

**CABINET – 6 JUNE 2022**

A meeting of Cabinet will be held at 6.00pm on Monday 6 June 2022 in the Council Chamber at the Town Hall, Rugby.

*Members of the public may also view the meeting via the livestream available on the Council's website.*

Mannie Ketley  
Executive Director

**A G E N D A**  
**PART 1 – PUBLIC BUSINESS**

## 1. Minutes.

To confirm the minutes of the meeting held on 7 February 2022.

## 2. Apologies.

To receive apologies for absence from the meeting.

## 3. Declarations of Interest.

To receive declarations of –

(a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and

(c) notice under Section 106 Local Government Finance Act 1992 – non-payment of Community Charge or Council Tax.

***Note: Members are reminded that they should declare the existence and nature of their interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a prejudicial interest, the Member must withdraw from the room unless one of the exceptions applies.***

***Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.***

4. Question Time.

Notice of questions from the public should be delivered in writing, by fax or e-mail to the Executive Director at least three clear working days prior to the meeting (no later than 27 May 2022).

**Not within a specific portfolio**

5. Climate Change Strategy and Action Plan Consultation.

**Growth and Investment Portfolio**

6. Additional Restrictions Grant Funding.

7. Town Centre Working Groups (report to follow).

**Leisure and Wellbeing Portfolio**

Nothing to report to this meeting.

**Finance, Performance, Legal and Governance Portfolio**

8. Appointments to Working Parties 2022/23.

9. Equality, Diversity and Inclusion Policy Statement.

**Communities, Homes, Digital and Communications Portfolio**

Nothing to report to this meeting.

**Regulation and Safety Portfolio**

10. Cashless Payments in Off-Street Car Parks.

**Change and Transformation Portfolio**

Nothing to report to this meeting.

**Operations and Traded Services Portfolio**

Nothing to report to this meeting.

**The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report**

Nothing to report to this meeting.

**PART 2 – EXEMPT INFORMATION**

There is no business involving exempt information to be considered.

***Any additional papers for this meeting can be accessed via the website.***

The Reports of Officers are attached.

**Membership of Cabinet:**

Councillors Lowe (Chairman), Mrs Crane, Miss Lawrence, Picker, Poole, Roberts and Ms Robbins.

**CALL-IN PROCEDURES**

*Publication of the decisions made at this meeting will normally be within three working days of the decision. Each decision will come into force at the expiry of five working days after its publication. This does not apply to decisions made to take immediate effect. Call-in procedures are set out in detail in Standing Order 15 of Part 3c of the Constitution.*

***If you have any general queries with regard to this agenda please contact Claire Waleczek, Democratic and Support Services Manager (01788 533524 or e-mail [claire.waleczek@rugby.gov.uk](mailto:claire.waleczek@rugby.gov.uk)). Any specific queries concerning reports should be directed to the listed contact officer.***

**AGENDA MANAGEMENT SHEET**

**Report Title:** Climate Change Strategy and Action Plan Consultation

**Name of Committee:** Cabinet

**Date of Meeting:** 6 June 2022

**Report Director:** Deputy Executive Director

**Portfolio:** Change and Transformation

**Ward Relevance:** All

**Prior Consultation:** Climate Emergency Working Group  
Leadership Team  
Climate Change Champion

**Contact Officer:** dan.green@rugby.gov.uk

**Public or Private:** Public

**Report Subject to Call-In:** Yes

**Report En-Bloc:** No

**Forward Plan:** No

**Corporate Priorities:** This report relates to the following priority(ies):  
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)  
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)  
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)  
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)  
[Corporate Strategy 2021-2024](#)  
 This report does not specifically relate to any Council priorities but

**Summary:** The report proposes a six week public consultation in relation to the Climate Change Strategy and Action Plan

<b>Financial Implications:</b>	There are no financial implications as a direct result of this report, but the delivery of the approved strategy and action plan will involve a financial review as appropriate
<b>Risk Management/Health and Safety Implications:</b>	A strategic risk register has been developed by the Leadership team which documents what might cause the Council's climate related objectives to not be achieved and the consequences. The risk register also records the controls in place and the actions planned to deliver on the climate objectives. Approval of a climate change strategy and action plan is a key step towards achieving those objectives. The strategic risk register will be reviewed by the Strategic Risk Management Group on a quarterly basis, enabling the Leadership Team to target any interventions necessary to manage existing, and address any emerging, risks.
<b>Environmental Implications:</b>	An environmental impact assessment will be completed prior to adoption of the strategy and action plan.
<b>Legal Implications:</b>	There are no legal implications arising directly from this report.
<b>Equality and Diversity:</b>	An Equality Impact Assessment will be completed alongside the consultation process to ensure equality considerations are taken into account in the final Strategy.
<b>Options:</b>	<ul style="list-style-type: none"> <li>a) To approve the draft for consultation</li> <li>b) To not approve the draft for consultation</li> </ul>
<b>Recommendation:</b>	The draft Climate Strategy and action plan, as at Appendix 1 to the report, be approved for public consultation.
<b>Reasons for Recommendation:</b>	To consult on the strategy prior to its approval.

**Cabinet - 6 June 2022**

**Climate Change Strategy and Action Plan - Consultation**

**Public Report of the Deputy Executive Director**

**Recommendation**

The draft Climate Strategy and action plan, as at Appendix 1 to the report, be approved for public consultation.

**1. INTRODUCTION**

- 1.1 Rugby Borough Council declared a climate emergency in 2019, and committed to:
- Move the Council's operations towards carbon neutrality by 2030.
  - Establish action to tackle climate change as a key driver of all decision-making.
  - Provide community leadership in reducing the impact of climate change.
  - Take action to reduce the impact of climate change on a Borough wide basis and beyond, through adaptation.
- 1.2 After declaring a climate emergency, the Council established a cross party working group who have worked collaboratively to agree a draft climate change strategy.
- 1.3 In fulfilling this role, the working group have engaged with a number of external organisations such as Warwickshire County Council, Transition Town Rugby, Warwickshire Wildlife Trust and Sustrans.
- 1.4 The working group have undertaken a resident survey to gauge current understanding of the climate emergency, to understand areas where residents feel that further action is necessary and to understand areas where residents feel that they can support action to address the climate emergency. The findings from this survey served to inform the basis of the draft strategy and action plan.
- 1.5 The Working Group subsequently delivered a 'Climate Summit' which brought together key partners and other interested parties to identify shared priorities and to understand opportunities for collaboration.

- 1.6 In February 2021, the Council adopted a new corporate strategy which committed the Council to:
- As an organisation, be net zero by 2030.
  - Work together to further improve the borough's connectivity and encourage greener travel.
  - Reduce residents' and businesses' impact on the environment and help them adapt to the consequences of climate change.
  - Promote and encourage green and sustainable businesses within the borough.
  - Build environmentally sustainable homes, including within our own housing stock.
  - Link places together with good quality green infrastructure and improve biodiversity across the borough.
  - Reduce the carbon footprint of our council housing stock by 2027.

1.7 In addition to the working group, the development of the strategy has been led by the Council's Climate Change Champion, Cllr Emma Crane, in consultation with the Council's Leadership Team. This has enabled the production of a draft strategy which cuts across all of the council's services and teams.

1.8 In February 2022, the working group agreed a draft climate change strategy and action plan for public consultation (Appendix 1 – to follow at the time of the report being published).

## **2. CLIMATE CHANGE STRATEGY AND ACTION PLAN**

2.1 In developing the draft strategy and action plan, the working group has recognised the importance of the nature and biodiversity crisis as well as the climate emergency and the need to move towards net zero.

2.2 Therefore, the vision proposed in the draft strategy is that:

*'Rugby is an environmentally sustainable place where we work together to reduce and mitigate the effects of climate change, transitioning Rugby to a low carbon and nature positive place.'*

2.3 The draft strategy and action plan sets out how the Council will work together with all stakeholders, including the residents of the Borough, to tackle climate change and nature loss.

2.4 It provides a framework for working with all our partners including residents in the Borough and takes a view of the key areas where local action can have the biggest impact. This is based around seven key areas for action, namely:

- a) Workplaces and the Economy
- b) Transport
- c) Natural Environment
- d) Homes and Energy
- e) Waste, Resources and the Circular Economy
- f) Climate and Nature Positive Communities

g) Adaptation

- 2.5 Within each key area, a series of '2030 goals' are identified and actions are proposed to begin the process of meeting those goals. These actions will be reviewed annually identifying the expected costs, ownership and performance indicators for monitoring and that any opportunity to accelerate action is used.
- 2.6 In delivering action, the strategy recognises that the Council has different roles to fulfil, recognising not just the changes which the Council can deliver itself, but also the community leadership and facilitative role it must play. These roles can be summarised as:
- a) **Delivering Change:** Those factors within the Council's direct control, where the Council can lead by example.
  - b) **Enabling Change:** Those factors which the Council can facilitate by working with others for example by using our policies and procurement practices.
  - c) **Influencing Change:** Those factors outside of our control, where the Council will seek to influence and support delivery through partnerships across the borough and engagement with central government.

### 3. PROPOSED CONSULTATION

- 3.1 It is proposed that a six-week consultation is commenced with a view to understanding how stakeholders (including residents, businesses, community organisations and parish councils) within the Borough can support the delivery of the strategy.
- 3.2 The consultation will include a questionnaire, one to one discussions with partner organisations, attendance at public events and officer presence in organisations where interested parties will be in attendance.
- 3.3 Following this period of consultation, a revised strategy and action plan will be brought back for consideration by Cabinet and Council prior to adoption.

**Name of Meeting:** Cabinet

**Date of Meeting:** 6 June 2022

**Subject Matter:** Climate Change Strategy and Action Plan Consultation

**Originating Department:** Executive Director's Office

**DO ANY BACKGROUND PAPERS APPLY**       **YES**       **NO**

**LIST OF BACKGROUND PAPERS**

<b>Doc No</b>	<b>Title of Document and Hyperlink</b>
1	Agenda and Minutes of Council, July 2019 <a href="https://www.rugby.gov.uk/meetings/meeting/1017/council">https://www.rugby.gov.uk/meetings/meeting/1017/council</a>
2	Agendas and Minutes of the Climate Emergency Working Group <a href="https://www.rugby.gov.uk/meetings/committee/71/climate_emergency_working_group">https://www.rugby.gov.uk/meetings/committee/71/climate_emergency_working_group</a>

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

<b>Doc No</b>	<b>Relevant Paragraph of Schedule 12A</b>

**AGENDA MANAGEMENT SHEET**

**Report Title:** Additional Restrictions Grant Funding

**Name of Committee:** Cabinet

**Date of Meeting:** 6 June 2022

**Report Director:** Chief Officer - Growth and Investment

**Portfolio:** Growth and Investment

**Ward Relevance:** All

**Prior Consultation:** None

**Contact Officer:** Place Marketing Officer  
abi.mccartney@rugby.gov.uk 07973 905348

**Public or Private:** Public

**Report Subject to Call-In:** No

**Report En-Bloc:** No

**Forward Plan:** Yes

**Corporate Priorities:** This report relates to the following priority(ies):  
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)  
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)  
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)  
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)  
[Corporate Strategy 2021-2024](#)  
 This report does not specifically relate to any Council priorities but

**Summary:** This report notes the Additional Restrictions Grant funding allocated to Rugby Borough Council and distributed through Coventry and Warwickshire Growth Hub.

