Funding for Innovation: Opening Local Authority Transport Data Application Form

Please ensure that you have read and understood the criteria and advice in the "Funding for Innovation: Opening Local Authority Transport Data" guidance note. **Bidders should at least ensure that they address all the guidance highlighted in bold in this guidance**.

A separate application form should be completed for each scheme.

Applicant Information

**Local authority name(s)*: Colchester Borough Council, as lead authority for North Essex Parking Partnership on behalf of Essex County Council
(as part of a consortium including: Cambridgeshire County Council, Suffolk County Council, Norfolk County Council, Essex County Council, and the District and Borough Councils of the East Anglian Parking Forum).**

*If the bid is a joint proposal, please enter the names of all participating local authorities and specify the lead authority

Bid Manager Name and position: Richard Walker, Group Manager, North Essex Parking Partnership

Name and position of officer with day to day responsibility for delivering the proposed scheme.

Contact telephone number: 01206 282708
Email address: richard.walker@colchester.gov.uk

Postal address: 33 Sheepen Road Colchester, Essex, C03 3WG

When authorities submit a bid for funding to the Department for Transport, as part of the Government's commitment to greater openness in the public sector under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, they must also publish a version excluding any commercially sensitive information on their own website within two working days of submitting the final bid to the Department for Transport. The Department for Transport reserves the right to deem the business case as non-compliant if this is not adhered to.

**Please specify the web link where this bid will be published:
www.parkingpartnership.org/north**

SECTION A - Scheme description and funding profile

A1. Scheme name: **Parking for East Anglia – Parking Portal**

A2. Headline description:

Please enter a brief description of the proposed scheme (<u>in no more than 250 words</u>)

The authorities in East Anglia have formed a consortium to bid to make access to parking data simpler. The consortium recognises that motorists are not constrained by local authority boundaries, but may cross between different areas, many times a week.

In rural East Anglia the distance between destinations is further than in urban areas, and drivers may travel some distance to the next regional centre. To be able to plan for parking choices and be aware of restrictions before setting out could improve the travel and destination experience.

The consortium therefore envisages a Parking Portal for the whole region where data is brought together and opened to make it simpler for people to plan journeys, allowing public and stakeholders to get access to the joined-up data in an open format.

With the addition of machine learning, the project could investigate dynamic pricing and real time availability, both of which have the opportunity to influence driver behaviour.

The consortium, via the Modern Transport and Parking Forum, has also made contact with a group of authorities in the West of England, where a mirror bid is being considered (led by Bath & North-East Somerset with Gloucestershire, Cardiff, Swansea, Newport, North Somerset, Wiltshire, Cotswolds and West Oxfordshire). The joint progression of both these bids would promote a wide-area open data trial.

A3. Geographical area:

Please provide a short description of area covered by the bid (<u>in no more than 50 words</u>)
The region of East Anglia including the whole area of the county authorities of Cambridgeshire, Essex, Norfolk and Suffolk, supported by the authorities of the East Anglian Parking Forum.

OS Grid Reference: **TL991255**
Postcode: **C03 3WG**

Please append a map showing the location (and route) of the proposed scheme, existing transport infrastructure and other points of particular interest to the bid e.g. development sites, areas of existing employment, constraints etc.

A5. Equality Analysis

Has any Equality Analysis been undertaken in line with the Equality Duty? ☒ Yes ☐ No
See Appendix A

SECTION B – The Business Case

B1. The Scheme – Summary/History (Maximum 200 words)

Please outline what the scheme is trying to achieve – indicate what data you expect to collect and your approach, what applications you will deliver from the connected data etc.

This should also provide a clear statement on data privacy and security.

The authorities in East Anglia have worked together through an informal group called the East Anglian Parking Forum for several years, including exchanging information about decriminalised parking and other topical issues concerning parking operation.

The proposal in this bid builds on much of the work already achieved by the Essex Parking Partnership in joining up datatypes and presenting them through a single website interface there by improving access to services across a variety of local authorities, which previously had to be accessed separately for each authority.

The establishment of a consortium to bid for an open data project is therefore a logical next step in joining up the services, in terms of their data, to the public and other stakeholders.

The consortium proposes a public parking portal for East Anglia in order to join and open up of a number of datasets that the authorities hold and encourage closes collaboration.

The portal would be based on a database from Chipside called Oppidatim. The database is already designed with data privacy and security in the mind, being an extension of the Casemanager.net database in use by most authorities in the consortium. A privacy statement can be found here: http://www1.parkingpartnership.org/north/privacypolicy

By opening up the datasets external stakeholders can promote accurate, safer, and more convenient journeys in the region, and the addition of machine learning, the project could investigate dynamic pricing and real time availability, both of which have the opportunity to influence driver behaviour.

