



**DELEGATED REPORT OF**

**THE GROUP DIRECTOR NEIGHBOURHOOD AND HOUSING**

**STAGE 1 and 2 CONSULTATION ON THE INTRODUCTION OF EVENT DAY  
CONTROLS IN QUEEN ELIZABETH OLYMPIC PARK AREA (ZONES K, N AND Q).**

**DATE (2017)**

November 2017

**CLASSIFICATION:**

Open

If exempt, the reason will be listed in the main body of this report.

**WARD(S) AFFECTED**

HACKNEY WICK, KINGS PARK.

## **1. SUMMARY**

- 1.1 This report details the results of the stage 4 consultation carried out between 10<sup>th</sup> May 2017 and 17th July 2017 in the proposed Queen Elizabeth Olympic Park Event Day area (zone K and sections of zones N and Q).
- 1.2 The consultation closing date was extended by two further weeks to allow residents who received their packs late enough time to respond.
- 1.3 The report recommends the introduction of an event day scheme in all roads within parking zone K as well as sections of zone N and Q, which were consulted.
- 1.4 The recommendations are based on several factors including consultation feedback, the Council parking policies (PEP 2015 – 20) and the requirement to balance the needs of the local community.

## **2. RECOMMENDATION(S)**

- 2.1 To introduce an event day scheme in the designated Queen Elizabeth Olympic Park Event day area (zones K and sections of zones N and Q) in line with final design shown in Appendix 3.
- 2.2 To include the following roads within zone K into the new Queen Elizabeth Olympic Park Stadium event day area; Beanacre Close, Benn Street, Berkshire Road, Brinkworth Way, Bushberry Road, Buxhall Crescent, Cadogan Terrace, Chapman Road, Eastway, Felstead Road, Felstead Street, Gainsborough Street, Homerton Road, Lee Conservancy Road, Merriam Avenue, Osborne Road, Prince Edwards Road, Shalbourne Square, Trowbridge Road, Wallis Road and Waterden Road.
- 2.3 To include the following roads within zone Q into the new Queen Elizabeth Stadium event day area; Kenton Road, Wick Road, Bradstock Road, Gascoyne Road, Hartlake Road, Cassland Road (between Kenton Road and Wick Road), Hedgers Grove, Danesdale Road, Brookfield Road, Annis Road, Christie Road, Harrowgate Road, Homer Road and Victoria Park Road (between Gascoyne Road and Wick Road).
- 2.4 To include the following roads within zone N into the new Queen Elizabeth Olympic Park Stadium event day area; Coopersale Road, Chelmer Road, Glyn Road, Roding Road,

Ashenden Road, Durrington Road, Colne Road, Daubeney Road (between Marsh Hill and Redwald Road), Trehurst Street, Adley Street, Kingsmead Way, Homerton High Street, Marsh Hill and Meeson Street.

- 2.5 Implement Event Day restrictions between 6.30pm and 8.30pm on weekdays and noon and 6.00pm on Saturdays and Sundays in all roads within zone K and roads listed in paras 2.3 and 2.4 within zone N and zone Q to protect the residents against parking stress caused by the events at the stadium on weekdays and weekends.

### **DELEGATION**

Further, the Group Director, Neighbourhoods and Housing, is recommended to:

- 2.6 Authorise the Head of Parking to consult on and publish notification of the Traffic Management Order for the roads (the "Traffic Management Orders") in accordance with the requirements of the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 (the "Procedure Regulations") and subject to all responses received during the consultation period being considered before reaching a decision. Such a decision is to be recorded in writing and signed by the Head of Parking.

### **3. REASONS FOR DECISION**

- 3.1 The recommendations above were put forward based on several factors including consultation feedback received, the Council's parking policies (PEP 2015 – 20), and requirement to balance the needs of the local community.

#### **Feedback from the Public Consultation**

- 3.2 A consultation questionnaire and booklet was sent to all residents and businesses in the Queen Elizabeth Olympic Park event day area providing them with the opportunity to have their say on whether they would like an event day scheme introduced in their area.
- 3.3 This provided all residents / businesses with an equal opportunity to engage in and respond to the consultation.

#### **Response Rate**

- 3.4 Consultation packs were delivered to 6,834 households and businesses in the proposed Queen Elizabeth Olympic Park event day area. In total, 422 responses were received which equates to a response rate of 6%, this is below the average response rate for a standard review consultation.
- 3.5 A breakdown of responses by road have been provided in Appendix 1.

### **Support for Event Day controls**

- 3.6 Residents and businesses were consulted on whether they would support the introduction of Event day controls within their area in order to protect them from parking stress caused by events taking place at the QEOP stadium.
- 3.7 Overall, majority (57%) of the feedback received from the area were in favour of an event day scheme. See appendix 1 table 3 for more information.
- 3.8 When analysed on a street by street basis, the majority of roads consulted (35 out of 57) were in favour of an event day scheme in the area.

### **Hours of Operation for Queen Elizabeth Olympic Park event day scheme**

- 3.9 Residents and Businesses were given two options on the hours of operation;
- Option 1; Implement Event Day restrictions ending at 8.30pm on weekdays and 6:00pm on Saturdays and Sundays (these will only apply during events)
  - Option 2; Extend the existing hours of operation to 8.30pm on weekdays and 6:00pm on weekends (this will apply at all times)
- 3.10 The options provided for the hours of operation factored in the recent changes to football fixtures which were implemented by the Football Association (FA) including the late starting matches on Saturdays (from 5.30pm) and on Sundays (4pm).
- 3.11 The option of extended event hours was proposed to protect the needs of the residents and businesses in the Event Day area from the impact of the FA changes and events at the Queen Elizabeth Olympic Park.

### **Preferred hours of Operation**

- 3.12 From those who responded to the consultation, 73% (309) responded to the question regarding their preferred hours of operation.
- 3.13 Of those who responded, 70% were in favour of Option 1 (Introduce a scheme which applies only during events) and 30% were in favour of Option 2 (Extend the existing event day restrictions).
- 3.14 For more information regarding feedback received on the hours of operation, see Appendix 1 table 4.

### **Final Recommendation**

- 3.15 Majority of the feedback received from the area were in favour of the introduction of an event day scheme.
- 3.16 In addition, when the feedback was analysed on a street-by-street basis, majority (35 out of the 57 roads) of the road consulted were also in favour of an event day scheme on their road and an event day scheme in the area.
- 3.17 Based on the feedback received, Parking Services recommends that an event day scheme be introduced in all roads consulted within zone K and sections of zones N and Q, which were consulted.
- 3.18 The introduction of an Event day scheme would protect the residents and businesses in the area from parking stress caused by events held at the QEOP.
- 3.19 In addition, the stress surveys completed in the area showed that majority of the roads consulted suffered from high parking stress when there were events at the Stadium.
- 3.20 Parking Services have recommended to introduce event day controls in all roads consulted, as only introducing controls in roads which were in favour of this scheme, would increase parking pressure in the nearby roads, which were not in favour of the scheme, during match days.
- 3.21 This could lead to unsafe driving and parking conditions due to an increase in the number of cars parked on these roads.
- 3.22 Parking Services also recommend that the Event day operational hours below should be implemented in the area;
- Monday to Friday; 6:30pm to 8.30pm on weekdays and noon to 6:00pm on Saturdays and Sundays.
- 3.23 The hours of operation have been based on the majority feedback received from the consultation and will serve as an extension to the existing parking zone hours of operation when there are matches at the QEOP and stadium.

### **Additional Comments**

- 3.24 General comments were received from 220 respondents. Of these comments, the majority (62%) were not in favour of the scheme while 34% were in favour. 16% of respondents stated that their road was not affected by events at the Queen Elizabeth Olympic Park with another 14% stating that the scheme simply was not needed. 11% of comments stated that

the scheme should be free to residents with either West Ham United, Queen Elizabeth Olympic Park management or Hackney Council covering the costs.