**Financial Implications:** Whilst there are no direct financial implications attached to this report, the funding distributed on behalf of the Council by the Growth Hub enabled

successful business to progress with plans in order to provide growth for themselves and the overall local economies.

**Risk Management/Health and Safety Implications:** None

**Environmental Implications:** None

**Legal Implications:** Coventry and Warwickshire Growth Hub were engaged to monitor and distribute the grant fund as per grant criteria.

**Equality and Diversity:** None

**Options:** N/A

**Recommendation:**

- (1) The Coventry & Warwickshire Growth Hub report, as detailed in Appendix 1 to the report, be noted; and
- (2) Coventry and Warwickshire Growth Hub be thanked for their help in the distribution of the Additional Restriction Grant to businesses on behalf of Rugby Borough Council which delivered successful outcomes for local businesses and employment opportunities.

**Reasons for Recommendation:** The grant funding has been administered and distributed successfully.

**Cabinet - 6 June 2022**

**Additional Restrictions Grant Funding**

**Public Report of the Chief Officer - Growth and Investment**

**Recommendation**

- (1) The Coventry & Warwickshire Growth Hub report, as detailed in Appendix 1 to the report, be noted; and
- (2) Coventry and Warwickshire Growth Hub be thanked for their help in the distribution of the Additional Restriction Grant to businesses on behalf of Rugby Borough Council which delivered successful outcomes for local businesses and employment opportunities.

**1. Introduction**

- 1.1. Back in June 2021 as a response to the ongoing COVID-19 pandemic the Government issued further additional funding to Rugby Borough Council for Additional Restrictions Grants (ARG) with an allocation of £916,176. Unlike previous rounds of ARG funding this allocation was strategically allocated to target businesses with growth as a key focus.
- 1.2. Due to vacancies within the Growth and Investment Service at the time to undertake the swift efficient effective distribution of the grant, the Council obtained approval by way of a report taken to Council on the 25<sup>th</sup> August 2021 for the scheme to be administered by the Coventry & Warwickshire Growth Hub.
- 1.3. The recommendation was in the overall best interests of both the Council and businesses across the Borough due to the Growth Hub's established knowledge of the area and previous experience of supporting local business to allow them to grow in a post pandemic environment.

**2. Outcome**

- 2.1. The Growth Hub were able to fully distribute the full allocation of funding, which will support 25 business with their growth plans in the recovery from the pandemic and enable employment and boost the Borough and wider region's economies. This has meant providing grants of £916,176 which safeguarded 471 jobs and led to the creation of 109 new jobs.
- 2.2. Full details about how the Growth Hub allocated the funding and some of the key outcomes and projects that were supported can be found in Growth Hub report in Appendix 1.

- 2.3. It is considered that the partnership working with the Growth Hub provided positive benefits to businesses in Rugby. Officers continue to build relationships with the Growth Hub and are currently exploring other ways in future benefits can be realised for Rugby businesses.
- 2.4. In total for the year 21/22 a total of £2,862,416 was paid out by the Council to support local businesses through the pandemic. This consisted of £1,725,156 for ARG parts A/BC, the £916,176 Growth Hub Allocation and £221,084 which was paid in February and March this year.

**Name of Meeting:** Cabinet  
**Date of Meeting:** 6 June 2022  
**Subject Matter:** Additional Restrictions Grant Funding  
**Originating Department:** Growth and Investment

**DO ANY BACKGROUND PAPERS APPLY**       YES       NO

**LIST OF BACKGROUND PAPERS**

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

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Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A



# Rugby Borough Council ARG Fund

Coventry & Warwickshire Growth Hub  
Gary Thyeson – Project Lead  
Adam Plumb – Account Manager

# Introduction

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Over the last two years, the COVID pandemic has provided many challenges for businesses to overcome and tested the resolve of those running, and working within them.

A wide range of government measures helped to secure the futures of a large number of these businesses and the livelihoods they support. The situation also gave many the opportunity to re-focus their priorities and look for opportunities that the pandemic brought with it, with many successfully diversifying their service and product offerings.

In June of 2021, with the allocation of new ARG funding, Rugby Borough Council took the time to look at ways of strategically distributing over £916,000 to businesses that had a clear recovery strategy, had viable futures and who were looking to accelerate growth plans that would employ local people and boost the Borough and wider regional economies.

To do this, leaders of the council approached Coventry & Warwickshire LEP Growth Hub who, with their extensive knowledge of the local SME business community, were able to match suitable businesses with COVID recovery projects.

# Company Data

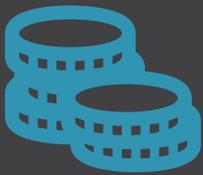
## Legal Status



100%

Private Limited

## Annual Turnover



The 25 successful businesses have an average turnover of £1,451,052.92 and a combined turnover of £36,276,323.00

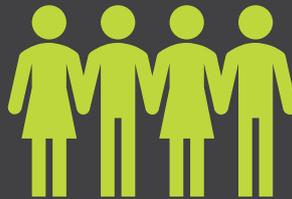
## Full Time Employees

There was a combined total of 471 FTEs between the 25 successful businesses. Below is a breakdown of the different business sizes assisted through the project



Micro

9



Small

15

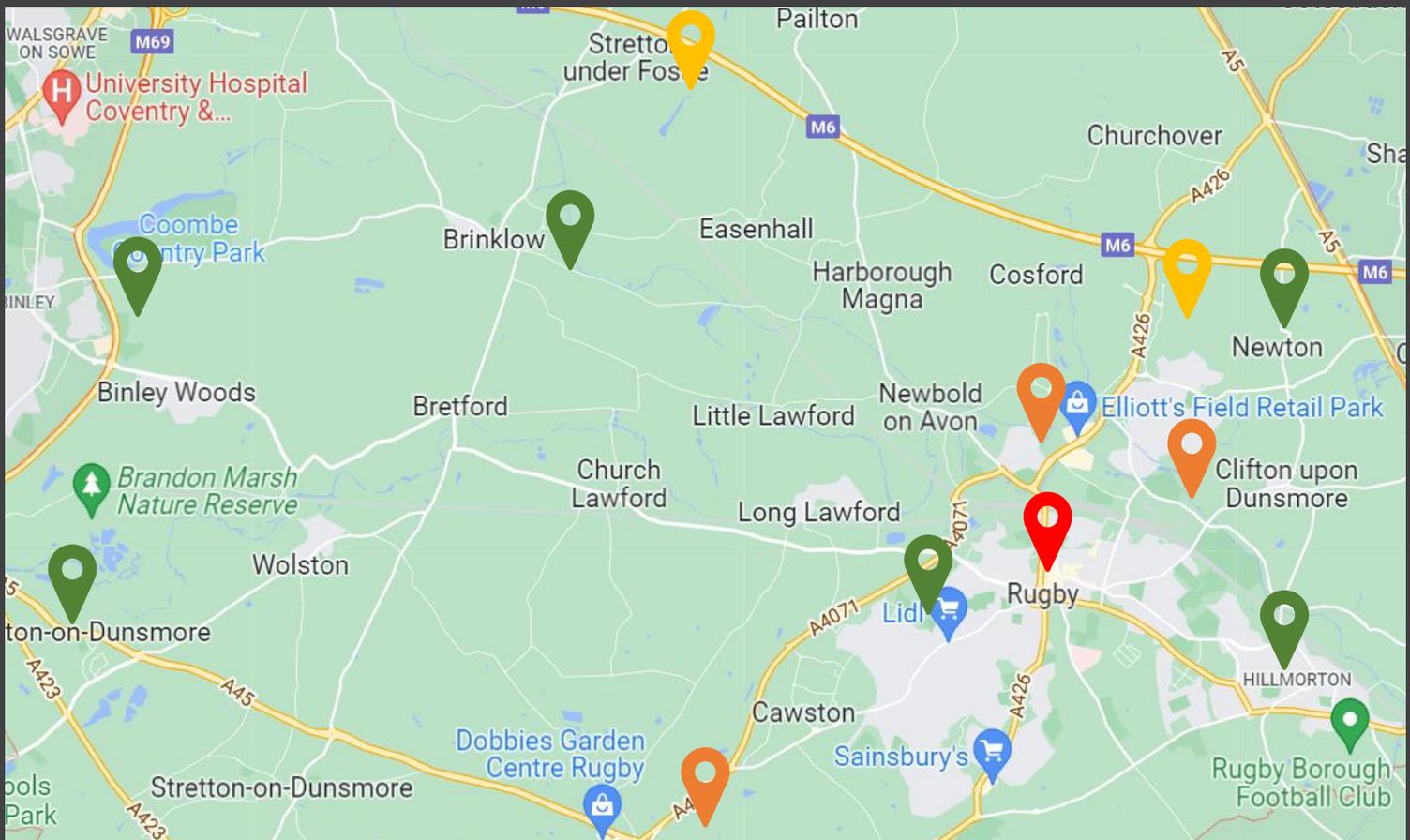


Medium

1

Micro (2-9 employees), Small (10-49 employees) and Medium (50-249 employees).

# Locations



## Areas Covered

Rugby - Dunchurch - Hillmorton - Stretton Under Fosse  
-Ryton on Dunsmore

# Types of Businesses

The top 3 sectors assisted are:



Service Sector



Manufacturing



Engineering/Logistics/Hospitality

# Types of Businesses

## Manufacturing:

- Inland passenger water transport
- Powder coating of metals
- Golf course equipment manufacturer
- Assembly and sale of dipsticks and housing
- Renting of boats, assembly and repair of narrowboats
- Manufacture of exhibition stands

## Engineering:

- Precision engineering
- Engineering and manufacture of machine tools

## Service Sector:

- Servicing of boilers and heating
- Security
- Landscape service Activities
- Electrical Contractors
- Commercial Cleaning Contractors
- Information technology consultancy Activities
- Engineering Consultancy in the Automotive sector

## Hospitality:

- Restaurant
- Vending Machine Suppliers

## Logistics:

- Storage and Removals
- Logistics transport

## Other:

- Wheel Hub Manufacture
- Construction, Groundworks
- Financial Services
- Care Home Activities
- Contract Suppliers

## Quick Figures

471

Jobs Safeguarded!



