

EAST RENFREWSHIRE COUNCIL

CABINET

7 September 2023

Report by Director of Environment

DECRIMINALISED PARKING ENFORCEMENT – PROPOSED INCREASE IN PENALTY  
CHARGE NOTICE CHARGES

**PURPOSE OF REPORT**

1. The purpose of this report is to outline the justification for increasing the charges for Penalty Charge Notices (PCNs) for parking contraventions, under the Decriminalised Parking Enforcement (DPE) scheme.

**RECOMMENDATIONS**

2. The Cabinet is asked to:
- a) Approve the increased charges for PCNs in East Renfrewshire that may be charged to a motorist parking in contravention of restrictions to £100, reduced to £50 if paid within the first 14 days; and
  - b) Approve the reduction of the observation period for loading and unloading activities, before a PCN can be issued, from 10 minutes to 5 minutes.

**BACKGROUND**

3. The Road Traffic Act 1991 introduced provisions enabling the decriminalisation of most enforceable parking offences in London, and permitted similar arrangements to be introduced elsewhere in the UK by secondary legislation, under the DPE scheme.

4. The DPE scheme enables a local authority to enforce its own parking policies, including the issuing of PCNs to motorists breaching parking controls in specified areas. Delegated powers for DPE were adopted in East Renfrewshire in April 2013.

5. Under Section 74 of the Road Traffic Act 1991, local authorities operating DPE should follow guidance issued by Scottish Ministers in respect of the levels of charges. The objective of the DPE scheme is to achieve 100% compliance with parking controls, and as a result no penalty charges.

Current Position

6. The current charges for PCNs are aligned with guidance issued by Scottish Ministers in 2001, which are £60 for parking in contravention of restrictions and £30 if paid within the first 14 days.

7. In August 2021, the Scottish Government undertook a public consultation which considered the level of charges associated with PCNs, and published the [analysis of responses](#) report in September 2022. Of the 18 local authorities that responded, all were in support of the increase in PCN charges. However, the report stated that a rise in charges was not appropriate at the time due to the cost of living crisis.

8. Local authorities have raised concerns about the viability of the service with the current level of charges, which have not increased since 2001, due to increasing operating and staff costs.

9. In light of this, on 17<sup>th</sup> February 2023, the Scottish Ministers issued a revised guidance to local authorities in Scotland, notifying them of revised permitted PCN charges. These revised permitted charges were provided at a lower level of £80 (reduced to £40 if paid within 14 days) and a higher level of £100 (reduced to £50 if paid within 14 days), and have been allowed to be implemented since the 1<sup>st</sup> April 2023.

## REPORT

10. It is proposed that East Renfrewshire Council (ERC) increase the charge that may be imposed on a motorist parking in contravention of restrictions to the higher level of PCN of £100 (reduced to £50 if paid within 14 days).

11. The increase would deter more motorists and reoffenders, improving road safety and the local environment.

12. As shown in Table 1, 3,614 PCNs were issued in 2019/20 (pre-Covid-19 restrictions). Whilst the number of PCNs issued reduced in 2020/21 to 77 as a direct result of Covid-19 restrictions, the number has since increased as restrictions have eased towards pre-Covid-19 restriction levels.

Table 1: PCNs Issued in East Renfrewshire

Local Authority	2019/20	2020/21	2021/22	2022/23
East Renfrewshire	3,614	77	721	2,117

13. ERC's DPE service has been operating at a loss, with a deficit of £87,224, £138,672 and £71,122 in the financial years 2019/20, 2020/21 and 2021/22 respectively. These losses are due to a combination of rising staff and operational costs and a reduced number of PCNs issued during Covid-19 restrictions.

14. As stated in ERC's Local Transport Strategy Case for Change Report (section 7.5), this presents a budgetary issue, as the deficit accrued by ERC must be made good out of general funds. Implementing the higher level of PCNs could assist with reducing the financial losses, in turn reducing the burden of ERC's budgets and improving ERC's ability to deliver, sustain or improve local transport provision. In addition, under Section 55 of the Road Traffic Act 1984, surplus income can be used for other parking, public transport, and roads improvement activities.