- 3.25 All additional comments provided by respondents have been individually assessed and where feasible, incorporated into the final design. See appendix 1 Table 5 for a breakdown of comments for the final proposals.
- 3.26 Parking Services have recently implemented an information telephone line, which provides information regarding the next event at the Queen Elizabeth Olympic Park Stadium. This service will be extended to provide information regarding events at the Queen Elizabeth Olympic Park. The telephone number is a local rate number and will be provided on signs in the area.
- 3.27 The date of the next events will also be displayed on entry signs when you enter the event day area.

#### **Other Considerations**

- 3.28 The Council carries out its responsibilities for parking management, as set out in the Road Traffic Regulation Act 1984 (the "1984 Act") and in accordance to its PEP. In summary, the key objectives of the Council are to:
- Prioritise parking according to need.
  - Smooth traffic flow, improving emergency vehicle access and bus journey times.
  - Uphold road safety
  - Reduce carbon dioxide emissions from motor vehicles to help fight against climate change.
  - Improve the local environment. This includes reducing air pollutants.
- 3.29 These objectives are to be achieved by encouraging the use of sustainable transport and discouraging unnecessary car trips. The Council takes these along with the other relevant factors into account when making changes to parking restrictions.
- 3.30 Parking consultations are undertaken to help the Council to assess the views of local people, so that parking controls can be designed to meet the needs of local people, businesses and their visitors.

#### **4. DETAILS OF ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 4.1 Alternative options would have been not to introduce the scheme in any form or to extend the operational hours of the existing parking controls in the area.
- 4.2 Both of these alternatives would however not be in line with the majority feedback received from the consultation.
- 4.3 In addition, the needs of the residents and businesses would not have been taken into consideration if the Council did not give them an opportunity to provide comments on the existing parking restrictions.

## **5. BACKGROUND**

- 5.1 Operational reviews for existing parking zones are designed to ensure that they continue to meet to the needs of the local communities they serve within the context of the Council overall parking policy.
- 5.2 An integral part of the review process is to carry out public consultation with local residents, businesses and key stakeholders. The consultation exercise is a mechanism to enable feedback on the current parking design and operational hours as well as other general parking issues.
- 5.3 Residents and Businesses in the proposed event day area were consulted between May and July 2017. As part of the review, consultation packs were sent to all addresses in the area. Copies of the consultation packs can be found in Appendix 2.
- 5.4 The review consultation offered residents and businesses the opportunity to provide their feedback on whether the scheme should be introduced and options for the hours of operation.

### **5.5 Policy Context**

- 5.5.1 Operational reviews for existing parking zones (PZs) are designed to ensure that they continue to meet the needs of the local communities they serve within the context of the Council overall parking policy. Part of this process involves a comprehensive review of the current design of the parking zone boundary.



5.5.2 In line with Council's Parking Enforcement Plan (PEP), factors that affect the price of a parking product include:

- the user's relative need to drive and the amount required to discourage unnecessary car use (the equivalent costs using public transport should be considered)
- supply, demand and the value of a parking space on the public highway
- a vehicle's impact on congestion, road safety, local air quality and climate change
- the level of a penalty charge notice
- benchmarking with other boroughs and off-street prices within Hackney
- The level of service provided (for example, organisations with sole use of a parking bay pay a greater amount for their permits than they would otherwise).

## 5.6 Equality Impact Assessment

5.6.1 The Council has carried out an Equality Impact Assessment to ensure that the recommendations made do not have an adverse effect on the parking needs of specific groups including disabled drivers. Please see Appendix 4 for further information.

## 5.7 Sustainability

5.7.1 The current parking controls in the area provide safe and efficient on-street conditions, catering for servicing and loading, and utilising the available public space to maximum benefit.

5.7.2 They also encourage less car use in order to improve traffic and environmental conditions in an area and contribute to broader transport and sustainable development objectives.

## 5.8 Maintenance and Administrative Costs

5.8.1 The breakdown of costs involved in the consultation, implementation and ongoing management and maintenance of the recommendations is:-

One off costs	£
Consultation costs	10,351
Implementation of new signs and P&D	50,619
Traffic Order changes	3000
<b>Total Expenditure</b>	<b>63,970</b>



Ongoing Maintenance Costs	£
Annual Maintenance – Signs/Posts	27,872
Annual Maintenance – Lining	0
<b>Total Expenditure</b>	<b>27,872</b>

5.8.2 The consultation and implementation cost of **£63,970** and will be met from capital budgets.

5.8.3 The ongoing maintenance costs for the area will be **£27,872** per annum. The enforcement costs for the scheme will be approximately £8,920 per annum. These costs will be met through existing budgets. This is for maintaining the existing scheme.

5.8.4 As part of this scheme, the Council may also implement variable message event day entry signs (vms) in the QEOP event day area to communicate dates of upcoming events to drivers and residents in the area.

5.8.5 Similar to normal entry signs, they will be positioned on each entry road into the event day zone and will be automatically updated with the dates for the next events at the stadium.

5.8.6 Breakdown of costs for VMS entry signs are below;

One-off costs	£
Variable Message Signs	£110,400
Internal signs	£23,354
Costs for civil works	£34,730
Machine changes	£3,600
<b>Total Expenditure</b>	<b>£172,084</b>

Ongoing annual fees	£
Sim Card fees	£240
Licence fees	£1,500
<b>Total Expenditure</b>	<b>£1,740</b>

5.8.7 The implementation costs of **£172,084** will be met from capital budgets. These will provide a long-term savings by reducing the resource requirement of manually changing the signs on a weekly basis.

## **5.9 Consultation**

5.9.1 Residents and businesses in Queen Elizabeth Olympic Park event day area were consulted over a nine week period on the whether they supported the introduction of the scheme as well as the hours of control. The consultation took place between May and 30<sup>th</sup> June 2017.

5.9.2 Consultation packs were sent via first class post to all addresses in event day area and were made available online. In addition, notices were erected on each street and an advert was placed in the Hackney Today to inform the local residents and businesses of the consultation.

## **6. COMMENTS OF THE CORPORATE DIRECTOR OF FINANCE AND RESOURCES**

6.1.1 This report details the results of the stage 4 consultation carried out between 10th May 2017 and 17th July 2017 in the proposed Queen Elizabeth Park Event Day area (zone K and sections of zones N and Q).

6.1.2 Based on the feedback received, Parking Services recommendation are set out in section two of the report that an event day scheme is introduced in all roads consulted within zone K and sections of zones N and Q which were consulted.

6.1.3 Parking Services also recommend that the Event day operational hours should be implemented in the area; Monday to Friday; 6:30pm to 8.30pm on weekdays and noon to 6:00pm on Saturdays and Sundays. The hours of operation have been based on the majority feedback received from the consultation and will serve as an extension to the existing parking zone hours of operation when there are matches at the QEOP and stadium.

6.1.4 Paragraphs 5.8 details the costs relating to this implementation with a summarised breakdown below of revenue and capital costs. These costs will be funded from the Parking Revenue Account.

<b>Funding</b>	<b>Amount</b>
Capital	£222,703
Revenue	£ 51,883
<b>Total</b>	<b>£274,586</b>

6.1.5 As part of this scheme, the Council is considering implementing variable message event day entry signs (vms) in the QEOP event day area to communicate dates of upcoming events to drivers and residents in the area. Similar to normal entry signs, they will be

positioned on each entry road into the event day zone and will be automatically updated with the dates for the next events at the stadium. **£172,804** is the cost of VMS, which is included in the total capital outlay of **£222,703**.

- 6.1.6 Any revenue received will go to the Parking Revenue Account, which will be monitored over the next 12 months prior to consideration of any budgetary changes. All parking revenue income and surplus are utilised within the conditions specified in the s55 of the Road and Traffic Regulation Act (1984).
- 6.1.7 The introduction of an Event day scheme would protect the residents and businesses in the area from parking stress caused by events held at the QEOP. Parking Service has ensured that all aspect of its consultation strategy has been undertaken in accordance with the Parking Enforcement Plan (PEP) 2015-2020 and the Council's Consultation Strategy.

