

Initial equality impact assessment screening form			
This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.			
Directorate	Environment		
Service area	Network strategy		
Proposal being screened	Increase fees for Permit scheme to cover additional staff costs		
Officer(s) carrying out screening	Alex Hollifield		
What are you proposing to do?	Seek approval to increase permit scheme fees to cover the cost of additional staff and undertake a joined-up recruitment process with the forthcoming Lane Rental Scheme if given approval by the DfT		
Why are you proposing this? What are the desired outcomes?	To ensure continued service delivery for the permit scheme as workload has increased, but resource has remained the same. Undertaking a recruitment campaign to recruit permit and lane rental staff is practical and strategic.		
Does the proposal involve a significant commitment or removal of resources? Please give details.	Yes, resource required for both the permit scheme and Lane Rental. Looking to recruit 5 FTE posts for Permit scheme and 4 FTE for Lane Rental		
Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYC's additional agreed characteristics			
As part of this assessment, please consider the following questions:			
<ul style="list-style-type: none"> To what extent is this service used by particular groups of people with protected characteristics? Does the proposal relate to functions that previous consultation has identified as important? Do different groups have different needs or experiences in the area the proposal relates to? 			
If for any characteristic it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your directorate representative for advice if you are in any doubt.			
Protected characteristic	Potential for adverse impact		Don't know/No info available
	Yes	No	
Age		X	
Disability		X	
Sex		X	
Race		X	
Sexual orientation		X	
Gender reassignment		X	
Religion or belief		X	
Pregnancy or maternity		X	
Marriage or civil partnership		X	
People in rural areas		X	
People on a low income		X	
Carer (unpaid family or friend)		X	

Are from the Armed Forces Community		X	
Does the proposal relate to an area where there are known inequalities/probable impacts (for example, disabled people's access to public transport)? Please give details.	N/A		
Will the proposal have a significant effect on how other organisations operate? (for example, partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.	No- increase in resource for permit scheme should provide a higher level of service. Lane rental will have an impact on Undertakers themselves. Should drive positive behaviours in terms of working on site at non- disruptive times. Money generated from the scheme can also be used to make Highway Improvements to benefit the public.		
Decision (Please tick one option)	EIA not relevant or proportionate:	<input type="checkbox"/>	Continue to full EIA: <input checked="" type="checkbox"/>
Reason for decision	The proposal does not affect anyone with protected characteristics. Its purpose is to improve coordination of works.		
Signed (Assistant Director or equivalent)	Barrie Mason		
Date	16/09/2025		

