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**B O R O U G H**

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**Susan Sale**  
Joint Strategic Director  
Legal & Democratic Services  
Guildford & Waverley  
Borough Councils

**Executive**

**Thursday, 8th August, 2024**

**Supplementary Information Sheet**

**Agenda No    Item**

9.    **Supplementary Information Sheet (Pages 1 - 20)**

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## Executive

08 August 2024

### Supplementary Agenda Pack

#### Procedure for the discharge of business at this meeting

The Leader of the Council welcomes the attendance of members of the public and non-Executive councillors at this meeting.

The procedure for dealing with each item of business shall be as follows:

1. Lead Councillor to introduce report on the matter.
2. Non-Executive councillors invited to ask a question or comment, for which they will have a maximum of **five** minutes each.
3. Lead councillor to respond to any questions/comments.
4. Executive debates the matter
5. Lead councillor to respond to any questions/comments.
6. Executive to make decision on the matter.

**Agenda item 5: Adoption of the Planning Contributions For Open Space in New Developments SPD (Pages 17 – 70)**

Lead Councillor: Councillor Fiona White, Lead Councillor for Planning

Lead Officer: Gavin Stonham, Senior Planning Policy Officer

**Agenda item 6: Guildford Borough LCWIP Report Endorsement (Pages 71 - 80)**

Lead Councillor: Councillor Fiona White, Lead Councillor for Planning

Lead Officer: Kimberley Ewan, Senior Policy Officer (Transport)

**Agenda item 7: Replacement / Upgrade of Various Car Park Payment Equipment (Pages 81 - 130)**

Lead Councillor: Councillor Catherine Houston, Lead Councillor for Commercial Services

Lead Officer: Ann Carroll, Project Manager (Parking – Operational & Technical)

Appendix 1 to this Supplementary Information Sheet – Equality Impact Assessment

Appendix 2 to this Supplementary Information Sheet – Privacy Impact Assessment

**Agenda item 8: Review of Executive Working Groups 2024-25(Pages 131 - 174)**

Lead Councillor: Councillor Rehorst-Smith, Lead Councillor for Regulatory and Democratic Services

Lead Officer: Carrie Anderson, Senior Democratic Services Officer

Recommendations:

That the Executive:

1. Approve the membership and terms of reference for the Executive working groups recommended to continue as set out in the appendices to the report;
2. Agree to dissolve the Financial Recovery Executive Working Group and the HRA Housing Management HRA Board; and,
3. Establish the Housing Operations Board and approve its terms of reference and membership.

Membership of the Housing Operations Board is as follows:

Cllr Julia McShane (Chair)

Cllr Bilal Akhtar

Cllr Philip Brooker

Cllr Amanda Creese

Cllr Vanessa King

Cllr Maddy Redpath

## Equality Impact Assessment

The purpose of an assessment is to understand the impact of the Council's activities\* on people from protected groups and to assess whether unlawful discrimination may occur. It also helps to identify key equality issues and highlight opportunities to promote equality across the Council and the community. The assessment should be carried out during the initial stages of the planning process so that any findings can be incorporated into the final proposals and, where appropriate, have a bearing on the outcome.

(\*Activity can mean strategy, practice, function, policy, procedure, decision, project or service)

Name of person completing the assessment	Ann Carroll on behalf of Andy Harkin	Date of assessment	02/08/2024
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Name of the proposed activity being assessed	Parking payment equipment replacement procurement	Is this a new or existing activity?	Existing
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Who will implement the activity and who will be responsible for it?	Parking Services will implement & the Parking Lead Andy Harkin will be the responsible officer
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### 1. Determining the relevance to equality

What are the aims, objectives and purpose of the activity?	<p>Aim: replace end of life parking payment equipment within car parks and improve payment options</p> <p>Objective: replace equipment before it fails which protects parking revenue</p> <p>Purpose: Parking machine purpose is to take payment for parking sessions and provide tickets or barrier entry/exit</p>
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Is this a major activity that significantly affects how services or functions are delivered?	No	Who will benefit from this activity and how?	<ul style="list-style-type: none"> <li>Stakeholders of the service</li> <li>GBC who manage and maintain the service</li> </ul>
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Does it relate to a function that has been identified as being important to people with particular protected characteristics?	Yes, it may affect those with mental illness, impairments, or conditions such as dyslexia, however this is mitigated by providing multiple options. We are increasing those options and not removing any.	Who are the stakeholders? Does the activity affect employees, service users or the wider community?	<ul style="list-style-type: none"> <li>• The public who use the machines are the stakeholders</li> <li>• The improved technology will improve employees using the system or maintaining it</li> </ul>
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**Based on the above information, is the activity relevant to equality?**