## **7. COMMENTS OF THE CORPORATE DIRECTOR OF LEGAL, HR AND REGULATORY SERVICES**

- 7.1 The Council may under section 45 of the Road Traffic Regulation Act 1984 (the "1984 Act") designate parking places on highways for various classes of vehicles. Section 46 of the Act allows the Council to charge for parking in places. Before a traffic order designating a parking place is made or varied the Council must consult and publish notification of the proposed Traffic Management Orders in accordance with the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 (the "Procedure Regulations").
- 7.2 Before a traffic order designating a parking place is varied the Council must consult and publish notification of the proposed amendments to the Order in accordance with the Procedure Regulations.
- 7.3 In determining what parking places are to be designated or varied under section 45 of the 1984 Act, the Council shall consider both the interests of traffic and those of the owners and occupiers of adjoining property, and in particular, the Council shall have regard to:
  - i) the need for maintain the free movement of traffic:
  - ii) the need for maintaining reasonable access to the premises; and
  - iii) the extent to which off-street parking is available in the neighbourhood.
- 7.3 If the stage 1 and 2 combined consultation is approved, this will enable the Council to determine if Event Day controls in Queen Elizabeth Olympic Park Area is wanted along with the design layout, lines and hours of operation/restriction. This combined consultation will

need to be followed by a statutory consultation on the changes required, if any, to the traffic management order, to give effect to these changes, if any.

- 7.6 The proposed consultation should be carried out in accordance to the guidance produced by the Government's Cabinet Office Consultation Principles. These principles do not displace the general principles derived from case law as to how consultations should be conducted. These principles are known as the "Gunning principles" and are as follows:
- Consultation should occur when proposals are at a formative stage;
  - Consultations should give sufficient reasons for any proposal to permit intelligent consideration;
  - Consultations should allow adequate time for consideration and response;
- 7.7 Following the consultation coming to an end the Local Authority should conscientiously consider the consultation responses, or a summary of them, before determining what, if any, action to take.
- 7.8 The exercise of powers contained in the 1984 Act relating to parking are executive function.
- 7.9 Consultation on new parking controls to facilitate the discharge of the Council parking functions under the 1984 Act and introducing any fundamental parking controls is a decision to be taken by the Mayor and Cabinet in accordance with the PEP and the Mayor's Scheme of delegation

## **APPENDICES**

Appendix 1 – Queen Elizabeth Olympic Park Event Day Scheme Feedback Analysis (Public)

Appendix 2 – Queen Elizabeth Olympic Park Event Day consultation documents (Public)

Appendix 3 – Final Design Map

Appendix 4 – Equality Impact Assessment (Public)

## **EXEMPT**

No

## **CONFIDENTIAL**

No

## BACKGROUND PAPERS

None

<b>Report Author</b>	Keith Connett / Olaseni Koya 020 8 356 8282 <a href="mailto:keith.connett@hackney.gov.uk">keith.connett@hackney.gov.uk</a> <a href="mailto:olaseni.koya@hackney.gov.uk/">olaseni.koya@hackney.gov.uk/</a>
<b>Comments of the Corporate Director of Finance and Resources</b>	Nurur Rahman / 020 8356 2018 <a href="mailto:Nurur.rahman@hackney.gov.uk">Nurur.rahman@hackney.gov.uk</a>
<b>Comments of the Corporate Director of Legal, HR and Regulatory Services</b>	Christine Stephenson / 020 8356 3578 <a href="mailto:Christine.stephenson@hackney.gov.uk">Christine.stephenson@hackney.gov.uk</a>

### Authorisation of Group Director – Neighbourhood and Housing Services

Name: Kim Wright

Signature: 

Date: 8/1/18

### Authorisation of Director Public Realm – Neighbourhood and Housing Services

Name: Aled Richards

Signature: 

Date: 08/01/2018

# APPENDIX 1: Queen Elizabeth Olympic Park Event Day Scheme Stage 1 & 2 Combined Consultation

## 1 Feedback Analysis

### 1.1 Response

We consulted 6835 households and businesses and received 422 completed questionnaires making an overall response rate of 6%. This was well below the average response rate of 12% for this type of consultation. A breakdown of responses on a street-by-street basis can be found in Table 1.

**Table 1: Response to the Stage 1 and 2 consultation**

Road Name	Sent	Response	
		No.	%
ADLEY STREET	83	9	11%
ANDERSON ROAD	140	5	4%
ANNIS ROAD	89	8	9%
ASHENDEN ROAD	128	11	9%
BEANACRE CLOSE	17	3	18%
BENN STREET	26	5	19%
BENTHAM ROAD	24	2	8%
BERKSHIRE ROAD	51	1	2%
BOSCOMBE CLOSE	50	0	0%
BRADSTOCK ROAD	239	8	3%
BRAMSHAW ROAD	76	3	4%
BRINKWORTH WAY	30	0	0%
BROOKFIELD ROAD	80	7	9%
BUSHBERRY ROAD	56	13	23%
BUXHALL CRESCENT	129	8	6%
CADOGAN TERRACE	165	11	7%
CASSLAND ROAD	264	9	3%
CHAPMAN ROAD	12	0	0%
CHELMER ROAD	78	5	6%
CHISLEDON WALK	15	0	0%
CHRISTIE ROAD	83	10	12%
COLNE ROAD	31	5	16%
COOPERSALE ROAD	86	21	24%
COPPER STREET	1	0	0%
CORSLEY WAY	31	3	10%
CROWFOOT CLOSE	6	0	0%
DAINTRY WAY	38	1	3%
DANESDALE ROAD	82	7	9%



DAUBENEY ROAD	129	16	12%
DIGBY ROAD	28	1	4%
DURRINGTON ROAD	56	11	20%
EAST BAY LANE	31	0	0%
EASTWAY	180	12	7%
EDWINS MEAD	30	0	0%
FELSTEAD STREET	177	13	7%
FLANDERS WAY	10	0	0%
GAINSBOROUGH STREET	11	0	0%
GASCOYNE ROAD	200	9	5%
GLYN ROAD	221	23	10%
HARROWGATE ROAD	188	15	8%
HARTLAKE ROAD	21	1	5%
HEDGERS GROVE	59	0	0%
HOMER ROAD	25	1	4%
HOMERTON HIGH STREET	68	2	3%
HOMERTON ROAD	1259	33	3%
INGLESHAM WALK	13	2	15%
JARROW WAY	27	0	0%
KENTON ROAD	104	8	8%
KENWORTHY ROAD	40	5	13%
KINGSMEAD WAY	25	10	40%
LAVINGTON CLOSE	15	0	0%
LEABANK SQUARE	111	5	5%
LEE CONSERVANCY ROAD	56	2	4%
LESNEY AVENUE	4	0	0%
LOCKGATE CLOSE	9	0	0%
LYNEHAM WALK	61	1	2%
MALLARD CLOSE	23	0	0%
MARSH HILL	28	2	7%
MEADOW CLOSE	45	1	2%
MEESON STREET	39	3	8%
MERRIAM AVENUE	31	1	3%
OFFAS MEAD	30	0	0%
OSBORNE ROAD	2	1	50%
OSWALDS MEAD	28	0	0%
PALACE CLOSE	4	0	0%
PARKES STREET	3	0	0%
PENDAS MEAD	33	0	0%
POPLAR CLOSE	9	0	0%
PRINCE EDWARD ROAD	64	5	8%

RODING ROAD	174	29	17%
SEMLEY GATE	21	0	0%
SHALBOURNE SQUARE	34	0	0%
SILKMILLS SQUARE	40	1	3%
SOUTHMOOR WAY	15	2	13%
ST ANTHONYS CLOSE	1	0	0%
STUDLEY CLOSE	22	0	0%
SYMINGTON MEWS	12	0	0%
TOWER MEWS	17	0	0%
TOWPATH WALK	42	3	7%
TRAFALGAR MEWS	27	1	4%
TREHURST STREET	79	11	14%
TROWBRIDGE ROAD	40	6	15%
VICTORIA PARK ROAD	116	14	12%
WALLIS ROAD	148	0	0%
WATERDEN ROAD	4	0	0%
WICK ROAD	402	15	4%
WINDSOR WHARF	33	2	6%
<b>TOTAL</b>	<b>6834</b>	<b>422</b>	<b>6%</b>

**Table 2: Methods of response**

Area	Feedback Method		
	Paper Q	Online Q	Email/Letter/Phone etc.
Queen Elizabeth Olympic Park Event Day Scheme	380	42	0

*Excludes duplicate responses, those from outside the area and unknown address*

## 1.2 Queen Elizabeth Olympic Park Event Day Scheme - Support for parking controls by zone

From the 422 responses received, 410 respondents answered this question. The response have been broken down on a street-by-street basis below.