109

Predicted jobs created!



25

Businesses had previously engaged with the Growth Hub!



916,716

Awarded in Grant funding



# Grants Awarded



Total fund available:

**£916,716.00**

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Total amount awarded:

**£916,716.00**



Average amount awarded:

**£36,647.04**

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# Projects Assisted

## Equipment

- Purchase of IT equipment to adopt new technology in the workplace.
- warehouse equipment for expansion
- vending equipment, cashless vending to keep up with the market
- equipment to support business growth, camera and photography equipment
- software and equipment for enhanced delivery integration across vehicle fleet

## Machinery

- 5 axel cutting machine to fulfil new order for client promoting growth
- Machinery purchases, oven, extractors
- Machinery, laser cutting machine
- Machinery, to handle smaller projects
- Machinery purchases to diversify into product assembly / development

## Vehicles

- refurb of 6 boats in the fleet, also purchase of new boat bringing fleet to 13 boats
- New van and tooling for increased project work
- purchase new boats for govt contract - refit shop front
- vehicle purchase & fitout,

## Expansions and Fit Outs

- extension of property to create office space
- fit out of new premises, machinery to deliver growing orders
- mezzanine floor in current premises
- warehouse equipment, office refurb for new offices, new employment
- vehicle purchase & fitout, expansion in mobile sector
- Extension of property to create office space and training facility
- office refit, marketing suite installation
- shop/ warehouse fitout
- Refurb premises, purchase of hardware to digitalise systems
- Premises fit out, refurb of meeting room into exhibition / marketing suite

## Other

- Software and internal infrastructure investment in cost monitoring system for improve processes
- upgrade epos system to cope with online booking and orders to increase sales

# Quotes from Successful Applicants



"I found the ARG Application process extremely user friendly & efficient. As for the grant itself it allows us to greatly expand our in-house production capability"

**Pete Smith – Orscheln**



"The process was straightforward and I liked the face to face visits from you. A very positive feature was the speed of assessment and time to receive payment. We have already taken delivery of the 3D printer and this has been running pretty much non-stop since it arrived! We have also received significant positive feedback from customers as well as potential customers that will yield further opportunities over the coming weeks and months.

Thanks again for your support and we look forward to working with you again in the future."

**Andrew Harrison – Contract Innovation**



You have been absolutely fantastic. We cannot thank you enough for providing us with the support and help to obtain this grant.

This is now going to really help our business in terms of ensuring that we can modernise our business by digitising but also by improving the physical environment for the residents . Thank you so much again"

**Palvi Dhodia – Serene Care**

# Quotes from Successful Applicants

“The help and advice received from Adam was invaluable. He's an absolute super star and a credit to Coventry & Warwickshire. With the grant, we have employed 2 new team members in the area. We are looking to take on another 2 in January. We can't thank you enough!

**Yvonne Gill – Advanced Total Supplies**

“After almost two very challenging years due to the Covid Pandemic, the timing of this support could not have been better!

Thank You Rugby Borough Council, C&W Growth Hub and Account Manager Adam Plumb for your invaluable support throughout the application process and through to receiving the funds in a very timely manner”

**Kevan Kane – Technoset Ltd**

“The grant has enabled us to grow our business which we simply would not have been in the position to do without this significant amount of funding. We have been able to provide two local people with full time employment, purchasing vehicles, tools and equipment that we would have otherwise been unable to do.

Thanks again for your invaluable help with securing this grant.”

**Tony Miller – AWM Electrical**

# Quotes from Successful Applicants



“This grant allowed me to realise a project that I had in mind for some time but didn’t have the available funds to launch. T

Without this funding Solutions Services Ltd wouldn’t be able to develop the Janitorial side of our business.”

**Sarah Parrin – Solutions Services Ltd**



“We would like to thank yourself, the Growth Hub and Rugby Borough Council for the ARG funding that we have been awarded to support us in our continuing Covid recovery. We found the application process very straight-forward with the information that was requested relevant and allowed us to state the needs of the business with regards to the project to be funded. At all stages the Growth Hub was available for reference and support and we were kept well updated with regard to timelines for submission and progress once the application was submitted.

Without the funding and our expansion, new opportunities would not have been able to be captured and the project would have been delayed for approximately 2 years and opportunities may have been lost.

Thank you again for the support we have and do receive, it is very much appreciated.

**Bill Boswell – Precision Laser Processing Ltd**

# Summary



**Craig Humphrey, Managing Director for Coventry & Warwickshire LEP Growth Hub said:**

“Throughout the pandemic, the Coventry & Warwickshire Growth Hub like many businesses, diversified its activity to react to unprecedented demand outside of business as usual, opening its doors to thousands of worried business owners looking to understand the support landscape.

We were delighted to be approached by RBC to assist with the allocation of over £916,000 of additional Government support, which acknowledges the part that the Coventry & Warwickshire Growth Hub plays in regional business support and its excellent Account Management approach, it is testament to the strong relationship between us and the agility to respond thoughtfully, work effectively and most importantly, collaboratively.

The combination of Growth Hub expertise, a thorough application appraisal process and the speed at which Rugby Borough Council were then able to distribute these additional ARG funds, meant that the objectives of the project were met.

The results speak for themselves. Jobs created, many more safeguarded and the full allocation of money carefully and strategically distributed to businesses that needed it. These Rugby Borough businesses have now been strongly positioned, with much needed support for a broad and exciting range of COVID recovery projects, to continue their journey from survival to strategic growth.”

**AGENDA MANAGEMENT SHEET**

**Report Title:** Appointments to Working Parties 2022/23

**Name of Committee:** Cabinet

**Date of Meeting:** 6 June 2022

**Report Director:** Chief Officer - Legal and Governance

**Portfolio:** Finance, Performance, Legal and Governance

**Ward Relevance:** N/A

**Prior Consultation:** N/A

**Contact Officer:** Claire Waleczek, Democratic and Support Services Manager [claire.waleczek@rugby.gov.uk](mailto:claire.waleczek@rugby.gov.uk) or 01788 533524

**Public or Private:** Public

**Report Subject to Call-In:** Yes

**Report En-Bloc:** No

**Forward Plan:** Yes

**Corporate Priorities:** This report relates to the following priority(ies):  
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)  
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)  
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)  
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)  
[Corporate Strategy 2021-2024](#)  
 This report does not specifically relate to any Council priorities but

**Summary:** Cabinet is requested to consider which Working Parties be re-constituted for 2022/23 and appoint the membership of each group.

**Financial Implications:** There are no direct financial implications arising from this report.

<b>Risk Management/Health and Safety Implications:</b>	There are no direct risk management implications arising from this report.
<b>Environmental Implications:</b>	There are no direct environmental implications arising from this report.
<b>Legal Implications:</b>	There are no direct legal implications arising from this report.
<b>Equality and Diversity:</b>	There are no direct equality and diversity implications arising from this report.
<b>Options:</b>	N/A
<b>Recommendation:</b>	<p>(1) The Rugby Art Gallery and Museum Working Party and the Queen's Diamond Jubilee Working Party be disestablished; and</p> <p>(2) the membership of each Working Party for the 2022/23 municipal year, as detailed in paragraph 3.1 of the report, be approved.</p>
<b>Reasons for Recommendation:</b>	Cabinet needs to decide which Working Parties are required to carry out business in 2022/23.

**Cabinet - 6 June 2022**

**Appointments to Working Parties 2022/23**

**Public Report of the Chief Officer - Legal and Governance**

**Recommendation**

- (1) The Rugby Art Gallery and Museum Working Party and the Queen's Diamond Jubilee Working Party be disestablished; and
- (2) the membership of each Working Party for the 2022/23 municipal year, as detailed in paragraph 3.1 of the report, be approved.

**1. INTRODUCTION**

- 1.1 Cabinet is requested to consider which Working Parties need to be re-constituted for 2022/23 to support the business of the Council and appoint the membership of each group required.

**2. DISESTABLISHMENT OF WORKING PARTIES**

- 2.1 The Rugby Art Gallery and Museum Working Party and the Queen's Diamond Jubilee Working Party have both completed their work outlined in their respective terms of reference. It is, therefore proposed that they are both disestablished.

**3. MEMBERSHIP OF WORKING PARTIES FOR 2022/23**

The proposed memberships of working parties for 2022/23 are detailed below.

**Asset Management Member Working Group**

Councillors Lowe, Moran, Picker and Ms Robbins and Roodhouse.

**Civic Honours Working Party**

Councillors Mistry, Roberts, Roodhouse and Timms.

**Climate Emergency Working Group**

Councillors Mrs Crane, Edwards, Harrington, Ms Livesey, Picker, Rabin and Roodhouse.

### **Grants Working Party**

Councillors Mrs A'Barrow, Mrs Brown, Mrs Crane, Miss Dumbleton, Mrs Garcia, Moran, Rabin and Mrs Roodhouse.

### **Gypsies and Travellers Working Party (formerly Gypsies and Travellers Strategy and Action Plan Group)**

Councillors Mrs Crane, Gillias, Mrs Maoudis, Mrs Parker, Picker, Roodhouse, Srivastava and Dr Williams.

### **Planning Services Working Party**

Councillors Daly, Gillias, Mistry, Mrs O'Rourke, Picker, Roodhouse, Sandison and Willis.

### **Platinum Jubilee Working Party**

Councillors Mahoney, Rabin and Sandison.

### **Town Council Working Party**

Councillors Poole, Mrs O'Rourke and Roodhouse.

### **Waste Management and Flytipping Working Party**

Councillors Mrs Brown, Miss Lawrence, Lewis, Mrs Parker, Sandison and Srivastava.