15. Adopting the higher level of PCNs now would eliminate the need to increase the charges again, until the next guidance release.

16. As stated in point 8, the current rate of £60 has not been revised since 2001. This is equivalent to approximately £107 in 2023, as calculated using Bank of England's Consumer Price Index Inflation Calculator.

17. The back-office function for processing PCNs and appeals in East Renfrewshire is managed by Glasgow City Council (GCC), on ERC's behalf. GCC also manages the back-office function for East Dunbartonshire Council (EDC), and North Lanarkshire Council (NLC). Together, all four local authorities have formed a local DPE collaboration group.

18. From discussions with GCC, it is necessary for the DPE collaboration group to all have the same PCN charges, to ensure that payments and appeals can be processed efficiently, through GCC's back-office system.

19. The local DPE collaboration group have expressed their commitment to adopt the higher level of PCN charges, with GCC having publicly announced their plans in March 2023. In addition, other local authorities across Scotland have also expressed the same commitment. These include Aberdeen Council, Angus Council, Argyll and Bute Council, City of Edinburgh Council, East Ayrshire, East Lothian Council, Perth and Kinross Council, and South Ayrshire

20. It is desirable for the local DPE collaboration group to introduce the increased PCN charges at the same time. This will enable a consistent approach to enforcement across the four local authorities. The implementation date is anticipated to be in October 2023.

21. At present, the observation period required before a PCN can be issued for contravening loading restrictions is 10 minutes, as stipulated by the current waiting and loading Traffic Regulation Order (TRO). This means that a parking enforcement officer has to observe if a vehicle is undertaking any form of loading or unloading for 10 minutes before a PCN can be issued, if restrictions have been contravened.

22. This significantly hinders parking enforcement officer's ability to effectively enforce loading restrictions, particularly around schools and shops. Additionally, it is not appropriate use of a parking enforcement officer's time to be observing a vehicle for 10 minutes before being able to issue a PCN. Other councils, including Glasgow City Council and the City of Edinburgh Council, are in the process of reducing their observation period to 5 minutes.

23. Where there is a loading restriction, a PCN can be issued immediately without an observation period.

## **FINANCE AND EFFICIENCY**

24. The proposed increase in PCN charges, and proposed reduction of the observation period for loading and unloading activities, may result in additional and higher-value PCNs being issued, thus increasing the income generated through PCNs.

25. However, this must be considered alongside the possibility that these changes will foster more respect for restrictions among road users, thus decreasing the income generated through PCNs. The financial impact of the proposed changes therefore cannot be confidently predicted at the moment.

26. It is expected that the proposed reduction of the observation period for loading and unloading activities will enable parking enforcement officers to make more efficient use of their time, by reducing the period for which they are required to remain in a single location in order to issue a PCN.

## CONSULTATION

27. Consultation has been undertaken with the local DPE collaboration group to discuss the process for implementing the proposed PCN charges. Works required include, but not limited to, IT, banking/payment facilities and processing, and printing of new PCNs with the new charge stated. Consultation has also been undertaken with the Business Operations and Partnerships service, who employ parking enforcement officers in East Renfrewshire, and with Legal Services, who advised on the legal implications of altering the PCN charges and observation periods.

## PARTNERSHIP WORKING

28. Partnership working has taken place with members of the local DPE collaboration group, which comprises East Renfrewshire Council, East Dunbartonshire Council, North Lanarkshire Council, and Glasgow City Council. The latter authority processes PCNs and appeals for all authorities within the group.

## IMPLICATIONS OF THE PROPOSALS

### Resource

29. Financial: The primary objective of the increased charges is to deter parking contravention, thus 100% compliance with parking restrictions would result in no penalty charges. However, any income from the increased PCNs charges could help with reducing the current financial losses and can be reinvested as per point 16.