Majority (57%) of responses received were in favour of an Event day scheme on their road.

A breakdown of responses by zone can be found below in Table 3

### 1.3 Queen Elizabeth Olympic Park Event Day Scheme - Support for event day controls on your road

We received responses from 57 roads. When analysed on a street-by-street basis 32 roads were in favour of additional controls, 22 were not in favour and 3 were undecided.

A breakdown of responses on a street-by-street basis can be found below in Table 4.

**Table 3: Support for event day controls on your road**

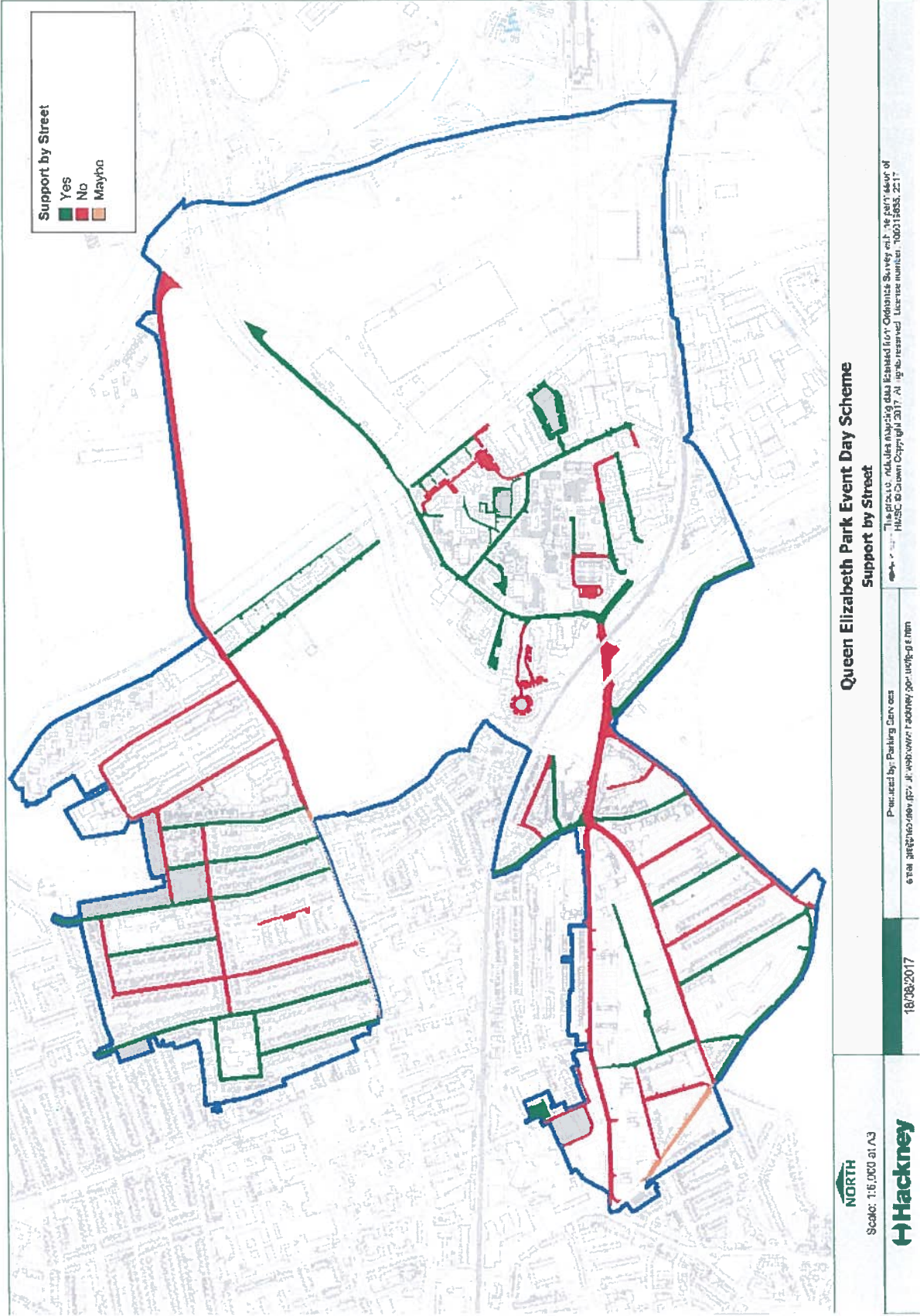
	Total Responses		Responses (%)	
	Yes	No	Yes	No
ADLEY STREET	6	3	67%	33%
ANDERSON ROAD	2	3	40%	60%
ANNIS ROAD	6	2	75%	25%
ASHENDEN ROAD	4	6	40%	60%
BEANACRE CLOSE	2	1	67%	33%
BENN STREET	4	1	80%	20%
BENTHAM ROAD	0	2	0%	100%
BERKSHIRE ROAD	1	0	100%	0%
BRADSTOCK ROAD	6	2	75%	25%
BRAMSHAW ROAD	1	2	33%	67%
BROOKFIELD ROAD	5	1	83%	17%
BUSHBERRY ROAD	6	7	46%	54%
BUXHALL CRESCENT	3	5	38%	63%
CADOGAN TERRACE	8	2	80%	20%
CASSLAND ROAD	1	8	11%	89%
CHELMER ROAD	3	2	60%	40%
CHRISTIE ROAD	3	7	30%	70%
COLNE ROAD	1	4	20%	80%
COOPERSALE ROAD	14	7	67%	33%
CORSLEY WAY	2	1	67%	33%
DAINTRY WAY	1	0	100%	0%
DANESDALE ROAD	3	4	43%	57%
DAUBENEY ROAD	12	4	75%	25%
DIGBY ROAD	1	0	100%	0%
DURRINGTON ROAD	7	2	78%	22%
EASTWAY	8	4	67%	33%
FELSTEAD STREET	11	2	85%	15%
GASCOYNE ROAD	5	3	63%	38%
GLYN ROAD	13	10	57%	43%
HARROWGATE ROAD	12	3	80%	20%

HARTLAKE ROAD	1		100%	0%
HOMER ROAD	0	1	0%	100%
HOMERTON HIGH STREET	1	1	50%	50%
HOMERTON ROAD	13	18	42%	58%
INGLESHAM WALK	2		100%	0%
KENTON ROAD	4	4	50%	50%
KENWORTHY ROAD	4		100%	0%
KINGSMEAD WAY	4	5	44%	56%
LEABANK SQUARE	3	2	60%	40%
LEE CONSERVANCY ROAD	2		100%	0%
LYNEHAM WALK	0	1	0%	100%
MARSH HILL	1	1	50%	50%
MEADOW CLOSE	0	1	0%	100%
MEESON STREET	1	2	33%	67%
MERRIAM AVENUE	0	1	0%	100%
OSBORNE ROAD	1	0	100%	0%
PRINCE EDWARD ROAD	2	3	40%	60%
RODING ROAD	14	15	48%	52%
SILKMILLS SQUARE	0	1	0%	100%
SOUTHMOOR WAY	2	0	100%	0%
TOWPATH WALK	2	1	67%	33%
TRAFALGAR MEWS	1	0	100%	0%
TREHURST STREET	6	5	55%	45%
TROWBRIDGE ROAD	4	1	80%	20%
VICTORIA PARK ROAD	5	9	36%	64%
WICK ROAD	6	8	43%	57%
WINDSOR WHARF	2	0	100%	0%
<b>Grand Total</b>	<b>232</b>	<b>178</b>	<b>57%</b>	<b>43%</b>

*Excludes blank responses*



Figure 1: Support for Event Day controls on a street by street basis



## 1.4 Queen Elizabeth Olympic Park Event Day Scheme – Preferred hours of operation

During the consultation, residents and businesses were asked for feedback on their preferred operational hours for the scheme.