Data would be made available in the Alliance for Parking Data Standards (APDS) open data format to stakeholders.

B2. The Strategic Case (Maximum 500 words)

This section should set out the rationale and strategic context for making the investment. This section is the most important and bidders should ensure that they address the guidance (particularly the text **in bold).**

Supporting evidence may be provided in annexes – if clearly referenced in the strategic case. This may be used to assist in judging the strength of your strategic case arguments but is unlikely to be reviewed in detail or assessed in its own right. So you should not rely on material included only in annexes being assessed.

Some of the questions you may wish to consider are:

How can opening data improve your transport service and what is the strategic context and value?

Opening up and improving parking data can have an impact on traffic circulation including reducing congestion at the point of arrival, for this can be used by the motorist in planning a journey with better accuracy.

Because regional centres in East Anglia are more dispersed than other areas, the exact location and destination may not be familiar to motorists before setting out; if they were to know the location of parking and restrictions in the area of their destination before setting out. This would enable the motorist to efficiently plan the route and parking simultaneously, in advance of setting out, providing a more trouble free and positive journey, safe in the knowledge that a convenient destination parking space had already been sourced, reserved and paid for, and using the same, common platform throughout East Anglia.

The consortium recognises that in the East Anglian regional journeys may be longer and across multiple authority boundaries and that therefore the approach of joining up the data, regionally, is considered to have most benefit.

What options have been considered and why are the dataset(s) you have prioritised offer the best solution and value for money?

The consortium has considered a number of alternatives, including simple links to each other's websites, where they are available. Linking between websites, however, would not bring the range of benefits that wider data consolidation would bring and nor would the information be in a common format.

The consortium has also considered joining up only certain of the datasets for presentation, however bringing together mapping, parking tariffs, and other parking data into one database could also bring benefits in terms of cross-referencing and analysis, for instance benchmarking or use in external stakeholder provider's Apps.

Since most of the authorities already use individual Chipside systems for core parking services in similar ways, it is a logical progression to bring all of the data together into one place in order to present it better.

What are the expected benefits / outcomes of your strategy?

Benefits include reductions to circulation congestion and improvements to air-quality at destinations where a motorist is able to plan with more certainty the end of his route and parking space prior to setting out on the journey.

Open data, presented correctly, could have enormous benefits for the future connected car or autonomous vehicles. Even today vehicles can make use of telematics through on-board guidance systems and mobile devices to provide guidance, and many of these are provided by the private sector.

Opening the data could establish better links for private providers to deliver data through applications to mobile devices and that therefore help motorists to plan better their journeys or inform them prior to the journey or along the line of route.

What is the predicted impact of opening the data and how will you measure the benefits?

Opening the data will provide for a single portal for motorists, public and other stakeholders, to enquire of parking services in one place about their destination parking events. A reduction in congestion through better route planning at the destination will ensue, positively impacting air quality through better knowledge of the route network at the destination, even prior to setting out.

Private providers will also benefit from the coordination and opening of the data by having only one place to go to discover the entire region's parking data, rather than having to bring together a number of disparate datasets from different authorities. Organisations such as freight transport operators may find efficiencies in having restriction and parking data supplied in one place, rather than having their vehicles arrive without knowing where to park.

How will you transform the data into intelligence and how will this help your value for money assessment?

It is proposed to join up all data in a single database, using imports or transformations from the source data, which will then be made accessible. The Oppidatim database will provide intelligent data analysis from its joining of the datasets to be able to provide answers across the region in ways that can only be imagined currently.

An example of this might be benchmarking to compare types of parking and the tariff between different regional centres, which would be very useful for research purposes.

With the addition of machine learning, the project could investigate dynamic pricing and real time availability, both of which have the opportunity to influence driver behaviour.

B3. The Financial Case – Project Costs

Before preparing a proposal for submission, bid promoters should ensure they understand the financial implications of opening the data (including any implications for future resource spend and ongoing costs relating to maintaining and updating the data), and the need to secure and underwrite any necessary funding outside the Department for Transport's maximum contribution.

Please complete the following tables. **Figures should be entered in £000s** (i.e. £10,000 = 10).

Table A: Funding profile (Nominal terms)

Bidders should provide a cost breakdown, and justification, of the different stages of opening data that the Department will provide funding for.

£000s	2019-20	Total
DfT Funding Sought	100	100
LA Contribution	5	105
Other Third Party Funding	*	105

* if successful, Chipside has offered to part match-fund the project with developer time.

Notes:
(1) Department for Transport funding must not go beyond 2019-20 financial year.
(2) A local contribution of 5% (local authority and/or third party) of the project costs is required.