**Name of Meeting:** Cabinet  
**Date of Meeting:** 6 June 2022  
**Subject Matter:** Appointment of Working Parties 2022/23  
**Originating Department:** Legal and Governance

**DO ANY BACKGROUND PAPERS APPLY**       YES       NO

**LIST OF BACKGROUND PAPERS**

<b>Doc No</b>	<b>Title of Document and Hyperlink</b>

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

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Exempt information is contained in the following documents:

<b>Doc No</b>	<b>Relevant Paragraph of Schedule 12A</b>

**AGENDA MANAGEMENT SHEET**

<b>Report Title:</b>	Equality, Diversity and Inclusion Policy Statement
<b>Name of Committee:</b>	Cabinet
<b>Date of Meeting:</b>	6 June 2022
<b>Report Director:</b>	Chief Officer - Legal and Governance
<b>Portfolio:</b>	Finance, Performance, Legal and Governance
<b>Ward Relevance:</b>	All
<b>Prior Consultation:</b>	Equality and Diversity Steering Group
<b>Contact Officer:</b>	Minakshee Patel, Corporate Equality & Diversity Advisor, minakshee.patel@rugby.gov.uk
<b>Public or Private:</b>	Public
<b>Report Subject to Call-In:</b>	Yes
<b>Report En-Bloc:</b>	No
<b>Forward Plan:</b>	No
<b>Corporate Priorities:</b>	This report relates to the following priority(ies): <input type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C) <input type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E) <input type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC) <input checked="" type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O) <a href="#">Corporate Strategy 2021-2024</a> <input type="checkbox"/> This report does not specifically relate to any Council priorities but
<b>(C) Climate</b> <b>(E) Economy</b> <b>(HC) Health and Communities</b> <b>(O) Organisation</b>	
<b>Summary:</b>	The report sets out an updated Equality, Diversity and Inclusion Policy Statement for approval.
<b>Financial Implications:</b>	None
<b>Risk Management/Health and Safety Implications:</b>	There are no risk management implications arising from this report.

**Environmental Implications:** A Climate Change and Environmental Impact Assessment is attached as Appendix 2. There are no implications arising from this report.

**Legal Implications:** The policy statement ensures the Council fulfils its legal obligations under the Equality Act 2010 and The Public Sector Equality Duty (Section 149 of the Equality Act 2010).

**Equality and Diversity:** An Equality Impact Assessment has been completed and is attached as Appendix 3. There are positive implications arising from this report.

**Options:** 1. Approve the Equality, Diversity and Inclusion Policy Statement.

**Benefits:** The Council fulfils its legal obligations under the Equality Act 2010 and the Public Sector Equality Duty (Section 149 of the Equality Act 2010).

**Risks:** None

2. Reject the Equality, Diversity and Inclusion Policy Statement.

**Benefits:** None.

**Risks:** The Council does not fulfil its legal obligations under the Equality Act 2010 and the Public Sector Equality Duty (Section 149 of the Equality Act 2010). Therefore, would place itself in a position to be challenged in court.

**Recommendation:** (1) The Equality, Diversity and Inclusion Policy Statement as set out at Appendix 1, be approved; and  
(2) delegated authority be granted to the Chief Officer for Legal & Governance to make any non-material amendments

**Reasons for Recommendation:** To ensure the Council fulfils its legal obligations under the Equality Act 2010 and Public Sector Equality Duty (Section 149 of the Equality Act 2010).

**Cabinet - 6 June 2022**

**Equality, Diversity and Inclusion Policy Statement**

**Public Report of the Chief Officer - Legal and Governance**

**Recommendation**

- (1) The Equality, Diversity and Inclusion Policy Statement as set out at Appendix 1, be approved; and
- (2) delegated authority be granted to the Chief Officer for Legal & Governance to make any non-material amendments

**1 BACKGROUND**

- 1.1 The previous Equality and Diversity Policy Statement was agreed in April 2017 to reflect the Corporate Strategy 2017 – 20.
- 1.2 The Equality and Diversity Steering Group undertook a brief review of the Equality and Diversity policy statement in June 2020 and some very minor amendments were made.
- 1.3 It was recognised that a new Corporate Strategy was being developed and that the Equality and Diversity Policy Statement will need to be updated to reflect the new Corporate Strategy.
- 1.4 At their December 2021 meeting, the Equality and Diversity Steering Group reviewed the draft Equality, Diversity and Inclusion Policy Statement which reflected the Corporate Strategy 2021-24. The proposed recommendation reflects the input and approval of this group.
- 1.5 The main changes reflected in the updated Equality, Diversity and Inclusion Policy statement are:
  - 1.5.1 Corporate Strategy priorities and Equality Objectives have been included in the Introduction section.
  - 1.5.2 There is specific reference under section 2, to the fact that under Section 149 of the Equality Act 2010, the Council has to publish data on its customers and workforce annually and have equality objectives every 4 years.
  - 1.5.3 An explanation under section 2 on why Equality Impact Assessments need to be undertaken.

## **2 EQUALITY, DIVERSITY AND INCLUSION POLICY STATEMENT**

- 2.1 The Policy statement sets out our commitment to equality, diversity and inclusion and provides the overarching context within which we work.
- 2.2 The Policy Statement applies to all aspects of the Council's functions as an employer, as a commissioner of services, as a service provider and in its decision-making processes.
- 2.3 Within the Council, all elected members and staff have a part to play in challenging discrimination and in implementing this policy.

## **3 NEXT STEPS**

- 3.1 After the Equality, Diversity and Inclusion Policy Statement has been approved and finalised, staff will be advised of this via InTouch and the policy will be placed in a dedicated area on the Intranet.
- 3.2 The Policy Statement will then be circulated individually via Metacompliance. The IT Trainer will develop a short training video with a test for the policy, to help staff absorb and understand the content.
- 3.3 The Corporate Equality & Diversity Advisor will monitor the implementation of the policy and ensure the training is rolled out as planned.
- 3.4 The Equality & Diversity Steering group will undertake a review of the Policy Statement as and when appropriate.

## **4 CONCLUSION**

- 4.1 The proposed recommendation aligns with the Council's wider objectives as set out within the adopted Corporate Strategy. As stated, it is proposed that the Equality, Diversity and Inclusion Policy Statement is approved as set out at Appendix 1.

**Name of Meeting:** Cabinet

**Date of Meeting:** 6 June 2022

**Subject Matter:** Equality, Diversity and Inclusion Policy Statement

**Originating Department:** Legal and Governance

**DO ANY BACKGROUND PAPERS APPLY**  **YES**  **NO**

**LIST OF BACKGROUND PAPERS**

<b>Doc No</b>	<b>Title of Document and Hyperlink</b>
Appendix 1	Equality, Diversity and Inclusion Policy Statement
Appendix 2	Climate Change and Environmental Impact Assessment
Appendix 3	Equality Impact Assessment

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

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Exempt information is contained in the following documents:

<b>Doc No</b>	<b>Relevant Paragraph of Schedule 12A</b>



# Equality, Diversity and Inclusion Policy Statement

Date of issue	Dec 2021	Next Review		Last Review	
Policy Owner	E & D Steering Group				

## 1. INTRODUCTION

Rugby Borough Council's focus is on ***doing what's right for Rugby***, and to support delivery of this focus the Council has identified the following priorities in its Corporate Strategy 2021 – 2024<sup>1</sup>:

- ❖ **Climate - Outcome 1:** "Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change."
- ❖ **Economy - Outcome 2:** "Rugby has a diverse and resilient economy that benefits all residents."
- ❖ **Health & Communities - Outcome 3:** "Residents live healthy, independent lives, with the most vulnerable protected."
- ❖ **Organisation - Outcome 4:** "Rugby Borough Council is a responsible, effective and efficient organisation."

These outcomes are supplemented by the following Equality Objectives:

- ❖ Equality and inclusion is at the heart of everything we do.
- ❖ Improve the quality of equality data collected from our customers and staff and ensure it is used to inform equality impact assessments and council decision making processes with regard to policy, service design and delivery.
- ❖ To develop and foster good relations between different groups and communities.
- ❖ Diverse workforce that better reflects the community it serves.
- ❖ All employees feel safe, valued, and supported.

Rugby Borough Council has a longstanding track record of working to ensure equality, diversity, and inclusion practice, in relation to both service delivery and employment, ensuring it is fully integrated into everything the Council does – as a leader in the community, as a provider of services, and as an employer.

In recognition of this, in February 2014 and May 2017 the Council was externally assessed as having achieved the 'Excellent' level of the Equality Framework for Local Government<sup>2</sup>.

The Council recognises that we serve a diverse community with differing needs and acknowledge that for a variety of reasons there are some groups of people who are prevented from taking part fully in their community.

The Council accepts that discrimination is a major barrier to a fair and just society and recognise that there are certain groups of individuals who are likely to need more protection than others and therefore will actively seek to ensure that these groups of people are protected and that their access to opportunities is actively promoted.

It is the responsibility of all Councillors and staff to be aware of and to apply this policy. The Councillors and Leadership Team are fully committed to the policy and will endeavour to ensure its full implementation by ensuring our internal processes and ways of working promote equality and ensure that no one is disadvantaged by how we operate as an organisation.

This Policy statement sets out our commitment to equality, diversity and inclusion and provides the overarching context within which we work.

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<sup>1</sup> <https://www.rugby.gov.uk/corporatestrategy>

<sup>2</sup> <https://www.local.gov.uk/publications/equality-framework-local-government-eflg-2021>

## **2. LEGISLATIVE CONTEXT FOR EQUALITY AND DIVERSITY**

The Equality Act 2010<sup>3</sup> was introduced to consolidate and strengthen all previous anti-discrimination legislation. It covers the following protected characteristics:

- ❖ age
- ❖ disability
- ❖ gender reassignment
- ❖ marriage and civil partnership
- ❖ pregnancy and maternity
- ❖ race/ethnicity
- ❖ religion and belief
- ❖ sex
- ❖ sexual orientation.

Section 149 of the Equality Act 2010 (Public Sector Equality Duty) places a general duty on the Council and others carrying out public functions to have due regard to the need to:

- ❖ eliminate discrimination, harassment and victimisation
- ❖ advance equality of opportunity between different groups
- ❖ foster good relation between different groups.

This section also places specific duties on public bodies to publish data on customers and workforce annually and equality objectives every four years.

In meeting the requirements of the Equality Act and the Public Sector Equality Duty, the Borough Council will in all its decision making, policy setting and service delivery have due regard and will ensure equality is integrated into our day-to-day work and that we positively contribute to the advancement of equality and fostering good relations. Rugby Borough Council's method for complying is through the completion of Equality Impact Assessments (EqIA). An EqIA is a way of finding out whether a decision affects different groups of people in different ways. These assessments must be undertaken to comply with our organisational commitments and statutory obligations.

## **3. OUR ROLES AND RESPONSIBILITIES**

### **a. Rugby Borough Council as a Service Provider**

- ❖ Provide appropriate, accessible and effective services and facilities to the whole community.
- ❖ Provide clear and accessible information about services in a variety of formats and languages, as appropriate.
- ❖ Challenge, review and monitor services, working practices and resource allocations to ensure that they do not discriminate, and identify where improvements can be made.