Residents and businesses were able to choose from two options provided in the consultation document (see below):

- **Option 1: Implement Event Day restrictions ending at 8.30pm on weekdays and 6:00pm on Saturdays and Sundays (these will only apply during events)**
- **Option 2: Extend the existing hours of operation to 8.30pm on weekdays and 6:00pm on weekends (this will apply at all times)**

From the 422 responses received, 309 respondents answered this question. Majority (70%) of responses were in favour of option 1 (Implement Event Day restrictions ending at 8.30pm on weekdays and 6:00pm on Saturdays and Sundays)

A breakdown of responses can be found below in Table 4

**Table 4: Preferred hours of operation.**

	Responses		(%)	
	Option 1	Option 2	Option 1	Option 2
<b>Grand Total</b>	<b>217</b>	<b>92</b>	<b>70%</b>	<b>30%</b>

## 1.5 General Comments

These include comments received on the completed questionnaires. Many respondents provided more than one type of comment in their feedback. The most frequent comments are set out in Table 6 below.

220 respondents provided general comment. The majority of these comments were not in favour of the event day scheme (62%). 34% stated they were in favour of the event day scheme, 16% stated that their roads were not affected by events, 2% of the respondents comments were not relevant to this consultation 1% of respondents stated that the consultation documents were not clear and. Table 5 shows the theme of the general comments.

**Table 5: theme of comments**

Theme of comment	% Comments
Not in favour of event day scheme	62%
In favour of event day scheme	34%
Road not affected by events	16%
Scheme simply not needed	14%
Scheme should be free to residents	11%
Council 'Money making scheme'	3%
Remove/Reduce existing controls	3%
Venue should provide parking	2%
Visitors should be made to use Public Transport	2%
Consultation is a 'Forgone' conclusion	1%
Does not include private roads	1%
Extend permit controls to weekend instead of event day scheme	0.5%
Extend permit controls and introduce event scheme	4%
Include Victoria Park and Mabley Arena events	2%
Ensure scheme is effectively managed and provide information to residents	2%



## APPENDIX 2: Consultation Documents Queen Elizabeth Olympic Park Event Day Scheme.



# Queen Elizabeth Olympic Park

## Event Day Parking Consultation



### 1. Why am I being consulted?

Parking Services wrote to you in August last year, regarding our proposals to introduce event day parking controls in your area to protect the local residents and businesses from the impact of parking stress caused by matches and events being held in the nearby Queen Elizabeth Olympic Park and stadium (QEOP).

The Council acknowledges that the existing hours of control in the areas closest to the Queen Elizabeth Olympic Park do not take into account events taking place at the stadium outside of controlled hours. As they are the only area bordering the park which provide free parking during events, this may lead to increased parking pressure in these roads due to visitors to the park and stadium.

West Ham United football club moved into Queen Elizabeth Olympic stadium at the beginning of the 2016/17 season and have regular football events scheduled between August and May every year. In addition there are also other major sporting or entertainment events scheduled to be held in the park and stadium throughout the year that will attract a large number of visitors to the area.

Parking Services have received feedback from some residents in roads close to the Queen Elizabeth Olympic Park who have informed us that they currently find it difficult to park during match and event days.

Based on this feedback, Parking Services are consulting all roads within walking distance (1 mile radius) of the Queen Elizabeth Olympic Park on the introduction of event day controls to protect their parking needs from visitors to the Olympic Park and Stadium during matches and events.

We are requesting your feedback on:

- Support for the introduction of event day controls in your area
  - Preferred hours of operation for the event day controls if they were implemented.
- Please see the enclosed map for more information about the area being consulted.

### How can I have my say?

You can have your say by completing the attached questionnaire and returning it to us using the Freepost envelope enclosed or online by visiting [www.hackney.gov.uk/parking-hys](http://www.hackney.gov.uk/parking-hys)  
**Have your say by Friday 30 June 2017.**

If there is support for the event day scheme in your area, we will propose to implement the scheme in the areas shown in the attached map. If you have any comments on the proposed Event day please let us know what these are in the comments section in the attached questionnaire.

For further information on the consultation please contact Parking Services on 020 8356 8877 or visit [www.hackney.gov.uk/parking](http://www.hackney.gov.uk/parking)

## 2. How would the scheme operate?

The event day controls will operate as an extension to the current operational hours of your parking zone (PZ) but only on days when there is an event taking place at the Queen Elizabeth Olympic Park at all other times normal PZ hours will apply.

During event days residents and business permit holders and their visitors will need to display parking permits, visitor vouchers or a valid pay and display ticket until the end of the event day controls.

Zone Entry signs will show the normal PZ times as well as the additional event day controls. These signs will be updated approximately three days before every event to inform motorists as to what date the additional controls will take effect.

### 2.1 How does the Council decide on the hours of operation for event areas?

For event day controls, Parking Services have an existing event day scheme in the roads surrounding the Emirates stadium to protect the needs of the residents and businesses from parking stress caused by visitors to the stadium. The hours of operation for the event day controls in the Emirates area are:

**Monday to Friday: 6.30pm to 8.30pm and weekends; 12 noon to 4pm.**

Residents and businesses in the area will be offered similar hours as the above as part of this consultation. In addition, due to some feedback received from the residents in the existing event day area, Parking Services are also offering residents and businesses the option of extending their existing hours of operation to 8.30pm on weekdays and 6pm on weekends. However, these hours will apply at all times and not just on event days. This will make it easier for motorists to understand the signage in the area as there will be only one set of controlled hours displayed on the regulatory signs.

## 3. The consultation process

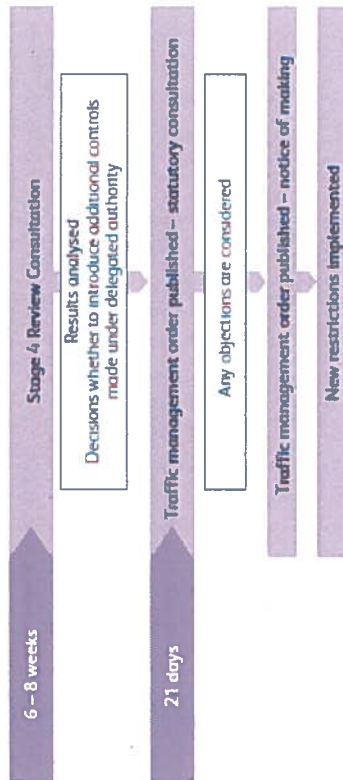
Although the consultation responses form a key part in the decision making process for any parking zone, the final decision will also take account of some or all of the factors bullet pointed above. It should be noted that that the cost of introducing any proposed measures is also considered when making any final decision. For the avoidance of doubt, a parking zone consultation is not a referendum, as public opinion is only one of several factors that must be considered. We will break down the responses we receive so that we know the majority of support in each street or part of street.

### 3.1 Informal consultation

A consultation pack including a questionnaire, letter and map is delivered to all affected residents and businesses in the area.

The Council is undertaking a Stage 4 review public consultation.