30. Legal: Beyond the statutory requirements for revising the waiting and loading TRO to reduce the observation period from 10 minutes to 5 minutes, there are no legal implications with increasing the rate of PCNs.

31. Personnel: The PCN back-office function, which manages payment and appeals, is managed by GCC on behalf of ERC. This can be managed with existing resources.

33. Procurement: No procurement implications

### Council Strategic Plan

34. This work will support the East Renfrewshire Local Transport Strategy, which is currently in development. As identified in the [Local Transport Strategy Case for Change](#) section 7.5, the DPE operation is currently presenting a budgetary issue and at the moment is being made good out of general funds.

### Equality Fairness & Rights Impact Assessment

36. An Equalities Fairness & Rights Impact Assessment was completed as part of these proposals (included in Appendix A), and concluded that a full assessment is not required.

37. The rising cost of living should not be a barrier to increasing the PCN charges, as the proposal only affect those that contravene parking restrictions.

Climate Change Impact Assessment

38. The Climate Change Impact Assessment has been completed, and this initiative has been found to have no relevant impacts (positive or negative).

**CONCLUSIONS**

39. This report sets out the proposed higher level of PCN charges to be adopted in East Renfrewshire. The report also sets out the proposed reduction of the observation period, before a PCN can be issued, from 10 minutes to 5 minutes.

40. If approved, the plans to increase the PCN charges will be announced to the public via Council communication channels at least 4 weeks in advance of them going live. The implementation date is still to be confirmed with the DPE collaboration group, but is anticipated to be in October 2023.

**RECOMMENDATIONS**

41. The Cabinet is asked to:

- a) Approve the increased charges for PCNs in East Renfrewshire that may be charged to a motorist parking in contravention of restrictions to £100, reduced to £50 if paid within the first 14 days; and
- b) Approve the reduction of the observation period for loading and unloading activities, before a PCN can be issued, from 10 minutes to 5 minutes.

Director of Environment

Further information can be obtained from Gillian McCarney Head of Place, 0141 577 3116, [Gillian.McCarney@eastrenfrewshire.gov.uk](mailto:Gillian.McCarney@eastrenfrewshire.gov.uk)

September 2023

**BACKGROUND PAPERS**

- a) [Decriminalised Parking Enforcement – Local Authorities’ Income and Expenditure: 2020 to 2021](#), Transport Scotland, December 2021
- b) [Penalty Charge Notices for Parking Enforcement – Consultation Analysis Report](#), Transport Scotland, September 2022
- c) [East Renfrewshire Local Transport Strategy Case For Change Report](#), East Renfrewshire Council, September 2022

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## APPENDIX A - Equality, Fairness and Rights Impact Assessment (EFRIA)



### Equality, Fairness and Rights Impact Assessment (EFRIA)

The Equality, Fairness and Rights Impact Assessment (EFRIA) is one of our specific duties to [assess the impact](#) of applying a new or revised policy or practice against the needs of the General Equality Duty. This means East Renfrewshire Council must be mindful when assessing impact against these needs to:

- ensure the policy does not discriminate unlawfully
- consider how the policy might better advance equality of opportunity
- consider whether the policy will affect good relations between different groups

The Fairer Scotland Duty places a legal responsibility on particular public bodies in Scotland to actively consider ('pay due regard' to) how they can reduce inequalities of outcome caused by socioeconomic disadvantage, when making strategic decisions. The UN Convention of the Rights of the Child (UNCRC) is an international human rights treaty which sets out the rights every child has. The Scottish Government is currently seeking to incorporate the UNCRC into Scot's law

The Equality, Fairness and Rights Impact assessment considers how a policy\* could impact on the needs of individuals protected by the [Public Sector Equality Duty](#), [the Fairer Scotland Duty](#) and the [UN Convention of the Rights of the Child](#).