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<sup>3</sup> <https://www.legislation.gov.uk/ukpga/2010/15/contents>

- ❖ Ensure that appropriate consultation / engagement methods are identified to enable the community to have a say on the way the council plans and delivers its services.

#### **b. Rugby Borough Council's policy, strategy and decision making procedures**

- ❖ Ensure that equality, diversity and inclusion issues are considered in the development of all policies and strategies.
- ❖ Develop policies and strategies to reduce the inequality faced by whole communities or individuals.
- ❖ Ensure the Council is fully aware of any adverse impacts that may occur because of decisions made, and actively seek to mitigate any negative impact.
- ❖ Regularly evaluate the impact of policies and strategies with regard to equality, diversity and inclusion issues.

#### **c. Rugby Borough Council as Commissioner of services**

- ❖ Ensure contractors, suppliers, volunteers and partners are aware of the Council's position on equality and understand their obligation to provide services that are free from discrimination, harassment or victimisation.
- ❖ Ensure our contract monitoring processes are inclusive of equality considerations.
- ❖ Ensure that when we purchase or commission services from organisations, we are confident that these organisations respect equality, diversity and inclusion.
- ❖ Ensure that equality, diversity and inclusion is built into our processes and procedures around procurement and commissioning.

#### **d. Rugby Borough Council as an employer**

- ❖ Promote equality of opportunity for all staff.
- ❖ Make reasonable adjustments to allow staff to fulfil their potential and take action, where it is needed, to tackle inequality and promote diversity.
- ❖ Protect and promote the health, wellbeing and safety of all staff.
- ❖ Ensure our recruitment practices and procedures do not discriminate against anyone.
- ❖ Monitor our workforce regularly to identify any issues in regards to equal opportunity or development.
- ❖ Enable, encourage and support staff to report discrimination or harassment in the workplace.

### **4. GOVERNANCE AND ACCOUNTABILITY**

Within the Council, all elected members and staff have a part to play in challenging discrimination and in implementing this policy.

Councillors are responsible for leading the equality, diversity and inclusion agenda, providing a scrutiny role, prioritising resources and community leadership generally.

The Councillors, Executive Director and Leadership Team are responsible for the overall management and strategic direction of the equality and diversity agenda, through the Strategic Equality & Diversity Steering Group.

Chief Officers and Management Teams are responsible for ensuring the implementation of this policy in their service areas, and their service planning process. They should identify any discriminatory practices, include equality objectives, and develop criteria for success. Human Resources professionals lead on equality, diversity and inclusion issues in respect of employment policy and practice throughout the Council.

Unions have a responsibility to represent the views and concerns of staff on equality, diversity and inclusion issues, and in supporting the continuous improvement of equality policy and practice.

All staff have an individual responsibility for promoting and delivering equality in the workplace and in serving the community. This expectation will be communicated to all new staff via the induction process.

## **5. MONITORING AND MEASURING PROGRESS**

We will adopt a rolling programme to review, monitor and evaluate all policies, procedures and practices, both in service delivery and employment, from an equality perspective, to ensure that they conform to this Policy, as well as legislative and other external requirements. Progress will be monitored by the Strategic Equality & Diversity Steering Group.

Where we ask employees and service users to provide us with personal equality information, this will only be used to improve access to services and the quality of the services we provide. In order to succeed in this, we require the co-operation and understanding of our staff and service users. Specific information on this is available in the Equality Monitoring guidance.

## **6. HOW TO MAKE A COMPLIMENT, COMMENT OR COMPLAINT?**

**Please contact us if you:**

- ❖ Feel that you suffered discrimination in receiving any of the Council's services.
- ❖ Have a complaint that falls within our equality, diversity and inclusion policy statement.
- ❖ Want more information about the Council's equality, diversity and inclusion approaches.
- ❖ Have suggestions about the way that the Council could improve its approaches to equality, diversity and inclusion.

We regard any comments and complaints as an opportunity to examine the quality of our services, and to proactively address the issues that have been raised. The details are as follows:

**Customer Service Centre on (01788) 533533 or  
email [contactcentre@rugby.gov.uk](mailto:contactcentre@rugby.gov.uk).**

## **7. CONCLUSION**

The Council believes that any organisation should reflect all the communities and people it serves in both employment and service delivery. By implementing this Policy, the Council recognises its responsibilities and its leadership role within the community and aims to be a leading organisation in the promotion of equality of opportunity and diversity within Rugby.

# Rugby Borough Council

## Climate Change and Environmental Impact Assessment

### TEMPLATE - SEPTEMBER 2021

#### CONTEXT

In 2019 the UK Parliament set a commitment in law to reach net zero carbon emissions by 2050. Achieving this target will require considerable effort with public bodies, private sector organisations, the third sector and individuals working together to take action. Rugby Borough Council declared a climate emergency in 2019, in doing so committed to:

- To move the Council's operations towards Carbon Neutrality by 2030.
- To establish action to tackle climate change as a key driver of all decision-making.
- To provide community leadership in reducing the impact of Climate Change.
- To take action to mitigate the impact of climate change on a Borough wide basis and beyond, through adaptation.

The Council's Corporate Strategy (2021-24) [link](#) sets ambitious outcomes in relation to Climate Change. These ambitions must now be progressed through the decisions which the Council makes.

It is therefore important that Rugby Borough Council gives due regard to climate change when making decisions. In the context of the Council's business, Climate Change includes carbon emissions, biodiversity, habitat loss and environmental destruction. When putting forward recommendations for decision, officers must assess how these recommendations are likely to influence our climate change commitments by completing the following Climate Change and Environmental Impact Assessment.

A copy of this Climate Change and Environmental Impact Assessment, including relevant data and information should be forwarded to the Deputy Executive Director.

**If you require help, advice and support to complete the forms, please contact Dan Green, Deputy Executive Director.**

**SECTION 1: OVERVIEW**

<b>Portfolio and Service Area</b>	Portfolio - Finance, Procurement, Legal & Governance /Service Area - Legal & Governance
<b>Policy/Service/Change being assessed</b>	Equality, Diversity and Inclusion Policy Statement
<b>Is this a new or existing Policy/Service/Change?</b>	Existing
<b>If existing policy/service please state date of last assessment</b>	N/A
<b>Ward Specific Impacts</b>	Positive impact on all wards
<b>Summary of assessment</b> Briefly summarise the policy/service/change and potential impacts.	<p>The report sets out the Council's commitment towards equality, diversity and inclusion and provides the overarching context within which we work.</p> <p>The Policy Statement applies to all aspects of the Council's functions as an employer, as a commissioner of services, as a service provider and in its decision-making processes.</p> <p>Within the Council, all elected members and staff have a part to play in challenging discrimination and in implementing this policy.</p>
<b>Completed By</b>	Minakshee Patel
<b>Authorised By</b>	Aftab Razzaq
<b>Date of Assessment</b>	31.1.2022

**SECTION 2: IMPACT ASSESSMENT**

<b>Climate Change and Environmental Impacts</b>	<b>No Impact</b>	<b>Positive</b>	<b>Negative</b>	<b>Description of impact</b>	<b>Any actions or mitigation to reduce negative impacts</b>	<b>Action owner</b>	<b>Timescales</b>
<b>Energy usage</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Fleet usage</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Sustainable Transport/Travel (customers and staff)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Sustainable procurement</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Community leadership</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Biodiversity and habitats</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Adaptation/Mitigation</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Impact on other providers/partners</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

### SECTION 3: REVIEW

Where a negative impact is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

<b>Review date</b>	N/A
<b>Key points to be considered through review</b>	
<b>Person responsible for review</b>	Minakshee Patel
<b>Authorised by</b>	Aftab Razzaq

# EQUALITY IMPACT ASSESSMENT (EqIA)

## Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
  - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
  - advancing equality of opportunity between people who share a protected characteristic and those who do not,
  - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
  - age
  - disability
  - gender reassignment
  - marriage/civil partnership
  - pregnancy/maternity
  - race
  - religion/belief
  - sex/gender
  - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:  
Minakshee Patel  
Corporate Equality & Diversity Advisor  
[minakshee.patel@rugby.gov.uk](mailto:minakshee.patel@rugby.gov.uk)  
Tel: 01788 533509

## Equality Impact Assessment

<b>Service Area</b>	<b>LEGAL AND GOVERNANCE</b>
<b>Policy/Service being assessed</b>	<b>Equality, Diversity &amp; Inclusion Policy Statement</b>
<b>Is this is a new or existing policy/service?</b>	Existing
<b>If existing policy/service please state date of last assessment</b>	April 2017
<b>EqlA Review team – List of members</b>	<b>Minakshee Patel</b>
<b>Date of this assessment</b>	<b>31/ 01/2022</b>
<b>Signature of responsible officer (to be signed after the EqlA has been completed)</b>	

**A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Advisor.**

**If you require help, advice and support to complete the forms, please contact Minakshee Patel, Corporate Equality & Diversity Advisor via email: [minakshee.patel@rugby.gov.uk](mailto:minakshee.patel@rugby.gov.uk) or 01788 533509**

**Details of Strategy/ Service/ Policy to be analysed**

<b><u>Stage 1 – Scoping and Defining</u></b>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	The aim of this policy is to demonstrate the Council's commitment towards equality, diversity and inclusion in relation to both service delivery and employment, ensuring it is fully integrated into everything the Council does – as a leader in the community, as a provider of services, and as an employer.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	The policy fits within the following Corporate priority: <ul style="list-style-type: none"> <li>Rugby Borough Council is a responsible, effective and efficient organisation.</li> </ul>
(3) What are the expected outcomes you are hoping to achieve?	<ul style="list-style-type: none"> <li>Equality and inclusion is at the heart of everything we do.</li> <li>Improve the quality of equality data collected from our customers and staff and ensure it is used to inform equality impact assessments and council decision making processes with regard to policy, service design and delivery.</li> <li>To develop and foster good relations between different groups and communities.</li> <li>Diverse workforce that better reflects the community it serves.</li> <li>All employees feel safe, valued, and supported.</li> </ul>
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> <li>Customers</li> <li>Employees</li> <li>Wider community or groups</li> </ul>	The policy will affect everyone: <ul style="list-style-type: none"> <li>Customers</li> <li>Employees</li> <li>Wider community / groups</li> </ul>