<p><b>Yes – continue to section 2</b></p> <p><b>No – please record your reasons why the activity is not relevant to equality</b></p>	Yes
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<p>2. Is the proposed activity accessible for all the protected groups listed below?  <i>(Consider in what ways the activity might create difficulties or barriers to parts of the workforce, community or protected groups. How might one or more groups be excluded because of the activity?)</i></p>				3.
Protected groups	Yes	No	Evidence	
Disability	X		It is possible that those with mental health issues, disabilities such as dyslexia or sight impairment may prefer to still use cash. This is an option	
Race		X		
Gender		X		
Sexual orientation		X		
Age	X		It is possible that those with age related degenerative conditions may prefer to still use cash. This is an option.	
Religion or belief		X		

Transgender or transsexual		X	
Marriage and civil partnership		X	
Pregnancy or maternity		X	

4. Is it likely the proposed activity will have a negative impact on one or more protected groups?			
Protected groups	Yes	No	Evidence
Disability	X		
Race		X	
Gender		X	
Sexual orientation		X	
Age	X		
Religion or belief		X	
Transgender or transsexual		X	
Marriage and civil partnership		X	
Pregnancy or maternity		X	

5. What action can be taken to address any negative impact? What measures could be included to promote a positive impact? *(Consider whether it is possible to amend or change the activity due to the likely adverse impact whilst still delivering the objective. Is it possible to consider a different activity which still achieves the aims but avoids an adverse impact? Is an action plan required to reduce any actual or potential adverse impact?)*

When we conduct our procurement we will re-assess impacts to establish if any further improvements can be made. Although we are keen to adopt a ticketless operation across our payment equipment, if the use of touchscreen, vehicle registration mark terminals was identified as causing particular user-groups issues, ticketed payments could potentially be retained. However, the adoption of ticketless technology in would reduce the need of those with physical impairment to reach for a physical ticket at the payment machine and have to return to their vehicle (in the Pay and Display car parks) in order to display it. The removal of physical tickets would also eliminate lost tickets in the Pay on Foot car parks, for those users with poor memories who may have forgotten where they put their ticket.

6. What are the main sources of evidence that have been used to identify the likely impacts on the different protected groups? *(Use relevant quantitative and qualitative information that is available from sources such as previous EIA's, engagement with staff and service users, equality monitoring, complaints, comments, customer equality profiles, feedback, issues raised at previous consultations and known inequalities).*

We don't feel there is any significant impacts to stakeholders. We are improving the end-of-life equipment which currently can cause delays due to connectivity and providing improved payment options for customers. We do appreciate that paying for parking can be difficult for those that may have varying disabilities or conditions such as dyslexia or visual impairment and therefore we will continue to offer a cash/coin option (reduced machines) to ensure they are not disadvantaged. Those that rely on their phones can pay by phone, or contactless.

In the future we aim to move to the National Parking Platform so customers can pay by one App rather than multiple App's which may assist further.

7. Has any consultation been carried out (e.g. with employees, service users or the wider community)? Please provide details

No consultations have taken place however we are not removing any options, we are just providing additional options such as ticketless and contactless in all car parks with ANPR, as well as better functioning technology and connections in the car parks.

Less maintenance of car park machines and replacement of tickets provides more time for our enforcement officers to patrol the car parks and provide customer service to our stakeholders.

8. Is further consultation required as a result of any negative impact identified? If so, what groups do you intend to engage with and how?

No – as above



9. Conclusion of Equality Impact Assessment - please summarise your findings

We do not feel there is any negative impacts for stakeholders using our car park. However we will continue to monitor the situation and in the unlikely event that any arose, mitigate them, where practicable.

**Name of person completing assessment:**

**Date: 02/08/2024**

**Job title: Ann Carroll**

**Signature: Ann Carroll**

**Senior manager name: Andy Harkin**

**Date: 05/08/24**

**Signature: Andy Harkin**

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Privacy Impact Assessment

General information

1	<b>Name &amp; date of project/process</b>	GBC/WBC Parking Machine Replacement
2	<b>Objective</b> <b>Describe the established and proper legal basis for the scheme.</b> For example, it would not be appropriate for the Council to use CCTV to investigate a matter that is not within its legal powers to investigate (e.g. a police matter or an issue where enforcement powers lie with another organisation).	GBC/WBC replace end of life parking machines within its car parks before they fail which would compromise customer satisfaction and Council Revenue
3	<b>Background</b> Why is the use of personal information required?	Credit card information is used to take payments on the parking machines. This is already taken at the existing equipment within our Pay on Foot car parks and also currently at Bedford Road MSCP Pay and Display car park. The intention is to extend this payment method to all Pay and Display car parks. We also intend to introduce Automatic Number Plate Recognition (ANPR) technology. Although primarily to be used in the Pay on Foot car parks, so that the customer's vehicle registration mark becomes the credentials by which the duration of their parking sessions is identified, rather than a