<b>Name of policy*:</b>	DECRIMINALISED PARKING ENFORCEMENT – PROPOSED INCREASE IN PENTALY CHARGE NOTICE CHARGES
<b>Description of policy:</b>	Proposal to increase the charges associated with penalty charge notices (PCNs)
<b>Why is the policy required?</b>	To increase the PCN charges as per the latest guidance from the Scottish Ministers, issued on 17 <sup>th</sup> February 2023
<b>Date EFIRA completed:</b>	02/08/2023
<b>Completed by:</b>	Laurence Liu
<b>Lead officer for policy:</b>	Richard Hughes
<b>Department:</b>	Roads Traffic & Lighting

\*The term 'policy' covers any work or function of East Renfrewshire Council i.e. customer and service delivery, staffing, criteria, practices, proposals, activities and decision-making



**Guidance – please read****Section 1**

This section enables you to determine if a full assessment is required. If a full assessment is not required, this must be clearly stated in **Section 9** of the form.

Section **2-8** is the full assessment covering the sections listed below:

<b>2</b>	<b>Engagement and Consultation</b> Give details of how different groups have been consulted about the policy.
<b>3</b>	<b>Impact on individuals or groups with protected characteristics</b> How will the policy impact individuals or groups who fall under one of the nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation?
<b>4</b>	<b>Impact on socio-economic disadvantage</b> How will the policy impact individuals or groups disadvantaged by poverty, low income, homelessness or lack of or low-level educational qualifications?
<b>5</b>	<b>Impact on Children and Young People</b> How will the policy impact on the rights and needs of children and young people?
<b>6</b>	<b>Contractors and suppliers</b> Will the policy be delivered by any contractors or suppliers in full or partially?

7	<p><b>Outcome of assessment and action plan</b></p> <p>What is your decision based on the assessment and are there any mitigations or actions that need to be addressed?</p>
8	<p><b>Approval</b></p> <p>Details of when and who approved the policy.</p>

**Section 9** should only be completed where the screening shows no assessment is required. When completing the assessment you must consider relevant evidence, including information received from equality groups. This evidence should inform the result of your impact assessment. You're required to take action to address any issues identified, such as removing or mitigating any negative impacts, where possible, and enhancing any potential for positive impact. If any adverse impact could result in unlawful discrimination, the policy must be fully reviewed and amended.

**All impact assessments will be published on the Council website**

**1. Screening**

**This section should be completed to establish if a full assessment is required.**

<p><b>1.1 What is the nature of the work or activity?</b></p> <p>Select a category from below that explains the work or activity you are doing.</p>
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<input checked="" type="checkbox"/> Policy or Strategy <input type="checkbox"/> Programme or Plan <input type="checkbox"/> Project delivery <input type="checkbox"/> Service or Function <input type="checkbox"/> Budget proposal <input type="checkbox"/> Other please state: <a href="#">Click or tap here to enter text.</a>	<b>Is this work or activity?</b>  <input type="checkbox"/> New <input checked="" type="checkbox"/> Change or review of existing <input type="checkbox"/> Other- Please state: <a href="#">Click or tap here to enter text.</a>
<b>1.2 What will happen as a result of this policy?</b>  What changes will come about for individuals and groups through this policy?- Select all that apply	
<input checked="" type="checkbox"/> Change to Council, Trust or HSCP charging arrangements (including introduction, removal, increase or decrease) <input type="checkbox"/> Change to how a service is delivered (including addition, change or removal of practices/procedures/processes) <input type="checkbox"/> Change to provision of services or staffing <input type="checkbox"/> Change to entitlement or eligibility for service delivery or welfare/benefit access <input type="checkbox"/> Other. Please state: <a href="#">Click or tap here to enter text.</a>	
<b>1.3 Is there any indication or evidence the policy will discriminate unlawfully; affect equality of opportunity for different groups or affect good relations between different groups?</b>  Will any individuals be treated less fairly than others if this policy is implemented? This includes employees, residents, community groups and visitors to the area.	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Don't Know	
<b>1.4 What groups of individuals are likely to be impacted by this policy?</b>  Select which groups of individuals are likely to be impacted positively or negatively if this policy is implemented.	