<b><u>Stage 2 - Information Gathering</u></b>	As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).		
(1) What does the information tell you about those groups identified?	As the Census 2021 data is unavailable in relation to the demographic data for Rugby, the Census 2011 data was used in developing this updated policy statement, incorporating the Corporate Priorities 2021 - 24		
(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?	Consulted with members of the Equality & Diversity Steering group members on the updated policy statement.		
(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.	N/A		
<b><u>Stage 3 – Analysis of impact</u></b>			
(1) <u>Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination?  If yes, identify the groups and how they are affected.	<b>RACE</b> Positive	<b>DISABILITY</b> Positive	<b>GENDER</b> Positive
	<b>MARRIAGE/CIVIL PARTNERSHIP</b> Positive	<b>AGE</b> Positive	<b>GENDER REASSIGNMENT</b> Positive
	<b>RELIGION/BELIEF</b> Positive	<b>PREGNANCY MATERNITY</b> Positive	<b>SEXUAL ORIENTATION</b> Positive

<p><u>(2) Cross cutting themes</u></p> <p>(a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>Yes – positive impact as the policy statement identifies the role the Council plays as a service provider, employer, commissioner of services and how it makes decisions for the benefit of all communities.</p> <p>Yes – positive (see above)</p>
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>N/A</p>
<p>(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>N/A</p>
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?</p>	<p>The policy statement ensures the Council fulfils its legal obligations under the Equality Act 2010 and The Public Sector Equality Duty (Section 149 of the Equality Act 2010).</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>The policy statement identifies the role the Council plays as a service provider, employer, commissioner of services and how it makes decisions for the benefit of all communities / groups.</p>
<p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>N/A</p>

<p><b><u>Stage 4 – Action Planning, Review &amp; Monitoring</u></b></p>					
<p>If No Further Action is required then go to – Review &amp; Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>EqlA Action Plan</p>				
<p>(2) Review and Monitoring State how and when you will monitor policy and Action Plan</p>	<p>Monitor the effectiveness and use of this policy annually to ensure that it delivers the outcomes.</p>				

Action	Lead Officer	Date for completion	Resource requirements	Comments

Please annotate your policy with the following statement:

**‘An Equality Impact Assessment on this policy was undertaken on (31.1.22) and will be reviewed on (30.1.25).’**

**AGENDA MANAGEMENT SHEET**

<b>Report Title:</b>	Cashless Payments in Off-Street Car Parks
<b>Name of Committee:</b>	Cabinet
<b>Date of Meeting:</b>	6 June 2022
<b>Report Director:</b>	Chief Officer - Regulation and Safety
<b>Portfolio:</b>	Regulation and Safety
<b>Ward Relevance:</b>	All Wards
<b>Prior Consultation:</b>	A cashless payment in Council car parks survey was conducted.
<b>Contact Officer:</b>	Zulfeqar Rahman, Licensing and Parking Team Leader. X3855
<b>Public or Private:</b>	Public
<b>Report Subject to Call-In:</b>	No
<b>Report En-Bloc:</b>	No
<b>Forward Plan:</b>	Yes
<b>Corporate Priorities:</b>	This report relates to the following priority(ies): <input type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C) <input checked="" type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E) <input checked="" type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC) <input type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O) <a href="#">Corporate Strategy 2021-2024</a> <input type="checkbox"/> This report does not specifically relate to any Council priorities but
<b>(C) Climate</b>	
<b>(E) Economy</b>	
<b>(HC) Health and Communities</b>	
<b>(O) Organisation</b>	
<b>Summary:</b>	Implementing a cashless payment option within RBC car parks on a trial basis.
<b>Financial Implications:</b>	As detailed within the section 3.4 of the main report.

<b>Risk Management/Health and Safety Implications:</b>	There are no significant risk management implications arising from this report. Training will be provided to enforcement officers and their machines will provide details of tickets which have expired, mitigating any risk of penalty notices being issued incorrectly. There will be clear reports and audit trails which will enable the Council to closely monitor the income generated. The Council's processing costs will be closely monitored to ensure the expected financial benefits are realised.
<b>Environmental Implications:</b>	An Environmental Impact statement has been undertaken and there are no negative impacts. There is a potential that implementation will have a positive impact on air quality. This report can be seen at Appendix A.
<b>Legal Implications:</b>	The proposed recommendation will require a legal agreement to be entered into with Ringo. This will outline the various structure of the arrangement detailed within this report.
<b>Equality and Diversity:</b>	An Equality Impact Assessment has been undertaken which incorporated the comments received during the consultation with the residents of Rugby. There are no negative impacts identified as the current cash payment system will still be available as an option. This report can be seen at Appendix B.
<b>Options:</b>	<ol style="list-style-type: none"> <li>1. To approve the trial of cashless parking at pay and display car parks across the Borough on a trial basis initially for 24 months.</li> <li>2. Members could decide to not authorise the trial, this will mean that the council will not be able to offer an alternative method of payment using a cashless service through a smartphone app, mobile phone, text messaging, IVR. This will also result in a loss of parking income as no alternative method of payment will be available to customers in the event of pay unit failure.</li> </ol>
<b>Recommendation:</b>	<ol style="list-style-type: none"> <li>(1) The trial of cashless parking at pay and display car parks across the Borough on a trial basis initially for 24 months, using RingGo as an additional method to paying by cash, be approved; and</li> <li>(2) delegated authority be given to the Chief Officer for Legal &amp; Governance to enter into any necessary legal agreements.</li> </ol>

**Reasons for  
Recommendation:**

The introduction of cashless payment option in Council car parks will be more convenient for residents and visitors to the borough, giving them a choice of payment method. The cashless option will also stop the spread of disease. The RingGo system will also offer automated reporting and reconciliation.

**Cabinet - 6 June 2022**

**Cashless Payments in Off-Street Car Parks**

**Public Report of the Chief Officer - Regulation and Safety**

**Recommendation**

- (1) The trial of cashless parking at pay and display car parks across the Borough on a trial basis initially for 24 months, using RingGo as an additional method to paying by cash, be approved; and
- (2) delegated authority be given to the Chief Officer for Legal & Governance to enter into any necessary legal agreements.

**1. Introduction**

- 1.1. This report provides the background to cashless parking payments in Rugby Borough Council car parks. Currently all Rugby Borough Council car parks only offer cash payments. It is vital that we look to offer a choice of payment methods to suit all customer's needs. Cashless parking, if approved, would operate alongside the current cash payment option to allow convenience to residents and visitors to the Borough.
- 1.2. The risks associated with using cash have been widely publicised during the Covid-19 pandemic and this has enabled the Council to reflect on its current payment methods and move forward with a cashless proposal. Some residents still wish to use cash so to implement a successful plan it is important there is a phased plan to remove cash slowly from car parks.

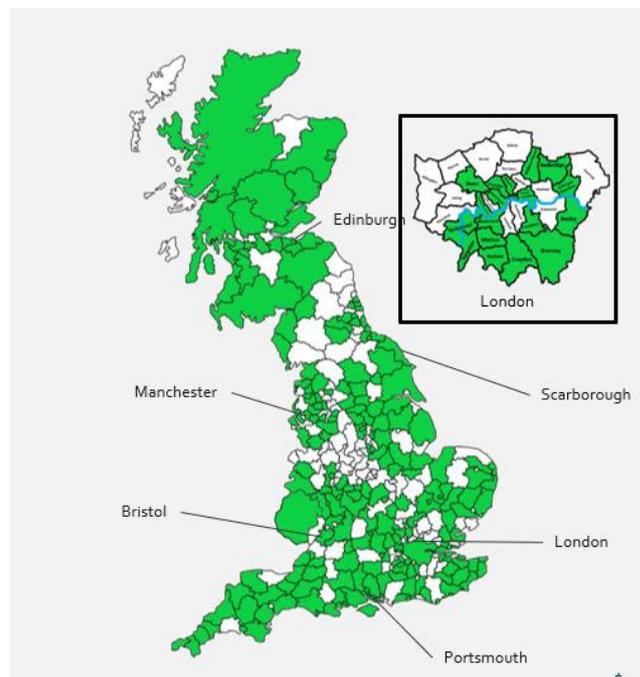
**2. Background**

- 2.1. Rugby Borough Council currently has 10 pay and display car parks within the Borough. Namely; Chestnut Field car park; Evreux Way car park (Town Hall); Gas Street car park; John Barford multi-storey car park; Little Church Street car park; Newbold Road car park; North Street car park; Old Market Place car park; Railway Terrace car park; Westway car park.
- 2.2. All of the above car parks currently have machines which only accept payment by coin. The pay and display machines do not provide change to car park users for overpayment of a tariff.
- 2.3. The most common misconception around cashless payments are that customers need to have a smartphone to make use of the service or do not have the necessary skills to use technology even when this may improve the driver experience. All cashless payments can be made through a phone (IVR,

interactive voice response, technology), phone app, text, mobile web, retail, in-car technology, online and through a contact centre. Latest figures from Ofcom confirm that in 2020/2021, the vast majority (85%) of all adults used a smartphone and this increased to more than nine in ten for those aged 16-54. Use was lower for those aged 65+ (55%), who were more likely than average (29%) to use a mobile phone that wasn't a smartphone. Ringo does not require a smartphone for transactions, IVR allows for a telephone call which can be made from any mobile or landline device. The option is available to pay using a broad range of payment cards including Visa, Mastercard as well as Apple Pay and Google Pay.

2.4. RingGo is the UK's leading cashless parking solution. It currently processes over 90 million UK parking transactions every year equating to a total annual value of cashless parking transactions of over £400 million.

2.5. With a combined UK registered end customer base of over 18 million customers, RingGo's solutions are offered by clients including Local Authorities, private parking operators, train operating companies, universities and NHS Trusts. RingGo is operational in more than 475 UK towns and cities at over 10,000 locations and has been the choice of more than 70% of UK authorities that have deployed cashless parking. This offers the Council tremendous benefits with a well-established customer base and higher adoption rates as evidenced by the RingGo coverage across the UK shown below.