		physical ticket, this technology could also be used in the Pay and Display car parks to improve occupancy data gathering.
4	<b>Benefits to individuals, the Council and other parties or stakeholders</b>	To continue revenue from these types of payment options
5	<b>Constraints</b>	If the system/machine was down or no connection this would stop payments being taken
6	<b>Relationships</b> For example, with other services, LAs or organisations	GBC & WBC have same facilities
7	<b>Quality expectations – ie how will the system improve existing practices?</b>	When we upgrade/replace the systems they will be newer and aim to improve the connection, some by way of a 5g connection and other due to improved connection in the car parks
8	<b>Cross reference to other projects</b>	n/a
9	<b>Project Manager (where relevant)</b>	Ann Carroll
10	<b>Information Asset Owner</b> All information assets must have an Information Asset Owner (IAO). IAOs are normally the Head of Service or service manager. This would not normally be ICT – it should be the manager responsible for the service. The IAO is responsible for ensuring the process or system complies with the Data Protection Act 2018.	Andy Harkin (GBC) & Mark Davis (WBC)
11	<b>Information Asset Administrator (previously referred to as “Responsible Officers”)</b>	Jane Brown (Peter Steven’s temporary replacement whilst he is Acting Assistant Director)

	All information assets must have an Information Asset Administrator (IAA) who reports to the IAO as stated above. IAAs are normally system managers, project leads and so on. IAAs may be responsible for the day to day compliance of the process and should be of appropriate seniority to correct any inappropriate working practice by staff who use the information or system.	
12	<b>Deputy Information Asset Administrator</b> It is necessary that there is a deputy in place for when the IAA is absent from the workplace for whatever reason	Andy Mizen-Brooker
13	<b>Customers and stakeholders</b>	The public are customers

If you answer “YES” to any of the questions in Part 1 below, you should consider carrying out a full PIA

<b>Screening questions</b>		
<b>PART 1</b>		
If you answer “YES” to any of the questions in PART 1, you should consider carrying out a full PIA – see separate template.		
1	Does this project involve the use	No

	of sensitive (special category) personal information?	
2	Does this relate to (1) a new ongoing process or (2) a permanent change in the way the Council will handle personal information?	No
3	Will you be using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	No
4	Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?	No
5	Will the project result in you making decisions or taking action against individuals in ways which can have a significant impact on them?	No
6	Does the project involve you using new technology, which	No

	might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.	
7	Is the personal information used likely to raise privacy concerns or expectations – eg health records, criminal records or other data likely to be considered particularly private?	No
8	Will the project require you to contact individuals in ways which they may find intrusive?	No
9	Does the process involve the matching or other aggregation of personal information from different sources, which could have an impact on privacy?	No - the credit card information and ANPR data (or the personal data that could potentially be derived from this) will not be used for cross-referencing / enforcement purposes.
<p><b>PART 2</b></p> <p>If you answered “NO” to the questions in PART 1 but “YES” to any of the questions in PART 2 below, you may decide to use this shortened PIA template</p>		
1	Will the project involve the collection of information about individuals?	No

2	Are you conducting this PIA as a result of a recent data breach or a “near miss”?	No
3	Will the project or process compel individuals to provide information about themselves?	No



**APPROVALS FOR THIS PIA**

<p><b>Consultation</b></p> <p>Describe whether you carried out any consultation. Include dates and identities of the people you consulted and a description of their interest in the subject and details of their responses.</p> <p>Please signpost to further details about the consultation by providing a link or file reference.</p>	<p>The following consultations have happened</p> <ul style="list-style-type: none"> <li>• Business Mandate was approved by mandate team -10/05</li> <li>• WBC Transformation and collaboration board – June</li> <li>• JMT was approved 5/6</li> <li>• EB was approved 19/6</li> </ul> <p>The Business Case/Report will be going to SCB 12/7 - approved Executive 08 August 2024 Full Council 13 August 2024</p>
<p><b>Privacy and related risks</b></p> <ol style="list-style-type: none"> <li>1. What risks have you identified to the individuals affected, the Council and anyone else? (Include details of compliance risks).</li> <li>2. Now please describe the solutions to those risks to the action that must be taken to minimise the risks</li> <li>3. Who is responsible for the actions required to reduce the risks? Have you made them aware? How?</li> </ol>	<ol style="list-style-type: none"> <li>1. No risks to personal information. Payments are taken via Credit/debit cards for payments which are taken securely and not stored</li> <li>2. The service will monitor as per normal BAU the process</li> <li>3. The service is responsible to ensure risks are mitigated</li> </ol>
<b>Data Protection Principles</b>	
Identify what personal information will be	