B4. The Financial Case - Local Contribution / Third Party Funding

Please provide information on the following points (where applicable):

a) The non-DfT contribution may include funding from organisations other than the scheme promoter. Please provide details of all non-DfT funding contributions to the scheme costs. This should include evidence to show how any third party contributions are being secured, the level of commitment and when they will become available.

The North Essex parking partnership will provide £5000 of its parking reserve funding to prime this project. This funding is immediately available.

b) Where the contribution is from external sources, please provide a letter confirming the body's commitment to contribute to the cost of the scheme. The Department for Transport is unlikely to fund any scheme where significant financial contributions from other sources have not been secured or appear to be at risk.

Have you appended a letter(s) to support this case? ☐ Yes ☐ No ☒ N/A

B5. The Financial Case – Affordability (maximum 200 words)

This section should provide a narrative setting out how you will mitigate any financial risks associated with the scheme.

Please provide evidence on the following points (where applicable):

a) What risk allowance has been applied to the project cost?
   A contingency of 5% has been built into the project.

b) How will cost overruns be dealt with?
   The consortium agrees to underwrite any overrun up to a further 5% of the project total. The project will be managed to ensure no more than 5% of the project total can be overspent. The project will be managed in three phases where the stretch goal to phase 3 may be left out without detriment to a fully functioning system should an overrun be projected.

c) What are the main risks to project delivery timescales and what impact this will have on cost?
   The consortium expects the project is to be delivered within 15 months of its inception

---

B6. The Economic Case – Value for Money (maximum 200 words)

Bidders are requested to provide at least a qualitative description of the benefits that will be delivered from the data opened and how these could provide potential benefits going forward.

This should also capture any examples which generate revenue from the data collected and an indication on the number of users that benefits.

The consortium expects as part of the project to be able to deliver a public facing application from which revenue may be derived by producing the added value data in a way which most benefits the motorist freight transport association, organisations, and private Application providers.

The stretch phase of the project intends to market and deliver an application which can provide an income stream from either advertising revenue or subscription where the data is of sufficient value to organisations to generate efficiencies which are greater to them than the cost of the subscription. This may include a transport delivery organisation for instance, where the authorities could provide telematics on destination parking and help reduce PCN issues.

This same database could be used to provide telematics for connected and autonomous vehicles in future, reducing the damaging effects of poor air quality, and mitigating the effects of congestion at destinations through poor traffic circulation because of lack of knowledge of parking restrictions and available spaces.
The addition of machine learning, the project could investigate dynamic pricing and real time availability, both of which have the opportunity to influence driver behaviour.

B7. The Commercial Case (maximum 200 words)

This section should set out the procurement strategy that will be used to select a contractor and, importantly for this fund, set out the timescales involved in the procurement process to show that delivery can proceed quickly.

What is the preferred procurement route for the scheme? For example, if it is proposed to use existing framework agreements or contracts, the contract must be appropriate in terms of scale and scope.
Extension of the existing Chipside integrated parking system is already within the remit of the authorities which are Chipside customers, including the North Essex Parking Partnership which has planned for development of the system already in its current contract.

*It is the promoting authority's responsibility to decide whether or not their scheme proposal is lawful; and the extent of any new legal powers that need to be sought. Scheme promoters should ensure that any project complies with the Public Contracts Regulations as well as European Union State Aid rules, and should be prepared to provide the Department for Transport with confirmation of this, if required.

An assurance that a strategy is in place that is legally compliant is likely to achieve the best value for money outcomes is required from your Section 151 Officer below.

B8. Management Case - Delivery (maximum 200 words)

Deliverability is one of the essential criteria for this Competition and as such any bid should set out if any statutory procedure are needed before it can be delivered.
a) An outline project plan (typically in Gantt chart form) with milestones should be included as an annex, covering the period from submission of the bid to scheme completion. The definition of the key milestones should be clear and explained. The critical path should be identifiable and any contingency periods, key dependencies (internal or external) should be explained.

Has a project plan been appended to your bid?   ☒ Yes   ☐ No
 See Appendix B

b) A statement of intent to deliver the scheme within this programme from a senior political representative and/or senior local authority official.
As a group manager of the North Essex Parking Partnership, Chair of the National Positive Parking Agenda Group, Chair of the East Anglian Parking Forum, and a Director of the British Parking Association, the lead officer has shown a clear intent to deliver schemes which benefit the motorist, transform government services, make efficiencies, and successfully deliver projects such as this. The lead officer makes this bid in order to deliver more joined up services in the region in support of better regional parking experiences. The addition of a possible parallel bid through authorities in the West sets out the ambition for a wide-area trial in partnership with a number of authorities.