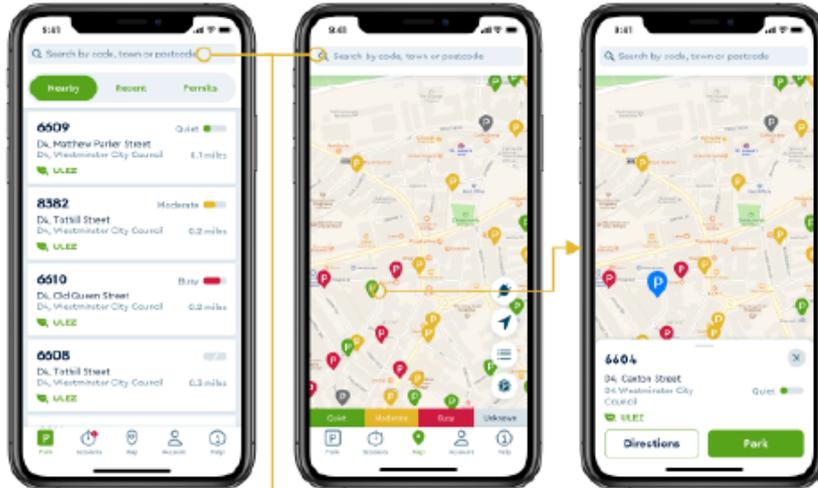
2.7 Because RingGo has been the choice of most UK authorities that have deployed phone parking, the product has become highly featured to accommodate a correspondingly wide breadth of needs. For a similar reason the tariff engine that lies at the heart of the RingGo product is extremely flexible and highly configurable. This has resulted in RingGo successfully accommodating every type of tariff across its' broad range of customers, this includes tariffs linked with vehicle emissions.

2.8 RingGo offers interoperability provided by a national cashless parking service, new rollouts and transfers of service are considerably easier with RingGo due to their

nationwide footprint. Data suggests that over 75% of regular parkers have already used RingGo at some point across the UK, meaning they can use the service straight away, without needing to register. Locally, RingGo is already available across nearby areas such as; Birmingham City, City of Wolverhampton, Warwickshire County, Warwickshire District, Stratford-upon-Avon District, Milton Keynes and Oxfordshire/Oxford City.

- 2.9 The advantage for those using a cashless parking option via RingGo is the ability to extend their parking time (where maximum length of stay restrictions allow) using their phone or tablet without the need to return to the car park. This reduces the fear for those using a pay and display option of returning late and receiving a penalty charge notice.
- 2.10 RingGo also offers multiple payment channels, meaning there is no need to incur significant costs implementing new Pay & Display machines, or upgrading existing machines to accept credit or debit cards. This solution would reduce the reliance on the physical pay and display machine ensuring there is always an accessible payment option available should the machine be out of order or under maintenance.
- 2.11 Furthermore, there is a fully customisable (to Rugby Borough Council) RingGo app. A local image can be used to raise the awareness of Rugby's car park locations. This customisation will be visible whenever a Rugby Borough Council location is displayed in the RingGo app. The imagery can be easily changed from time to time and used for promotion purposes. RBC will be able to analyse the information gathered by the app and interact directly with customers around things such as free event parking or special season offers, leading to greater community engagement.
- 2.12 Also included is a space Availability feature and map integration for directional information. Customers instantly see the likelihood of space availability within a selected area and navigate to their chosen car park location. When a driver knows exactly where they need to go; it reduces idling and unnecessary driving – therefore optimises traffic flows in built-up areas, supporting congestion and air quality improvements. An example of this feature can be seen below:

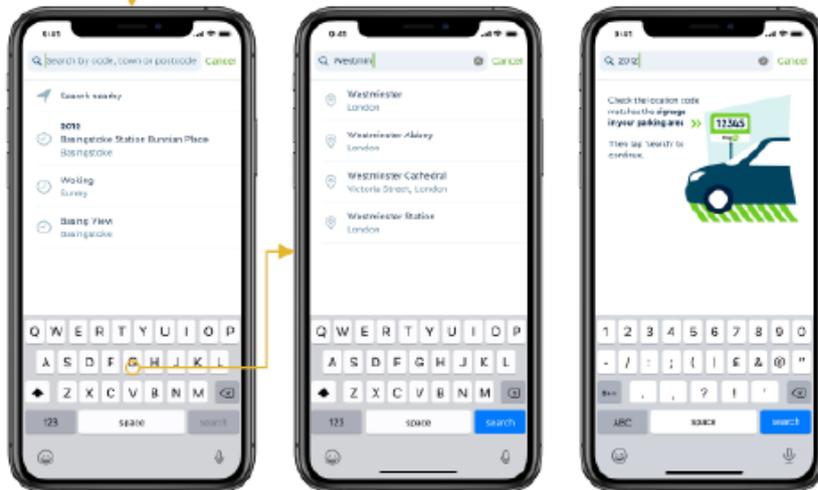
- Find Parking / Space Availability (Red, Amber, Green)



Choose from nearby locations or search for parking in the Park tab

Parking locations can also be viewed on the Map tab

Tap a pin to show more info and see options to park or navigate



Search nearby, see recent searches or start a new search

While typing destination searches, suggestions will show

Type a RingGo code and tap search to get more info and park

2.13 Opt-in SMS reminders for parking expiry and parking sessions can be extended remotely. Opt-in SMS is available whereby customers are reminded via text message when they have 10 minutes left to go on their session, at a cost of £0.10 inc VAT to the end customer. The RingGo system will recognise customers who have a live session. When they call back / log in, the system will allow them to extend should parking restrictions allow it without needing to return to their vehicle.

2.14 RingGo will also allow various real-time enforcement options. Real time enforcement data feeds via API (integrated with all the major UK suppliers) or RingGo Android enforcement app. CEOs handhelds or ANPR technologies are alerted to breaches in real-time to fully support and accelerate accurate enforcement. This will allow the Wardens to check vehicle owners have either processed their parking term through the RingGo app or are displaying a parking ticket if payment was made in cash. If the trial is successful and permanent use of the app approved officers will look at automated systems for increased compliance and make enforcement simpler e.g. ANPR cameras.

2.15 RingGo has fully secure payment processing, PSD2 is a new regulatory directive to reduce fraud by asking for Strong Customer Authentication (SCA).

RingGo offers specialised MIDs to its customers, reducing the amount of transactions that will need to be manually authenticated. On top of this, RingGo are also developing acceptance of Apple & Google Pay to streamline customer journeys. Being Tier 1 PCI-DSS compliant and accredited directly means that no other third parties are involved.

- 2.16 Also available is a customisable back-office with a comprehensive reporting suite. RingGo Insight provides operators with real time data, allowing for informed decisions on current and future strategies and plans. Through development RingGo have also integrated into Pay and Display machines to flow all data into one place.
- 2.17 Alongside cashless transactions, RingGo are supportive in providing Season Tickets, Permits, exempt vehicle lists via touchscreen or kiosk as well as partnering with many other Local Authorities to be a Park & Ride payment solution.
- 2.18 A team of UK based RingGo Customer Care agents (located at RingGo's head-office in Basingstoke) provide a prompt and professional service for any customer enquiry. The Customer Care team works to strict SLA guidelines and endeavour to answer 80% of all calls within 30 seconds. In total, the Customer Care team deal with approximately 300 customer enquiries per day of with 33% include web enquiries, 28% incoming calls, 25% webchat and 14% from social media channels.
- 2.19 Throughout the lifetime of the contract, RingGo will provide the Council with responsive and flexible technical and operational support, helping Council staff with support and guidance on any matter relating to the service. The Council will be able to access a Helpdesk and log requests either via email, local rate phone number for both landline and mobiles or ServiceNow, RingGo's online ticketing system, for day-to-day support. The Council can also contact a designated Account Manager.

### **3. Proposal**

- 3.1. Following initial discussions in February 2022, RingGo is pleased to offer an free trial to the Rugby Borough Council on an initial 2-year basis via;
- An off-street RingGo cashless parking deployment to all car parks alongside existing Flowbird Pay & Display machines.
  - A fully project managed implementation project enabling RingGo to be deployed within three to five weeks from order confirmation.
  - Zero cost to the Council for implementation, training, marketing, signage or ongoing configuration and support.
  - Zero cost to the Council for all transactions processed via RingGo. Rugby Borough Council will receive 100% of all parking fees that are processed.
- 3.2. From the commencement of the service, RingGo will provide all required cashless parking signage at zero cost to the Council. This will provide clear, relevant information to customers. RingGo employs an in-house team to

ensure that all signage designs are of the highest standard and compliant with Council needs.

3.3. RingGo provides training and support for Council staff and parking enforcement contractors ensuring officers are confident and competent users of the system. This is delivered in an agreed format and all training costs are met by RingGo.

3.4. Estimated Costs;

- Charges to Rugby Borough Council for RingGo will be zero over the lifetime of the initial agreement (24 months).
- RingGo will generate revenue directly from the motorist, in the form of a £0.20 inc. VAT service fee applied to each transaction. Optional SMS messages are also available for each transaction at an additional charge of £0.10 inc. VAT.
- Based on the parking data Rugby Borough Council provided to RingGo, which showed income of c. £340,000 from Pay and Display charges for the 2019/20 financial year, RingGo estimates this equates to c. 200,000 parking transactions in an average year.

3.5. The recommendations as detailed above will bring benefit to the council and the users of our services in the following manner:

- Cost reductions in respect of coin processing
- Reduction in cost for machine provision and maintenance
- Officer time saved on financial reconciliation
- Reduced theft of cash from external payment machines
- Modernisation of the borough's services
- Lower risk of virus transmission

3.6. As a result of the introduction of the new cashless option trial, there is likely to be a reduction in a requirement for the cash collection company to service the machines as often and a likely reduction in the amount of time taken by the wardens who attend the machine for maintenance and replacement of tickets. It has been calculated that over the last 3 financial years that machine maintenance has cost the Council approximately £5,000. Also, over the last 3 years approximately £31,000 has been paid by the Council to Jade Security Services Ltd in cash collection costs relating to RBC car parks.

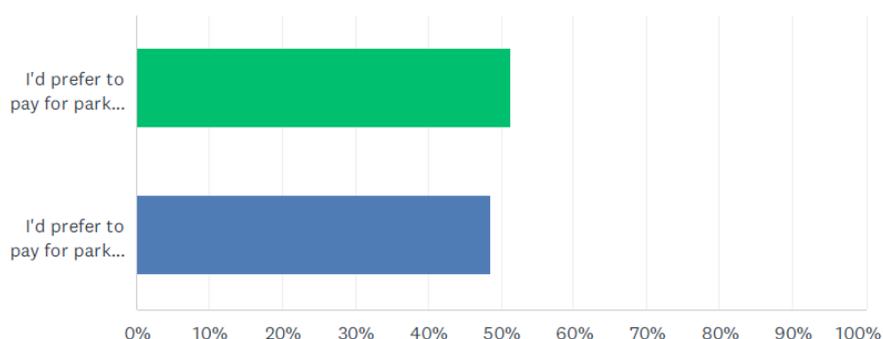
3.7. RingGo have predicted the uptake of the service to be 25%-50%. If this is the case, it is hoped that this would result in an increase in Pay and Display income for the Council as some of this uptake to using the Ringo service is likely to be from additional customers who have not used RBC car parks previously due to current cash only restriction.