<p>used within this process?</p> <p>Is confidential personal information or other high risk information involved (such as National Insurance numbers or financial information that could place individuals at risk)? If so please identify.</p>	<p>No personal information is held</p> <p>Payment transactions are processed but we do not store any personal information. The ANPR data will only be used to determine the duration of the parking session and in the vast majority of cases, this will be calculated automatically by the payment equipment. There may be occasions where the manual involvement of Parking team staff may be necessary to assist the customer in determining the duration of their parking session, although even then, many payment equipment systems provide users with functionality to check for their own vehicle registration mark independently, if their vehicle has not been recognised automatically.</p> <p>Whilst the vehicle registration mark information collected could potentially be used to allow the council to differentiate, in real time, between vehicles of different fuel types or emissions standards, this would not extend to the collection of personal data associated with the keeper of the vehicle.</p>
<p>Which conditions for processing personal data does this use of information meet?</p> <p>If you are relying on consent, how will you obtain this?</p>	<p>Payment process for parking</p>
<p>If sensitive (special category) personal information is involved, which <a href="#">Schedule 8 Condition</a> (DPA 2018) does this use of information meet?</p> <p>If you are relying on explicit consent, how will you obtain this</p>	<p>N/A</p>
<p>Describe what information about the process you will be giving to data subjects</p>	

<p>and how this will be communicated (attach the proposed privacy notice or link to it)</p> <p>You must make sure the data subjects will know:</p> <ul style="list-style-type: none"> <li>• The identity of the data controller</li> <li>• The identity of any nominated representatives</li> <li>• The purpose for which the personal information will be used</li> <li>• Any further information required to ensure the use of the information is fair, having regard to the specific circumstances in which the personal information is to be used</li> </ul> <p>If the process involves electronic marketing, explain how you will ensure compliance with the Privacy and Electronic Communications Regulations</p>	<p>None</p>
<p>Explain how you will ensure that you do not collect excessive or irrelevant information</p> <p>Identify any information you don't need, but which might be inadvertently supplied. What can you do to prevent this?</p>	<p>We don't collect any information and therefore cannot use for anything else</p>
<p>What retention period applies?</p>	<p>N/A</p>

<p>What process do you have in place to ensure you will dispose of personal information no longer required?</p>	
<p>Will the system you have in place allow you to respond to subject access requests easily?</p> <p>What will be your procedure for making sure you extract all relevant personal information when requested?</p> <p>If you are relying on consent, how will you be able to handle withdrawal of consent?</p> <p>What procedures are in place to rectify or block information by individual request or court order?</p>	<p>N/A</p>
<p>What measures are required to keep the information safe, available and reliable? How will you identify unauthorised access or use?</p> <p>What training and instructions are necessary to ensure staff know how to handle the information securely and in accordance with your procedures?</p>	<p>N/A</p>

<p>Will someone, other than the Council and its employees, be using or storing the personal information? If so, provide the security guarantee and a copy of the contract or information sharing agreement as applicable.</p>	
<p>Will the process include the transfer or storage of personal information outside of the UK or European Economic Area either directly or by the internet (“cloud”) or website?</p> <p>If the answer is “yes”, how will you ensure that the personal information is adequately protected or otherwise meets the requirements of the sixth GDPR principle (integrity and confidentiality)?</p>	No

**APPROVALS FOR THIS PIA**

**Information Asset Owner's declaration and signature**

I confirm that I have considered the process and procedures and I know that it is and will be compliant with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). I hereby authorise acceptance of this Privacy Impact Assessment:

**Name:** Andrew Harkin

**Job title:** Parking Lead

**Date:** 05/08/2024

**In the case of a new IT system (including cloud services) being procured (or an existing system being upgraded), the PIA must be signed off by the Authority's ICT Manger in addition to the project's Information Asset Owner.**

Note: Fwd out for review/approval – pending signature.

**ICT Manager's Approval**

Name	
Post title	
Signature	
Date of approval	