B9. Management Case – Governance (maximum 300 words)

Please name who is responsible for delivering the scheme, the roles (Project Manager, SRO etc.) and set out the responsibilities of those involved and how key decisions are/will be made. An organogram may be useful here. This may be attached as an Annex.
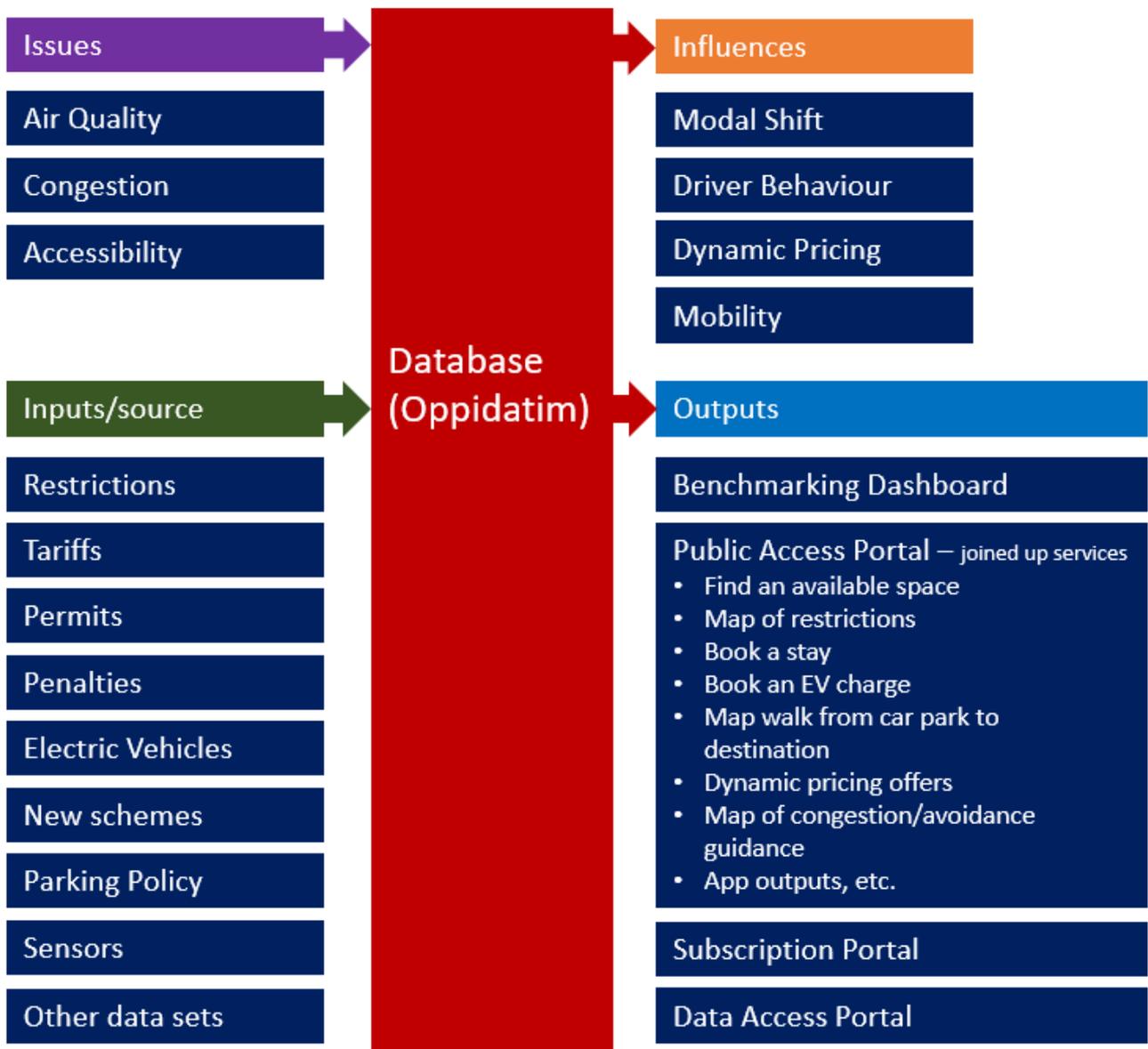**See appendix C**

B10. Management Case - Risk Management

Risk management is an important control for all projects but this should be commensurate with cost. A risk register covering the top 5 (maximum) specific risks to this scheme should be attached as an annex.