## **4. Consultation**

4.1. A survey was carried out by RBC for residents and car park users, it found the following:

## Q5 Would you prefer to pay for parking via a cashless system or do you prefer paying with cash?

Answered: 663 Skipped: 5



- 21% of residents use Council car parks more than once a week, 36% use Council car parks once a week, 28% use Council car parks once a month and 14% answered other. There were 666 responses to this question in total:
- 17% of residents said they use Chestnut Field car park, 33% use Evreux Way (Town Hall), 14% use Gas Street, 54% use John Barford multi-storey, 30% use Little Church Street, 15% use Newbold Road, 19% use Old Market Place, 33% use Railway Terrace, 7% use Westway. There were 650 responses to this question.
- 97% of car park users pay for parking, 3% are Blue Badge Holders. There were 664 responses to this question.
- 79% of residents said they own a smartphone and/or mobile, 21% said they do not own a smart phone and/or mobile. There were 662 responses to this question.
- 51% of residents stated they would prefer to pay for parking via a cashless system, 49% stated they would prefer to pay for parking with cash as seen in the chart above. There were 663 responses to this question.
- The final question asked 'Please let us know your views on our plans to introduce a cashless payment system at council car parks. Do you support the plans? Do you have concerns?' This received 615 comments detailed feedback being available to Members separately

4.2. Comments were also received via social media and email.

## 5. Conclusion

5.1. In conclusion, the trial of RingGo would greatly benefit the Borough through offering multiple methods of payment for parking, limiting the spread of disease and 24/7 officer support in reconciliation and reporting. This would be at no cost to the Council for the trial period.

5.2. It is recommended that Cabinet approve the trial of cashless parking at pay and display car parks across the Borough on a trial basis initially for 24 months.

**Name of Meeting:** Cabinet  
**Date of Meeting:** 6 June 2022  
**Subject Matter:** Cashless Payments in Off-Street Car Parks  
**Originating Department:** Regulation and Safety

**DO ANY BACKGROUND PAPERS APPLY**  YES  NO

**LIST OF BACKGROUND PAPERS**

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

# Rugby Borough Council

## Climate Change and Environmental Impact Assessment

### TEMPLATE - SEPTEMBER 2021

#### CONTEXT

In 2019 the UK Parliament set a commitment in law to reach net zero carbon emissions by 2050. Achieving this target will require considerable effort with public bodies, private sector organisations, the third sector and individuals working together to take action. Rugby Borough Council declared a climate emergency in 2019, in doing so committed to:

- To move the Council's operations towards Carbon Neutrality by 2030.
- To establish action to tackle climate change as a key driver of all decision-making.
- To provide community leadership in reducing the impact of Climate Change.
- To take action to mitigate the impact of climate change on a Borough wide basis and beyond, through adaptation.

The Council's Corporate Strategy (2021-24) [link](#) sets ambitious outcomes in relation to Climate Change. These ambitions must now be progressed through the decisions which the Council makes.

It is therefore important that Rugby Borough Council gives due regard to climate change when making decisions. In the context of the Council's business, Climate Change includes carbon emissions, biodiversity, habitat loss and environmental destruction. When putting forward recommendations for decision, officers must assess how these recommendations are likely to influence our climate change commitments by completing the following Climate Change and Environmental Impact Assessment.

A copy of this Climate Change and Environmental Impact Assessment, including relevant data and information should be forwarded to the Deputy Executive Director.

**If you require help, advice and support to complete the forms, please contact Dan Green, Deputy Executive Director.**

**SECTION 1: OVERVIEW**

<b>Portfolio and Service Area</b>	Regulation and Safety Licensing and Parking
<b>Policy/Service/Change being assessed</b>	Cashless Payments in Off-Street Car Parks via RingGo trial
<b>Is this a new or existing Policy/Service/Change?</b>	New Service
<b>If existing policy/service please state date of last assessment</b>	N/A
<b>Ward Specific Impacts</b>	All Wards
<b>Summary of assessment</b> Briefly summarise the policy/service/change and potential impacts.	Will result in reduced idling and unnecessary driving – therefore optimises traffic flows in built-up areas, supporting congestion and air quality improvements. This more flexible service will assist the customers digital needs.
<b>Completed By</b>	Z Rahman
<b>Authorised By</b>	H Biddington
<b>Date of Assessment</b>	5 May 2022

**SECTION 2: IMPACT ASSESSMENT**

<b>Climate Change and Environmental Impacts</b>	<b>No Impact</b>	<b>Positive</b>	<b>Negative</b>	<b>Description of impact</b>	<b>Any actions or mitigation to reduce negative impacts</b>	<b>Action owner</b>	<b>Timescales</b>
<b>Energy usage</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Fleet usage</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Sustainable Transport/Travel (customers and staff)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Sustainable procurement</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Community leadership</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Biodiversity and habitats</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<b>Adaptation/Mitigation</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Impact on other providers/partners</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

### SECTION 3: REVIEW

Where a negative impact is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

<b>Review date</b>	
<b>Key points to be considered through review</b>	
<b>Person responsible for review</b>	
<b>Authorised by</b>	

# EQUALITY IMPACT ASSESSMENT (EqIA)

## Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
  - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
  - advancing equality of opportunity between people who share a protected characteristic and those who do not,
  - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
  - age
  - disability
  - gender reassignment
  - marriage/civil partnership
  - pregnancy/maternity
  - race
  - religion/belief
  - sex/gender
  - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:  
Minakshee Patel  
Corporate Equality & Diversity Advisor  
[minakshee.patel@rugby.gov.uk](mailto:minakshee.patel@rugby.gov.uk)  
Tel: 01788 533509

## Equality Impact Assessment

<b>Service Area</b>	<b>Licensing and Parking – Regulation and Safety</b>
<b>Policy/Service being assessed</b>	<b>Cashless Payments in Off-Street Car Parks via RingGo</b>
<b>Is this is a new or existing policy/service?</b>  <b>If existing policy/service please state date of last assessment</b>	<b>New Service</b>
<b>EqlA Review team – List of members</b>	<b>Zulfeqar Rahman, Licensing and Parking Team Leader Minakshee Patel, Corporate Equality and Diversity Advisor</b>
<b>Date of this assessment</b>	<b>5/5/2022</b>
<b>Signature of responsible officer (to be signed after the EqlA has been completed)</b>	<b>Z. Rahman Zulfeqar Rahman, Licensing and Parking Team Leader</b>

**A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Advisor.**

**If you require help, advice and support to complete the forms, please contact Minakshee Patel, Corporate Equality & Diversity Advisor via email: [minakshee.patel@rugby.gov.uk](mailto:minakshee.patel@rugby.gov.uk) or 01788 533509**

**Details of Strategy/ Service/ Policy to be analysed**

<b><u>Stage 1 – Scoping and Defining</u></b>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	Will have a positive impact on equalities, all motorists who need to pay to use car parks will have more choice in method of payment.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	Residents live healthy, independent lives, with the most vulnerable protected. Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents.
(3) What are the expected outcomes you are hoping to achieve?	The trial of cashless parking at pay and display car parks across the Borough be approved on a trial basis initially for 24 months with RingGo.
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> <li>• Customers</li> <li>• Employees</li> <li>• Wider community or groups</li> </ul>	All listed
<b><u>Stage 2 - Information Gathering</u></b>	
(1) What does the information tell you about those groups identified?	Survey was carried out, 51% wanted a cashless option available.

(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?	Yes, public survey was published		
(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.	N/A		
<b><u>Stage 3 – Analysis of impact</u></b>	No protected characteristics are being affected as the current cash option for payment will remain in place.		
<p><b><u>(1)Protected Characteristics</u></b>          From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<b>RACE</b>	<b>DISABILITY</b>	<b>GENDER</b>
	<b>MARRIAGE/CIVIL PARTNERSHIP</b>	<b>AGE</b>	<b>GENDER REASSIGNMENT</b>
	<b>RELIGION/BELIEF</b>	<b>PREGNANCY MATERNITY</b>	<b>SEXUAL ORIENTATION</b>

<p><u>(2) Cross cutting themes</u></p> <p>(a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>No</p> <p>Yes, will give users an extra option of how payment is made.</p>
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>N/A</p>
<p>(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>Cash payment will remain an option.</p>
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?</p>	<p>Promotes equality by offering all residents and visitors to the borough an extra choice of payment method, motorists will no longer need to ensure they have the correct change for the parking machine.</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>All motorists who must pay for parking will have additional methods of payment available to them.</p>
<p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>None, the new service will eliminate the current 'cash-only' barrier.</p>

<b><u>Stage 4 – Action Planning, Review &amp; Monitoring</u></b>																														
<p>If No Further Action is required then go to – Review &amp; Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>EqlA Action Plan</p> <table border="1" data-bbox="875 424 2114 655"> <thead> <tr> <th data-bbox="875 424 1122 501">Action</th> <th data-bbox="1122 424 1368 501">Lead Officer</th> <th data-bbox="1368 424 1615 501">Date for completion</th> <th data-bbox="1615 424 1861 501">Resource requirements</th> <th data-bbox="1861 424 2114 501">Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="875 501 1122 539"></td> <td data-bbox="1122 501 1368 539"></td> <td data-bbox="1368 501 1615 539"></td> <td data-bbox="1615 501 1861 539"></td> <td data-bbox="1861 501 2114 539"></td> </tr> <tr> <td data-bbox="875 539 1122 577"></td> <td data-bbox="1122 539 1368 577"></td> <td data-bbox="1368 539 1615 577"></td> <td data-bbox="1615 539 1861 577"></td> <td data-bbox="1861 539 2114 577"></td> </tr> <tr> <td data-bbox="875 577 1122 616"></td> <td data-bbox="1122 577 1368 616"></td> <td data-bbox="1368 577 1615 616"></td> <td data-bbox="1615 577 1861 616"></td> <td data-bbox="1861 577 2114 616"></td> </tr> <tr> <td data-bbox="875 616 1122 655"></td> <td data-bbox="1122 616 1368 655"></td> <td data-bbox="1368 616 1615 655"></td> <td data-bbox="1615 616 1861 655"></td> <td data-bbox="1861 616 2114 655"></td> </tr> </tbody> </table>					Action	Lead Officer	Date for completion	Resource requirements	Comments																				
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<p>(2) Review and Monitoring State how and when you will monitor policy and Action Plan</p>	<p>Trial is for an initial 24 months, service will be monitored throughout.</p>																													

Please annotate your policy with the following statement:

**An Equality Impact Assessment on this policy was undertaken on 5 May 2022 and will be reviewed at the end of the 24 month trial.**