- The policy has potential to impact **individuals with protected characteristics\***
- The policy has potential to impact **socioeconomic disadvantage\*\* for individuals**
- The policy has potential to impact **children and young people up to the age of 18**
- The policy has no impact on individuals

\***Protected Characteristics** are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

\*\***Socio-economic disadvantage** is where an individual is disadvantaged by poverty, low income, homelessness or lack of or low-level educational qualifications

### 1.5 What individuals will be affected?

Tick all that apply

- East Renfrewshire Council employees
- Organisations or individuals carrying out a service on behalf of the Council
- Voluntary sector groups/organisations
- People living in a specific area of East Renfrewshire. Please state: [Click or tap here to enter text.](#)
- Everyone living in East Renfrewshire
- People working, studying or volunteering in East Renfrewshire
- Visitors to East Renfrewshire
- A group of people with a shared interest:
- Experiencing socioeconomic disadvantage (this includes low/no wealth, low income, area deprivation or material deprivation)
- Being in a particular age category
- Being from a black or minority ethnic group e.g. Gypsy/Travellers
- Speaking a language other than English
- Women/girls
- Identifying as Lesbian, Gay Bisexual or Transgender
- Belonging to a particular religion or belief

- Pregnant women or those on maternity/paternity leave
- Having a long term limiting health condition or disability
- Providing unpaid care for others
- Another group e.g. those experiencing homelessness, offenders/ex-offenders. Please detail: Click or tap here to enter text.
- Children and young people living in East Renfrewshire
- Children and young people using East Renfrewshire Council services
- Children and young people visiting East Renfrewshire
- None of the above

### Review your answers above.

- If the policy has **no impact on individuals**, and you have selected 'no' to section 1.3, an impact assessment is not required. **GO TO SECTION 9**
- If the policy will have an impact on individuals and/or you have selected 'yes or don't know' to section 1.3, complete the full assessment. **GO TO SECTION 2**

## 2. Engagement and Consultation

**This section will assess how the policy is being communicated to certain groups and how you have consulted them.**

### 2.1 How have individuals (incl. children & young people) who might be affected by the policy been consulted or involved?

This can include a summary of findings from recent consultations, surveys, user research or customer testing that has been carried out. Include dates and information.

## 2.2 How will you communicate information about this policy to individuals who have: hearing and/or sight loss; English as an additional language; are digitally excluded; have literacy/numeracy barriers?

Think about how you will communicate information about the policy to the above individuals. This may include printed materials being accessible in other formats, e.g. Braille, easy to read, translated in other languages. More information can be found [here](#).

### 3. Impact on groups with protected characteristics

**This section will assess if the policy has potential to impact individuals with protected characteristics. You should consider any evidence or information you have on how it will affect different groups of individuals, both positively and negatively.**

Below is a suggested list of sources:

- Input from local Councillors
- Findings from engagement exercise and consultations.
- Information or feedback from groups of individuals, such as equality interest organisations or groups who speak on behalf of others
- National, regional or local statistics
- Analysis of enquiries or complaints from customers
- Recommendations from inspections or audits
- National or regional research to identify similar issues
- Comparisons with similar policies in other departments or authorities to identify similar issues

**You may want to consider collecting new evidence that you don't have but think will be relevant.** For example: setting up meetings or focus groups, carrying out user research.

**3.1 Are there known inequalities within the policy?**

For example: barriers to transport for some groups; opening hours and location, organisational pay, terms or conditions; how public information is provided?

**3.2 Use the table below to consider how the policy may impact on a particular group with protected characteristics through reviewing the evidence, experience and needs of this group**

Characteristics/circumstances	Evidence, experience and needs- outline any data or research that shows how this group may be impacted (include sources)	Will the impact on this group be positive, neutral or negative and why?
Age		
Disability or long term health condition		
Race		
Sex		
Gender reassignment		



Marriage/Civil Partnership (only applicable to Council employment policy)		
Pregnancy / Maternity		
Religion / Belief		
Sexual orientation		
Providing unpaid care		
Any other relevant groups e.g. unemployed people, people experiencing homelessness, care leavers, people involved in the criminal justice system, people with literacy/numeracy barriers, people living in rural communities.		