Has a risk register been appended to your bid?   ☒ Yes   ☐ No
See Appendix D

System Diagram

SECTION C – Monitoring, Evaluation and Benefits Realisation

C1. Benefits Realisation (maximum 250 words)
The competition is seeking to build up the business case for the relevant dataset(s) opened and use cases. Please provide details on the profile of benefits, and of baseline benefits and benefit ownership and explain how your will lead to the outputs/ outcomes. This should be achieved by logic maps, text descriptions, etc.
We also request that your bid clearly articulates how you are expecting to use the data collected and the expected benefits for both users and road op. Please also outline how you could measure the expected benefits from the application of the harvested data.

Parking data is difficult to summarise currently; some joining of data via the DataShare Portal has been achieved, and the Traffic Penalty Tribunal collects data, but this is separate and includes time-consuming data entry. Joining up data will automate this.

Opening data will provide a single portal for motorists and stakeholders, to access information in one place about their destination parking and the quickest, most efficient route to it.

A reduction in congestion through better route planning at the destination will positively impact air quality through better knowledge of the route.

Private providers will benefit from the coordination of data by having one place to access the entire region's parking data, rather than accessing disparate datasets from different authorities.

Freight transport operators can benefit from restriction and parking data supplied in one place, rather than having vehicles arrive without knowing where to park.

The consortium expects as part of the project to be able to deliver a public facing application from which revenue may be derived by producing the added value data in a way which most benefits the motorist freight transport association, organisations, and private Application providers.

The stretch phase of the project intends to market and deliver an application which can provide an income stream from either advertising revenue or subscription where the data is of sufficient value to organisations to generate efficiencies which are greater to them than the cost of the subscription. This may include a transport delivery organisation for instance, where the authorities could provide telematics on destination parking to help reduce PCN issues.

This same database could be used to provide telematics for connected and autonomous vehicles in future, reducing the damaging effects of poor air quality, and mitigating the effects of congestion at destinations through poor traffic circulation because of lack of knowledge of parking restrictions and available spaces.

The addition of machine learning, the project could investigate dynamic pricing and real time availability, both of which have the opportunity to influence driver behaviour.

C2. Monitoring and Evaluation (maximum 150 words)
The Department expects bidders to set out a clear strategy and commitment to monitor and evaluate the impact of opening the data and share practical experience and knowledge.

This project will be managed and reported through existing sector networks and organisational channels, including to the group of local authorities which are members of the Positive Parking Agenda, the local authority-led interest group supported by the British Parking Association, through sector publications such as Parking Review and

Parking News, and through the round table parking forum established by the British Parking Association, including DfT, MHCLG and road user associations.

In addition we will report through the Department for International Trade.

SECTION D: Declarations

D1. Senior Responsible Owner Declaration	
As Senior Responsible Owner for **Parking for East Anglia – Parking Portal Project** I hereby submit this request for approval to DfT on behalf of **the consortium of East Anglian authorities led by North Essex Parking Partnership (whose lead authority is Colchester Borough Council on behalf of Essex County Council)** and confirm that I have the necessary authority to do so. I confirm that **Colchester Borough Council** will have all the necessary powers in place to ensure the planned timescales in the application can be realised.	
Name: **Richard Walker**	Signed:
Position: **Group Manager – North Essex Parking Partnership**	

D2. Section 151 Officer Declaration	
As Section 151 Officer for [*name of authority*] I declare that the scheme cost estimates quoted in this bid are accurate to the best of my knowledge and that [*name of authority*] - has allocated sufficient budget to deliver this scheme on the basis of its proposed funding contribution - will allocate sufficient staff and other necessary resources to deliver this scheme on time and on budget - accepts responsibility for meeting any costs over and above the DfT contribution requested, including potential cost overruns and the underwriting of any funding contributions expected from third parties - accepts responsibility for meeting any ongoing revenue requirements in relation to the scheme - accepts that no further increase in DfT funding will be considered beyond the maximum contribution requested - has the necessary governance / assurance arrangements in place - has identified a procurement strategy that is legally compliant and is likely to achieve the best value for money outcome - will ensure that a robust and effective stakeholder and communications plan is put in place.	
Name: **Sean Plummer, s.151 Officer, Colchester BC**	Signed:

Submission of bids:
The deadline for bid submission is **23.59 on 8 February 2019**. An electronic copy only of the bid including any supporting material should be submitted to: traffic.comp@dft.gov.uk

Appendix A

Equality Impact Assessment Form - An Analysis of the Effects on Equality – Section 1: screening stage

Name of policy, service or strategy to be assessed:
- Parking for East Anglia

1. What is the main purpose of the policy, service or strategy?
- To provide a comprehensive, efficient and customer responsive parking data service for East Anglia

2. What main areas or activities does it cover?
- Development of all parking data strategies
- Support systems for all parking data service operations

3. Who are the main audience, users or customers who will be affected?
- All residents and visitors to the Council areas covered (people using car parks, provided or restricted parking spaces, permits or dispensations, building, information, signage and machines)
- All partner authorities and organisations