The diagram below describes the Stage 4 consultation process that is to be undertaken by the Council before deciding whether to introduce a PZ.



### 3.2 Statutory consultation

Once the public consultation has been completed and any recommendations approved, the Council is then required to carry out a statutory consultation, where a traffic management order notice is advertised in the council newspaper Hackney Today for a 21 day period. This process allows anyone to formally declare their representation on the changes proposed. All representations received will be considered. The Council is then required to draft a decision audit report detailing the objections and its recommendation on whether these objections will be upheld or not. The report is then approved by the Assistant Director of Public Realm prior to the measures being implemented.

#### 4. How can I have my say?

Please complete the enclosed questionnaire and return it to us using the freepost envelope provided by:  
**Friday 30 June 2017**

Alternatively you can complete your questionnaire online by visiting:

[www.hackney.gov.uk/parking-hys](http://www.hackney.gov.uk/parking-hys)

If you have any further questions on this consultation, please contact us using the details provided below:

Email: [consultparking@hackney.gov.uk](mailto:consultparking@hackney.gov.uk)

Telephone: 020 8356 8877

#### 5. What happens next?

##### Closing Date

Date: Friday 30 June 2017

Closing date of consultation and last day to return your questionnaire.

##### Consultation Results

Date: August 2017

Consultation results will be made available to the residents and businesses. A summary consultation pack, detailing the results, will be sent to all residents and businesses in the area by post and will be available on the Hackney website. If you have any questions regarding the consultation please contact us through the Hackney Service Centre on 020 8356 8877 or email: [consultparking@hackney.gov.uk](mailto:consultparking@hackney.gov.uk)

#### 6. Frequently Asked Questions

If an event day scheme is introduced, how can I find out when it operates?

Below is a list of helpful ways you can find out when the scheme operates:

##### Zone entry signs

Entry signs will be located on every road entering the event day area to provide advanced warning of when the next home match or event is to take place and when the controls will next come into effect. These signs are updated approximately three days before a match or event at the Olympic Stadium.

##### West Ham website

As fixture dates are subject to change, we recommend all local residents and visitors to the area visit the West Ham FC website for the most up-to-date list of upcoming fixtures.

##### Events hotline

If you prefer to hear pre-recorded information about the latest West Ham FC fixtures and other events at the Olympic Stadium, we will also be setting up a dedicated telephone line to advise members of the public of up and coming events in the area.

##### Council website

The times of event dates will also be published on our website [www.hackney.gov.uk/parking](http://www.hackney.gov.uk/parking)

##### Can I submit more than one consultation response?

Only one consultation response will be accepted per person. If you would like to submit more than one questionnaire from the same household, please ensure that you provide your name as the Council will only accept more than one questionnaire from the same address if a name has been provided. This is to ensure that there are no duplications.

##### As a resident in the event day area, will I have to display my permit during event days?

Yes. Essentially the event day scheme will be an extension to the current operating hours of your current zone. You will be required to display your permit for the full duration of the event day controls.

##### Where can my visitors park?

Your visitors can continue to use the permit or pay and display bays as they currently do. However, they will need to display a valid visitor voucher or pay and display ticket during the event day controls.

##### Where can I load and unload if I receive deliveries?

Active loading and unloading can still take place on all single and double yellow lines during events where there are no loading restrictions and also in parking bays. For any specific requests, such as removals, you can request a dispensation or a bay suspension. Please visit our website for more information [www.hackney.gov.uk/parking](http://www.hackney.gov.uk/parking)



### What if I live on an estate?

There are a number of Council housing estates in the area which have their own parking regulations. These are independent of parking zones and would not be affected by event day controls. However, as an estate resident, you would still be entitled to have your say on the scheme.

### What if my street is not included in the scheme?

If a road is not included within the event day scheme, their current operational hours will remain as is. Residents and businesses can still request event day scheme controls if they are impacted when the scheme is introduced through the following process:

Email: [consultparking@hackney.gov.uk](mailto:consultparking@hackney.gov.uk)  
Phone: Hackney Parking Services on 0208 356 8877  
Online: [www.consultation.hackney.gov.uk](http://www.consultation.hackney.gov.uk)

For more information on the Council's Parking Policy please visit [www.hackney.gov.uk/pep](http://www.hackney.gov.uk/pep)

### What if I live on a private road?

If you live on a private road which falls within the consultation area, your road will still be included in the consultation. Although your road will not have event day controls, you will still be entitled to have your say.

### Are parking zones just a money making scheme for the Council?

No. By law revenue generated from Parking Zones (PZs) must be invested back into transport related improvements such as concessionary fares meeting costs relating to the provision or operation of, or of facilities for, public passenger transport services. The London Borough of Hackney uses any surplus from its Parking account to contribute towards its charge for the London-wide Freedom Pass scheme.

### How will you use my personal information?

Hackney Council will use the information you have provided for the purpose of identifying support for parking controls in the area.

No personal information you have given us will be passed on to third parties for commercial purposes.

Our policy is that all information will be shared among officers and other agencies where the legal framework allows it, if this will help to improve the service you receive and to develop other services.

If you do not wish certain information about you to be exchanged within the Council, you can request that this does not happen.

All information provided will be handled under the strict controls of the Data Protection Act 1998.

## 7. More information

For more information about the cost of permits and visitor vouchers please refer to our website [www.hackney.gov.uk/parking](http://www.hackney.gov.uk/parking) or call Hackney Parking Services on 020 8356 8877.

If you would like to find out what this document says please tick the appropriate box, put your name, address and phone number at the bottom of this page and return it to the address below.

☐ **Bengali**  
এই নথিটি কি দেখা যাচ্ছে সে সম্পর্কে যদি আপনি জানতে চান তাহলে অনুগ্রহ করে উপরোক্ত ব্যক্তিগত তথ্য দিন, এই নথির মীল জানাবার নাম, ঠিকানা ও ফোন নম্বর দিন। এবং এটি মীলটি চিকিৎসা কেন্দ্রে পাঠান।

☐ **French**  
Si vous désirez connaître le contenu de ce document, veuillez cocher la case appropriée et indiquer votre nom, adresse et numéro de téléphone au bas de cette page et la renvoyer à l'adresse indiquée ci-dessous.

☐ **Kurdish**  
Ger hun dixvazin bizanibin ku ev dokument çi dibêje, ji kerema xwe qutika minasib isaret bikin, nav, navnîgan û hejmara telefona xwe li jêrê rûpel binivîsin û wê ji navnîgana jêrîn re bigînin.

☐ **Polish**  
Jeśli chcesz dowiedzieć się, jaka jest treść tego dokumentu, zaznacz odpowiednie pole, wpisz swoje nazwisko, adres i nr telefonu w dolnej części niniejszej strony i przeslij na poniższy adres.

☐ **Urdu**  
اگر آپ یہ جاننا چاہتے ہیں کہ دستاویز میں کیا لکھا ہے تو براہ کرم مناسب جگہ میں صحیح کا نشان لگائے اور اپنا نام، پتہ اور فون نمبر اس صفحہ کے نیچے لکھ کر اسے بھیج دیں۔ یہ پتہ اس کی رائے بھیج دیں۔

☐ **Somali**  
Haddii aad jecleaan lahayd in aad ogaato waxa dokumentigan shiigaayo fadlan calaamadii godka ku haboon ku qor magacaaga, cinwaanka iyo telefoon lambarkaaga bogga dhankiisa hoose ka dibna ku celi cinwaanka hoose.

☐ **Spanish**  
Si desea saber de lo que trata este documento, marque la casilla correspondiente, escriba su nombre, dirección y número de teléfono al final de esta página y envíela a la siguiente dirección.

☐ **Turkish**  
Bu dokümanda ne anlatıldığını öğrenmek istiyorsanız, lütfen uygun kutuyu işaretleyerek, adınızı, adresinizi ve telefon numaranızı bu sayfanın alt kısmına yazıp, aşağıdaki adrese gönderin.

