properties and essential services.

The revocation process ensures that these provisions are targeted appropriately, so that resources are available for those with current and evidenced need. The Council maintains a responsive system to assess and introduce new bays where required, ensuring ongoing support for disabled residents.

Measures associated with the implementation of Designated Disabled Parking bays are directly linked to meeting the needs of different communities and groups, by providing kerbside access to those with disabilities.

Does your Policy/Service present any problems or barriers to communities or Groups?

The proposal may present the following potential barriers:

- A perceived reduction in disabled parking provision within the locality
- Risk that future need is not immediately met if it arises after removal

However, these impacts are considered low and indirect, as:

- The bays are no longer in use for their intended purpose
- There is no identified current eligible user at the location

Mitigation

- Clear and accessible application process for new disabled bays
- Ability to reinstall bays or provide alternative provision where needed
- Monitoring of requests and concerns post-removal
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Does the Service/Policy provide any positive impact/s including improvements or remove barriers?

Positive impacts

- Ensures disabled parking provision reflects actual need rather than historic allocation
- Improves availability of general parking where bays are unused
- Maintains flexibility within the network to respond to new disabled parking requests
- Supports fair and equitable allocation of resources

What affect will the Policy/Service have on community relations? (may also need to consider activity which may be perceived as benefiting one group at the expense of another)

The removal of disabled parking bays may create concern where it is perceived that provision is being reduced.

To address this:

- Decisions are based on clear evidence that the original need no longer exists
- The Council maintains a transparent and consistent process
- Alternative provision can be introduced where justified

This approach ensures that the needs of disabled residents are prioritised while also balancing the needs of the wider community.

Please list any **actions and targets** that need to be taken as a consequence of this assessment on the action plan below and ensure that they are added into your service plan for monitoring purposes – see page 12 of the Equality Screening and Analysis Guidance.

5. Summary of findings and Equality Analysis Action Plan

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic - See page 11 of the Equality Screening and Analysis guidance

Title of analysis: Revocation of disabled residents' designated parking places at various locations
Directorate and service area: Regeneration and Environment
Lead Manager: Andrew Lee
Summary of findings:
The Equality Analysis has identified that the proposal primarily affects individuals with the protected characteristic of disability. No direct adverse impact has been identified, as the bays are no longer required by the original recipients. There is the potential for indirect impacts relating to perception of reduced provision and future demand. These impacts are considered proportionate and are mitigated through: • A clear application and assessment process • Ongoing monitoring of need • The ability to introduce new provision where required The proposal is therefore considered to meet the requirements of the Public Sector Equality Duty.

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)
Monitor requests and complaints following revocation of bays	A, D, O (identified during the assessment phase)	March 2027
Ensure timely assessment of new disabled bay applications		

	D (identified during the assessment phase)	March 2027
Review local provision if demand emerges	D (identified during the assessment phase)	On going

***A = Age, D= Disability, S = Sex, GR Gender Reassignment, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage. C= Carers, O= other groups**

6. Governance, ownership and approval

Please state those that have approved the Equality Analysis. Approval should be obtained by the Director and approval sought from DLT and the relevant Cabinet Member.

Name	Job title	Date
Simon Moss	Service Director	3 rd July, 2026

7. Publishing

The Equality Analysis will act as evidence that due regard to equality and diversity has been given.

If this Equality Analysis relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

Date Equality Analysis completed	29 th May 2025
Report title and date	Revocation of disabled residents' designated parking places at various locations
Date report sent for publication	3 rd July, 2026

Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	3 rd July 2026
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