4. What outcomes do you want to achieve from the policy, service or strategy?
- To provide a framework for the provision of parking data services.
- To provide effective and efficient services
- To enable staff to be well informed and motivated

5. Are other service areas or partner agencies involved in delivery? If so, please give details below:
- Cambridgeshire County Council
- Essex County Council
- Norfolk County Council
- Suffolk County Council

6. Does the policy, service or strategy help to further or facilitate to our `general duty'[1] to:
(a) eliminate unlawful discrimination, harassment and victimisation?
(b) advance equality of opportunity between people who share a 'protected characteristic[2]' and those who do not?
(c) foster good relations between people who share a protected characteristic and those who do not?
- yes
If you have answered `no', please give details of the reasons for this decision:

---

[1] these 3 points summarise the 'general duty' as it applies to public sector organisations in the Equality Act 2010

[2] The Equality Act's `protected characteristics' include age, disability, gender reassignment, pregnancy and maternity, race, religion or belief and sex and sexual orientation. It also covers marriage and civil partnerships, but not for all aspects of the duty.

7. If you answered `yes' to any of the sections in Question 6 (above), please complete the following in order to identify how the policy, practice or strategy furthers the aim of the `general duty':

'Protected characteristic' group		How does it help to `eliminate unlawful discrimination, harassment and victimisation'?	How does it help to `advance equality of opportunity between people who share a protected characteristic and those who do not'?	How does it help to `foster good relations between those who share a protected characteristic and those who do not'?
1. Age	Older people (60+)			
	Younger people (17-25) and children (0-16)			
Disability	Physical	By providing information prior to travelling for ease of use by people with disabilities using technology and sensible design.	Consideration of a variety of provision for those who share a protected characteristic and those who do not (e.g. reserved easy access bays for Blue Badge Holders; exemption form maximum stays for less mobile, alternative forms of payment or systems like automatic number plate recognition).	Consideration of a variety of provision for those who share a protected characteristic and those who do not (e.g. reserved easy access bays for Blue Badge Holders; exemption form maximum stays for less mobile, alternative forms of payment or systems like automatic number plate recognition).
	Sensory			
	Learning			
	Mental health issues			
	Other – *please specify*			
Ethnicity[3]	White			
	Black			
	Chinese			
	Mixed Ethnic Origin			
	Gypsies/ Travellers			
	Other – *please state*			
Language	English not first language			
Pregnancy and Maternity	Women who are pregnant or have given birth in last 26 weeks			
Religion or Belief	People with a religious belief (or none)[4]			

---

[3] Census 2011 categories are: Bangladeshi, Indian, Pakistani, Other Asian (Asian or Asian British); African, Caribbean, Other Black (Black or Black British); White and Black African, White and Asian , White and Black Caribbean (Mixed); British, Irish; Other White (White); Chinese, Other (Other ethnic group).

[4] For example, Buddhist, Christian, Hindu, Jewish, Muslim, Sikh or no religious belief.

'Protected characteristic' group		How does it help to `eliminate unlawful discrimination, harassment and victimisation'?	How does it help to `advance equality of opportunity between people who share a protected characteristic and those who do not'?	How does it help to `foster good relations between those who share a protected characteristic and those who do not'?
Sex	Men			
	Women			
	Transsexual / gender reassignment			
Sexual Orientation	Lesbian, gay and bisexual			
Marriage and Civil Partnership[5]	People who are single, married or in a civil partnership			

8. Are there any concerns that the policy, service or strategy could have a differential impact in terms of equality?
- no

Please use the table below to indicate how the policy, service or strategy could have a positive or negative effect on any of the following equality groups (known under the Equality Act as 'protected characteristics'). Include reference to any consultation, data or information that you have used in making this assessment about positive or negative effects.

'Protected characteristic' group		Positive Impact	Explain how it could benefit the group	Negative Impact	Explain how it could disadvantage the group
Age	Younger people (17-25) / children (0-16)				

---

[5] Our legal duty in respect of `marriage or civil partnership' extends only to the need to eliminate unlawful discrimination.