☐ **Vietnamese**  
Nếu bạn muốn biết tài liệu này nói gì hãy đánh dấu vào hộp thích hợp, điền tên, địa chỉ và số điện thoại của bạn vào cuối trang này và gửi lại theo địa chỉ dưới đây.

☐ **Chinese**  
如果你想知道這文件的詳細內容，請在方格內打鉤，在本頁下面寫下你的名字、地址和電話號碼寄到下面的地址。

If you would like this document in any of the following formats or in another language not listed above, please complete and send the form to the address below.

**In large print** ☐ **In Braille** ☐  
**On Disk** ☐ **On audio tape** ☐  
**In another language, please state:**

Name:   
Address:   
Tel:

**Return to: Please use the envelope provided**



## Have your say on the introduction of an Event Day Scheme in your area

Please use BLOCK capitals when completing the questionnaire and tick the boxes ☐ that apply to you. Please return this questionnaire by 30 June 2017 in the free-post envelope provided.

### Section 1: About you

Name (optional):

House / Flat No (required):

Street Name (required):

Postcode (required):

Email Address (optional):

Q2. Are you a...

☐ Resident

☐ Business

☐ Both

### Section 2: Support for Event day controls in your area

We are consulting residents and businesses on the proposal to implement event day controls in the area to cover evening and weekend events at the Queen Elizabeth Olympic Stadium.

Q3. Are you in favour of an Event Day Scheme in your area (please see attached map for area affected)?

☐ Yes

☐ No

have 



### Section 3: Operational Hours

We are also asking for residents and businesses feedback on their preferred hours of operation for the event day controls.

Q4. Please choose the operational days and hours you prefer for your Event Day Scheme.

☐ Option 1: Implement Event Day restrictions ending at 8.30pm on weekdays and 6.00pm on Saturdays and Sundays (these will only apply during events)

☐ Option 2: Extend the existing hours of operation to 8.30pm on weekdays and 6.00pm on weekends (this will apply at all times)

### Section 4: Comments

Q5. Please provide any other comments or suggestions you may have about the Event Day Scheme.

### Section 5: How was it for you?

Q6. Please tell us your opinion of the consultation pack. Choose one option in each line.

a) Consultation pack: Useful ☐ Not useful ☐

b) Information in the leaflet: Just right ☐ Too much ☐ Not enough ☐

c) Questionnaire length: Just right ☐ Too long ☐ Too short ☐

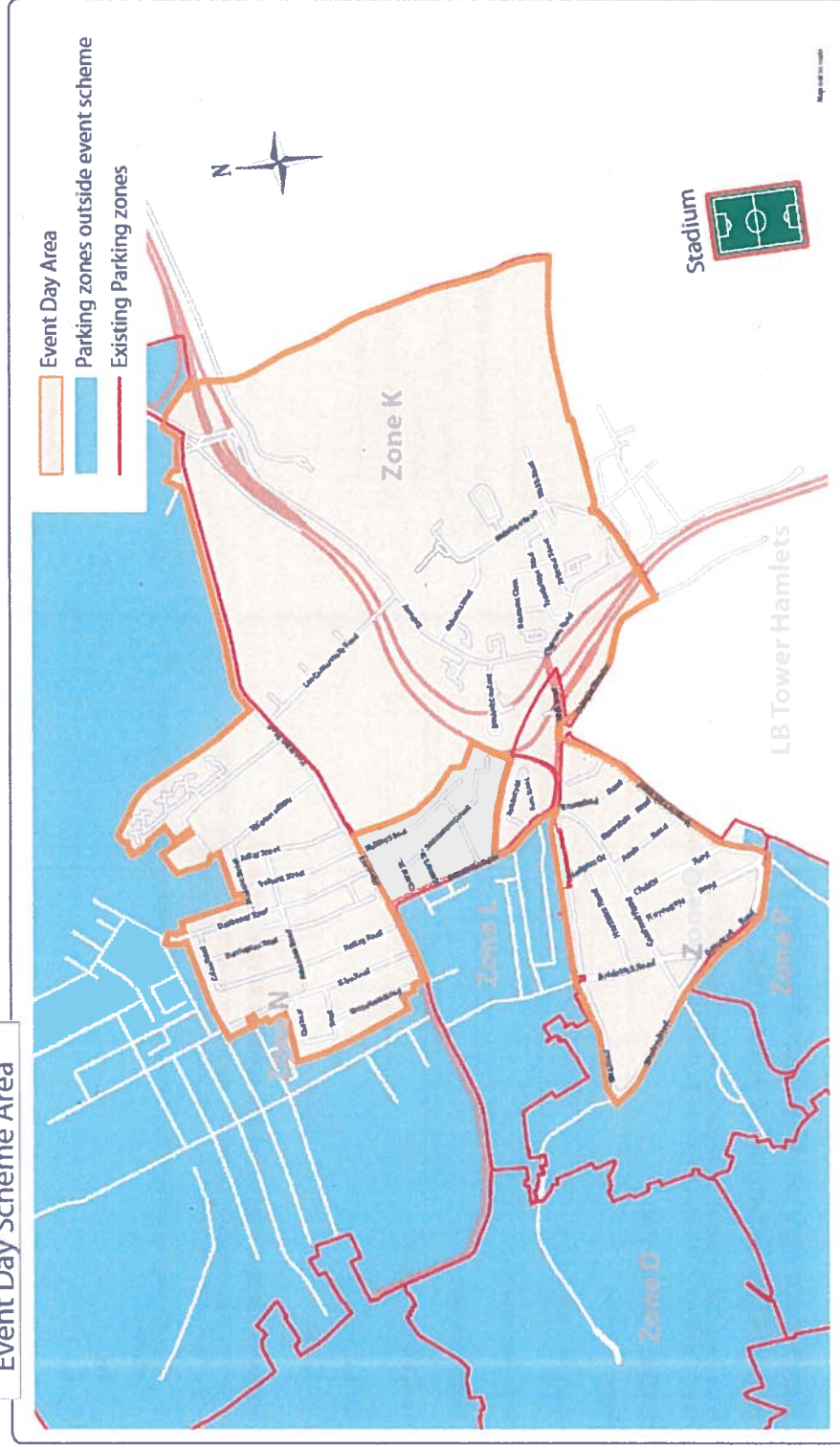
Thank you for completing the questionnaire.

Data Protection  
Hackney Council will use the information you have provided for the following purposes:  
No personal information you have given us will be passed on to third parties for commercial purposes. Our policy is that all information will be shared among officers and other agencies where the legal framework allows it, in order to help us improve the services you receive and to develop other services. If you do not wish certain information about you to be exchanged with the Council, you can request that this does not happen.  
All information provided will be handled under the Data Protection Act 1998 strict controls.