**3.3 In what ways, if any, would this policy help to eliminate discrimination or undermine it?**

Discrimination means treating individuals differently from others. For example, not recruiting someone as they are deemed too old/young; or a support group running on an upper floor with no lift access will discriminate against people with mobility issues or wheelchair users

**3.4 In what ways, if any, would this policy advance or undermine equality of opportunity?**

This is when individuals from different backgrounds are treated fairly through providing an equal footing or level playfield to achieve outcomes. For example, children who have additional support needs are provided with teaching support to fully participate in the school curriculum or a deaf BSL user is provided with a BSL interpreter at health appointments.

**3.5 In what ways, if any, would this policy foster or undermine good relations between groups of individuals?**

Consider aspects that may tackle prejudice or promote understanding between different groups. For example, ensuring new arrivals and refugees are given supports to integrate within local communities or an LGBTQI+ youth group provide training on LGBTQI+ experiences to a local faith group.

#### 4. Impact on socio-economic disadvantage

**This section will assess how the policy may impact socio-economic disadvantage for individuals.**

**Socio-economic disadvantage** is where an individual is disadvantaged by poverty, low income, homelessness or lack of or low-level educational qualifications. Socio-economic disadvantage can be experienced in both geographical communities and communities of interest i.e. a group that share a common characteristic or circumstance. In East Renfrewshire there are a number of communities, known as locality planning areas, where people are at greater risk of experiencing socio-economic disadvantage including,

- Barrhead – Dunterlie, East Arthurlie and Dovecothall
- Auchenback
- Neilston
- Thornliebank

Consider the policy itself and the way it will be implemented. How will this deliver different experiences for individuals in East Renfrewshire?

**4.1 In the section below consider how the policy may impact socio-economic disadvantage through reviewing the evidence, experience and needs of this group**

Characteristics/circumstances	Evidence, experience and needs- outline any data or research that shows how this group may be impacted (include sources)	Will the impact on this group be positive, neutral or negative and why?
Socio-economic		

**4.2 Consider the impact outline in section 4.1, In what way would the policy alleviate or increase inequalities in socio-economic disadvantage?**

Consider common inequalities such as poorer skills and attainment; lower paid and less secure work; greater chance of being a victim of crime; less chance of being treated with dignity and respect; lower healthy life expectancy; lower feeling of control over decisions that affect you.

**4.3 What opportunities are there within this policy and the way it will be implemented to promote inclusion, participation, dignity and empowerment of people experiencing socio-economic disadvantage?**

For example, a new health centre is being built and considers affordability of public transport options for residents.

**4.4 Is there anything in particular that will be done to address the multiple inequalities experienced by some people in Auchenback, Barrhead, Neilston and Thornliebank?**

5. Impact on Children and Young People

**This section must be completed if any potential impact on children and young individuals up to the age of 18 have been identified in sections 1-4.**

**5.1 Are there known impacts on children and young people within the subject matter of the policy?**

For example, changes to out-of-school services, employment support for parents, play parks.

If there is no impact on children and young people GO TO SECTION 6

5.2 In the section below outline the UN Convention on the Rights of the Child (UNCRC) General principle that is relevant, the particular groups of children that will be affected and how this will impact them		
Which <a href="#">General Principles of UNCRC</a> are relevant to this policy/measure? Tick all that apply		Which particular groups of children and young people are affected by this policy? (e.g. young children, children with disabilities, children living in poverty, children in care, young people who offend).
<b>Article 2</b> <b>Non-discrimination</b> Children should not be discriminated against in the enjoyment of their rights. No child should be discriminated against because of the situation or status of their parent/carer(s).	<input type="checkbox"/>	
<b>Article 3</b> <b>Best interests of the child</b> Every decision and action taken relating to a child must be in their best interests. Governments must take all appropriate legislative and administrative measures to ensure that children have the protection and care necessary for their wellbeing - and that the institutions, services and facilities responsible for their care and protection conform with established standards.	<input type="checkbox"/>	
<b>Article 6</b>	<input type="checkbox"/>	