'Protected characteristic' group		Positive Impact	Explain how it could benefit the group	Negative Impact	Explain how it could disadvantage the group
	Older people (60+)		This group is more likely to experience disability and require care and support at home. Policy arrangements are sufficiently flexible, and an appropriate degree of discretion is included, to ensure that this group's needs are likely to be met.		There may be a perception that, as customers are encouraged to use 'self-service' (web-based access to Council services), this group could be disadvantaged. Whilst it is generally perceived that older people are less likely to use IT in their daily routines, research indicates that this group tends to want to acquire or improve IT skills in order to enhance quality of life. The University of Sheffield COBALT (Challenging Obstacles and Barriers Assisted Living Technology) Research Team reported that older people recognise the benefits and convenience that devices such as smart or mobile phones, tablets and computers offer, and are keen to find ways that enable them to continue doing the things that are important to them and which meet their needs. The main requirement for this age group is that the technology is easy to use, which is a principle that the Council applies across all age ranges. We provide clear guidance on functionality and accessibility whilst continuing to engage with Age UK and other organisations that offer support.
Disability	Physical	Yes	By adapting the system for ease of use by people with disabilities using technology and sensible design		
	Sensory		As above		The policy includes a move towards on-line forms and 'virtual' visitors' permits which could potentially disadvantage this group.
	Learning		As above		
	Mental health issues		As above		
	Other – *please specify*				
Ethnicity	White				
	Black				

14

'Protected characteristic' group		Positive Impact	Explain how it could benefit the group	Negative Impact	Explain how it could disadvantage the group
	Chinese				
	Mixed Ethnic Origin				
	Gypsies/ Travellers				
	Other – *please state*				
Language	English not first language			Yes	Customers who do not have English as a first language could potentially be disadvantaged by the policy whose literature and online guidance is provided in English.
Pregnancy and Maternity	Women who are pregnant or have given birth in last 26 weeks				
Religion or Belief	People with a religious belief (or none)	*	System may provide information about concessions which are given on particular days (e.g. Sundays; Christian); but concessions are available to the whole population on the day.		
Sex	Men				
	Women				
	Transsexual / gender reassignment				
Sexual Orientation	Lesbian, gay and bisexual				
Marriage and Civil Partnership	People who are single, married or in a civil partnership				

9. Could the policy, service or strategy discriminate[6] against any 'protected characteristic', either directly or indirectly?
- Yes – by not providing instructions and documents in other languages than English
- Yes - Where concessions are given on particular days.

10. If you have identified any negative impacts above, have you been able to minimise or remove them, and if so, how?
- By ensuring that staff are trained in accessing the Council's translation service so they are able to assist customers whose first language is not English
- By ensuring that concessions are available to the whole population and are due to managing demand rather than specifically to a holy day

Summary and findings of Initial Equality Impact Assessment – screening stage
11. Please put a tick in the relevant box to confirm your findings, and what the next step is:

Findings	Action required
No likely negative impacts have been identified and this has been justified with reference to consultation, data or information. ☐	Sign off screening and finish.
Likely negative impacts have been identified but have been minimised or removed. ✓	Sign off screening and finish.
Likely negative impacts were identified but have not been minimised or removed. ☐	Sign off screening and complete a full impact assessment – Section 2.
There is insufficient evidence to make a judgement. ☐	Sign off screening and complete a full impact assessment – Section 2.

12. Name and job title of person completing this form:
- Richard Walker, Group Manager

13. Date of completion:
- 15 January 2019

14. Date for update or review of this screening:
- Update by Richard Walker, Parking Partnership Group Manager (01/04/2021).

If you have now signed off this screening form, Section Two is not required and you should remove Section Two from this document, along with these two paragraphs in italics. Please send a copy to the relevant Head of Service and the Equality and Diversity Officer. You also need to arrange for it to be published on the Council's website here – under the relevant service area heading.

---

[6] Direct discrimination occurs when a person is treated less favourably than another in a comparable situation because of their `protected characteristic' whether on grounds of age, disability, pregnancy and maternity, ethnicity; religion or belief; sex (gender), sexual orientation, or Marriage and Civil Partnership. Indirect discrimination occurs when an apparently neutral provision or practice would nevertheless disadvantage people on the grounds of their `protected characteristic' unless the practice can be objectively justified by a legitimate aim.

Appendix B

Project Plan

Project Information – *What, When and Who*

Project ID / Name		Data Sharing Improvement Project
		Parking for East Anglia Portal
Programme ID / Name		
Start Date	Jan 2019	Completion Date	March 2020
Service/Department	Environment		
Project Manager	Richard Walker		
Project Owner			
Project Sponsor			
Portfolio Holder (PFH)			

Strategic Alignment – *Strategic reason for the project*

Reason for project (tick all that apply)	Legislative	Contractual	Operational Improvement	Other (e.g. Commercial opportunity)
			✓	
If "Other", please provide further details here				

Project Purpose – *What are you doing and why?*

1. Business Case
Councils tend to have a number of closed data systems and siloed data, even when this is available to the public, meaning visits to may locations to get a full regional picture, with little data exchange possible to stakeholders. The project will join up data and make it accessible.