Produced by Hackney Design, Communications & Print • May 2017 • HDS1771



## Event Day Scheme Area

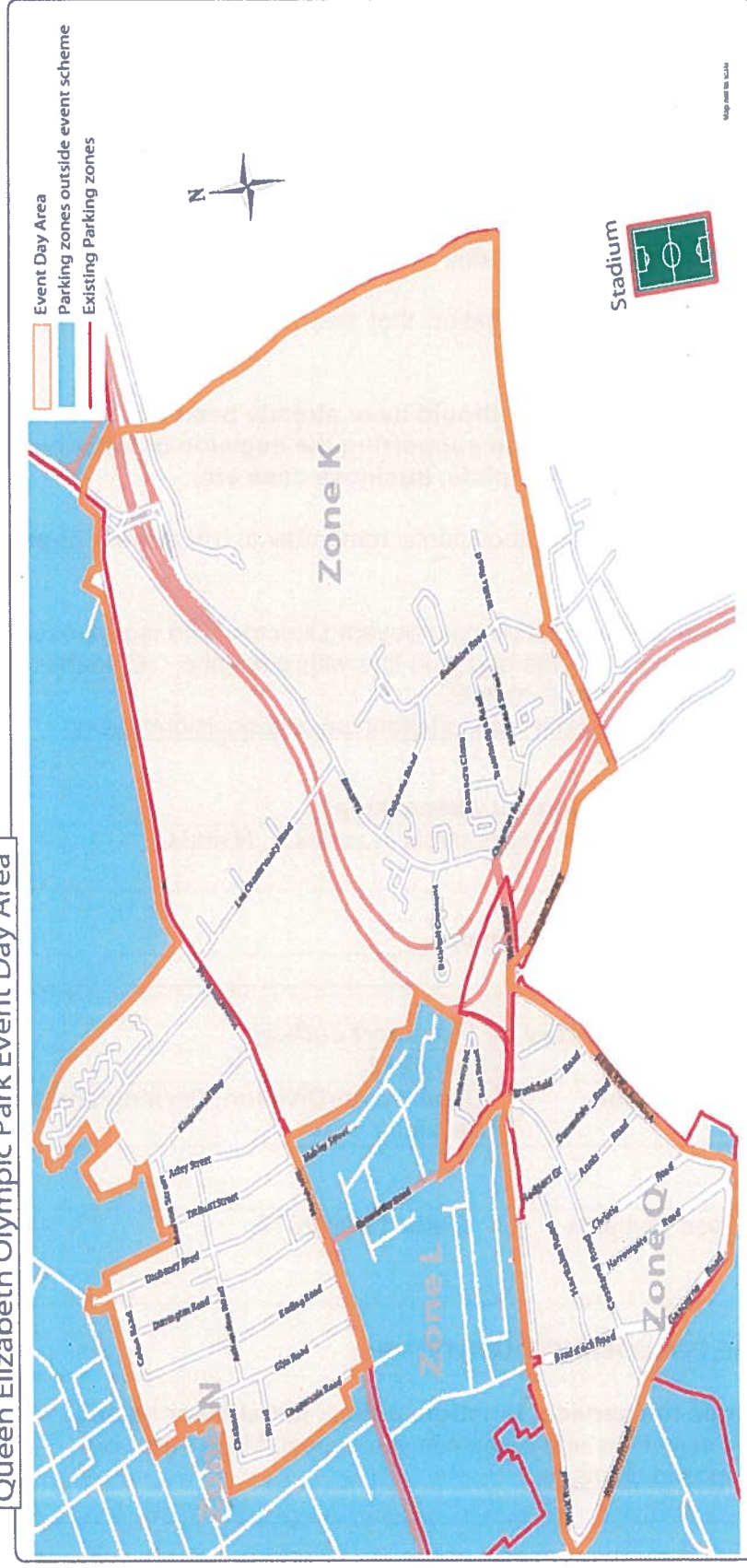


This product is based on mapping data licensed from Ordnance Survey with the permission of HMISO - Crown Copyright 2016. All rights reserved. Licence number 100019635. 2016

**Hackney**

# APPENDIX 3: Final Design Queen Elizabeth Olympic Park Event Day Scheme.

Queen Elizabeth Olympic Park Event Day Area



This product is based on mapping data licensed from Ordnance Survey with the permission of HMCO. Crown Copyright 2017. All rights reserved. Licence number 100019635, 2017



## APPENDIX 4: Equality Impact Assessment Queen Elizabeth Olympic Park Event Day Scheme.



### London Borough of Hackney Equality Impact Assessment Form

The Equality Impact Assessment Form is a public document that the Council uses to demonstrate that it has complied with Equalities Duty when making and implementing decisions that affect the way the Council works.

The form collates and summarises information that has been used to inform the planning and decision-making process.

**All the information needed in this form should have already been considered and should be included in the documentation supporting the decision or initiative, e.g. the delegate powers report, saving template, business case etc.**

Equality Impact Assessments are public documents: remember to use at least 12-point Arial font and plain English.

The form must be reviewed and agreed by the relevant Director, who is responsible for ensuring it is made publicly available and is in line with guidance. Guidance on completing this form is available on the intranet.

<http://staffroom.hackney.gov.uk/equalities-based-planning-and-decision-making>

#### Title and purpose of this Equality Impact Assessment:

Stage 1 and 2 – Introduction of Event Day controls in zones K, N and Q

#### Purpose of this Equality Impact Assessment:

Scheme

#### Officer Responsible: *(to be completed by the report author)*

<b>Name:</b> Keith Connett	<b>Ext:</b> 8282
<b>Directorate:</b> Neighbourhood and Housing	<b>Department/Division:</b> Parking and Markets Services

**Director:** Aled Richards **Date:** 12/09/2017

**Comment :**

#### PLEASE ANSWER THE FOLLOWING QUESTIONS:

- 1. Please summarise the service, function, policy, initiative or saving.**  
Describe the key objectives and outcomes you expect. Make sure you highlight any proposed changes.

- The aim of the project is to look at the possibility of introducing Event day parking controls in the roads within a 1-mile radius of the Queen Elizabeth Olympic Park and Stadium (QEOP) because of requests received from residents as well as increased parking stress monitored during matches.
- The areas have been identified in accordance with the Council's Parking and Enforcement Plan (2015 - 2020)
- Through localised consultations, residents and businesses are given the opportunity to have their say on the implementation of event day parking scheme on their roads.

**2. Who are the main people that will be affected?** Consider staff, residents, and other external stakeholders.

Local residents, business owners, disabled motorists and the Emergency Services (Ambulance, Fire and Police) are the main people affected and consulted as part of the the operational reviews.

**3. What research or consultation(s) have been carried out?** Please provide more details, together with a summary of what you learned.

The project includes a consultation with all stakeholders on the proposals to consult the residents in the area on the introduction of Event day controls.

As part of the public consultation all local residents and businesses in the parking zone will be consulted and will be sent consultation leaflets and questionnaires requesting for their feedback.

**4. Equality Impacts**

This section requires you to set out the positive and negative impacts that this decision or initiative will have on equalities.

Detailed information on how to consider the impacts on equalities is included in 'Guidance on equalities based planning and decision making' which can be downloaded from the intranet [here](#).

**4 (a) What positive impact could there be overall, on different equality groups, and on cohesion and good relations?**

The public consultation provides an open forum for all local users to have their say on the introduction of Event day controls. The consultations have a positive impact on all road users (motorists, pedestrians and cyclists) by creating a safer road environment and protecting the needs of residents from parking stress during events and matches held at the QEOP.

**4 (b) What negative impact could there be overall, on different equality groups, and on cohesion and good relations?**

Where you identify potential negative impacts, you must explain how these are justified and/or what actions will be taken to eliminate or mitigate them. These actions should be included in the action plan.

Opposition to parking related changes may affect all groups in some way. However, an open and transparent consultation process will help to ensure maximum response and allow all groups and stakeholders to address their concerns.

## . Equality and Cohesion Action Planning

Please list specific actions which set out how you will address equality and cohesion issues identified by this assessment. For example,

- Steps/ actions you will take to enhance positive impacts identified in section 4 (a)
- Steps/ actions you will take to mitigate against the negative impacts identified in section 4 (b)
- Steps/ actions you will take to improve information and evidence about a specific client group, e.g. at a service level and/or at a Council level by informing the policy team ([equality.diversity@hackney.gov.uk](mailto:equality.diversity@hackney.gov.uk))

All actions should have been identified already and should be included in any action plan connected to the supporting documentation, such as the delegate powers report, saving template or business case. You need to identify how they will be monitored. The Director is responsible for their implementation.

No	Objective	Actions	Outcomes highlighting how these will be monitored	Timescales / Milestones	Lead Officer
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

### Remember

- Directors are responsible for ensuring agreed Equality Impact Assessments are published and for ensuring the actions are implemented.
- Equality Impact Assessments are public documents: remember to use at least 12 point Arial font and plain English.
- Make sure that no individuals (staff or residents) can be identified from the data used.