<b>Life, survival and development</b> Every child has a right to life and to develop to their full potential.		
<b>Article 12</b> <b>Respect for the views of the child</b> Every child has a right to express their views and have them given due weight in accordance with their age and maturity. Children should be provided with the opportunity to be heard, either directly or through a representative or appropriate body.	<input type="checkbox"/>	
<b>Which <u>additional articles</u> are relevant to this policy/measure? List all that apply</b>		

In relation to the articles identified above, explain how the impact will be positive, negative or neutral.

Relevant identified Article of UNCRC	Impact category (Positive/Negative/Neutral)	Assessment of impact (including consideration of whether the policy might impact different groups of children and young people in any other way).

**5.3 What opportunities are there within this policy to advance or undermine the rights of children and young people?**

Explain how the policy can strengthen or weaken the rights of children and young individuals

**5.4 What opportunities are there within this policy to protect and promote the wellbeing of children and young people?**

For example promoting physical activity and healthy eating.

6. Contractors and suppliers

**6.1 Will the policy be carried out by contractors or suppliers?**

This includes fully or partially. If yes, how will you incorporate equality expectations into the contract?



## 7. Outcome of assessment and action plan

You have completed sections 1-6 above and assessed the impact of the policy on individuals with protected characteristics, those experiencing socio-economic disadvantage and children and young people. The following section outlines your decision based on this assessment, mitigations and actions that can be taken to reduce any negative impacts.

### 7.1 Having assessed the impact of the policy under sections 3,4 and 5 select the most appropriate outcome

Which option below best describes your next steps?

- Continue the policy as is
- Adjust the policy
- Stop the policy

### 7.2 Are there any significant and relevant information gaps that have not been filled during the development of this policy and how do you plan to address these during the life of the policy?

### 7.3 Briefly summarise how your evidence and assessment demonstrates any potential impacts, both positive and negative, on groups with protected characteristics from this policy?

**7.4 Briefly summarise how your evidence and assessment demonstrates any potential impact, both positive and negative, on individuals and communities experiencing socio-economic disadvantage from this policy?**

**7.5 Briefly summarise how your evidence and assessment demonstrates any potential impacts, both positive and negative, on the rights of children and young people from this policy?**

**7.6 How long will this policy be in place and when is it scheduled for review?**

Is this a temporary or permanent change and are there plans to review the policy?

<p><b>7.7 Based on the findings from this impact assessment, outline any mitigating actions that will reduce the impact caused by the policy on individuals, including children and young people. The actions should also outline the communication and implementation of the policy.</b></p>			
Identified adverse impact	Mitigating actions	Timeline	Responsible person

8. Approval

If the full impact assessment has been completed, complete below.

Name of policy:	
Date approved:	
Approved by:	

<b>(Head of Service/Director level)</b>	
<b>Department:</b>	

9. No assessment required

**If the screening has indicated a full assessment is not required, complete below.**

Policy/Decision Title	DECRIMINALISED PARKING ENFORCEMENT – PROPOSED INCREASE IN PENTALY CHARGE NOTICE CHARGES
Department/ Service	Environment
Responsible officer for taking decision	Gillian McCarney
Rationale for decision	The proposed increase of PCN Charges only affect those that contravene parking restrictions. Therefore, this does not affect anyone, including people with protected characteristics that abide the rules. Additional this does not impact on human rights or socio-economic inequalities.

**Declaration:**

I confirm the decision not to carry out an Equality, Fairness and Rights Impact Assessment has been authorised by:

**Name and Job Title:** Gillian McCarney Head of Place

**Date Authorisation given:** 17/08/23

**Version Control**

Date of change	Amendment	Owner
Feb 2021	First publication	C Coburn
June 2023	Introduction and Guidance sections added Formatting changes throughout	C Coburn