2. Project Definition
To review council's systems and provide an improved database to support communication between the services involved.
The project impacts across a number of areas:
- Cambridgeshire, Essex, Norfolk, Suffolk

All council teams will be include as part of the project to maximise the benefits.

3. Project Scope
A high-level review of the systems and links and interfaces 'to and fro' between:
- Parkmap
- MiPermit
- And the provision and cleansing of data for Oppidatim

There will be a focus on:
- System Interface development
- Training

The database, interface and data cleansing is the key to much of the work in the early strand of the project – information which is currently held in separate places and some separate system database .Links between the databases and central database will be crucial to the operation of a smart workflow, including output of data through the system interfaces.

4. Project Scope Exclusions
The general selection, operation and provision of systems is excluded as these are in place. The system shortcomings may be acknowledged, but all outcomes will be contained as far as possible within the existing resources.

5. Project Outcomes/Deliverables
To deliver a better working system providing for:
- Communicating data from the separate council systems through an interface to the central database and Customers
- Messaging to and from the individual councils
- Informing, assisting public enquiries
- An Interface from Oppidatim to export in open data format

- An Import routine to make changes to data formats and cleanse data in the Oppidatim system
- Live view of data for real time updates, saving additional reports and collections from different websites and systems in the process
- Reduction in paper usage
- Acceptance of digital services; reduction of existing service delays
- Output reports or files from Oppidatim for benchmarking

What is the financial benefit of this project?
- There is an opportunity to reduce reliance on separate and siloed systems, implement faster responses and make efficiency savings as a result (e.g. reducing circulation, congestion and improving air quality and information).

What are the non-financial benefits of this project?
- There is an opportunity to implement closer working and best practice, to support better the new ways of working and an environment to aid communication between authorities by making better use of the services available and make links between databases.

What are the financial and/or non-financial consequences of not doing this project?
- No savings or improvements made; continued silo working.

Priority 1 – Data identification and cleansing 01/09/2019

Priority 2 – systems-based issues..01/12/2019

Priority 3 – implementation (> normalisation) and deliver App 31/03/2020

| Project Features – *What is the scope and deliverables?*	
Must have	Public Interface
	Data Interface Improvements – joined up data This will ensure that the quality of data published improves, and is sharable
Should have	Communicating data through an interface to Customers; Informing public enquiries
	Messaging to and from the partners' systems. An Interface to import new information
	Live view of data in the process. Reduction in paper usage; Acceptance of digital services; Availability of data in exchange format.
Could have	App for presenting data to public
Won't have	Process changes

Appendix C

Organisational Roles & Responsibilities

Project Governance Structure – *Project Organisation Chart Showing Required Resource*

The Parking Partnership is looking to review its structure to provide a new Delivery Group – providing £0.5m of its own services and a resource to manage this bid, if successful, as shown below:
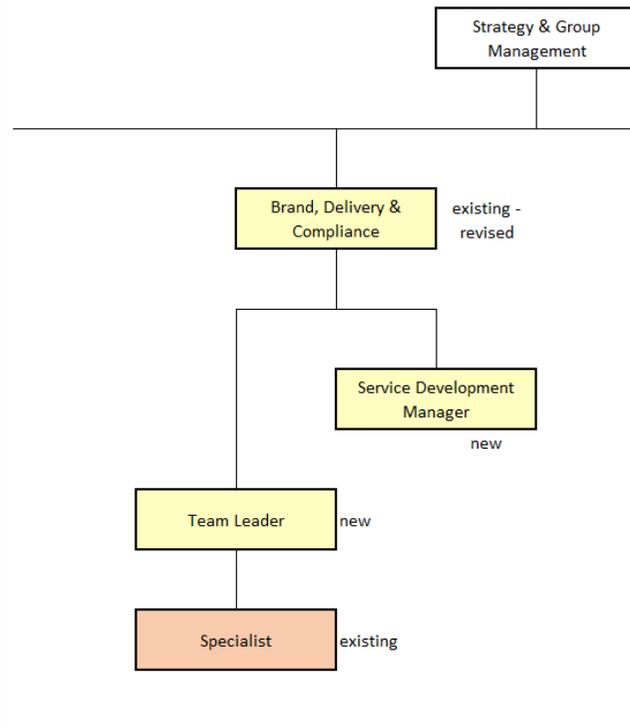
Project Governance Controls – *Reporting frequency and method*

Bi-Weekly project meetings with project group

Appendix D

Risk Register

Key Project Risks – *What if?*

Risk	Outcome Score			RAG	Impact / Consequence	Mitigation / Controls
	P	I	O			
Financial Budget	3	5	15	A	Project delivery	Bid created; realistic budget set.
Project overrun	1	2	2	G	Financial impact	Partners work together to ensure project management and governance is effective.