

Equality Impact Assessment Templates

Quick Guidance Notes

Stage 1. Screening Stage

Stage 1 of the template is classed as the Screening Stage. This should always be completed. **Remember it should be an integral part of policy development not a last minute thought.**

At this stage you should be assessing obvious negative/positive impact or gaps in knowledge about likely impact. It should be a relatively short process which makes use of any previous consultation results, any differences in user satisfaction among groups, personal knowledge and experience, research, reports, existing equality data about service usage, internet searches, internal and external specialist advice, employees with previous experience of similar work, known inequalities etc. **If the likely impact on a particular group is unknown, then action should be taken to acquire this information.**

If the impact is positive (i.e. the outcome will benefit an Equality Group) then no further action is required. If no positive or negative impacts are identified then no further action is required. If the activity has the potential to cause adverse/negative impact or discriminate against different groups in the community it will require a full impact assessment (Stage 2).

In some cases it might be easy to put in place simple adjustments to eliminate any negative impact while you are working through the screening process, especially if you already have clear evidence/consultation and the process is an integral part of your policy development. It should only be done if you are absolutely confident that no other impact will be identified. If you choose to do this you should clearly document the reasons/evidence and put in place monitoring to ensure action is taken if unanticipated impact occurs.

Stage 2. Full Equality Impact Assessment Report

Stage 2 of the EIA process guides officers through the full impact assessment process, ensuring that research/consultation with relevant equality groups has been carried out and leads to an action plan aiming to minimise the negative impact/s.

Consultation involves engaging with representatives from equality groups who are likely to be affected by the activity. It could involve engaging with employees and Members, trade unions, other public bodies, voluntary and community groups. It is important to ensure sufficient time and resources are dedicated to the consultation process to encourage full participation. You should refer to the Consultation Toolkit to ensure your consultation follows good practice. The Focus system should also be used and is able to give you information relating to other consultation activities across the council as well as existing groups/volunteers you may be able to access.

Take a Proportionate Approach

Your approach to assessing the equalities impact of a policy, strategy or service should be proportionate to the likely impact it will have. Issues you should consider include:

- the number of people likely to be affected

- the size of the budget/amount of money involved
- the extent of the proposed change
- wider public policy implications

This means you will assess more rigorously policies which are likely to have a significant impact on the local community.

Additional guidance notes to help you through the process are available in the Equality Impact Assessment Guidance Document.

Stage 1 and 2 Equality Impact Assessment Templates

Directorate: Strategy, Performance and Communications Service: Planning Policy

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Date of assessment: 15/01/19

Names and job titles of people carrying out the assessment: Hazel Sargent, Senior Planning Officer

Name of service/function/policy etc: Folkestone & Hythe District Council Core Strategy Review – Submission Draft

Is this new or existing? New – replaces Shepway Core Strategy 2013

Stage 1: Screening Stage

1. Briefly describe its aims and objectives

The Core Strategy Review is a long-term plan forming the most important element of the LDF. It is about 'spatial planning' bringing together the aims and actions of the government, local councils, residents, businesses and voluntary groups, by managing land use and developments. It will:

- Provide a policy framework for the determination of applications for planning permission;
- Determine the level and type of housing that will be built over a 20 year period, including policies for affordable housing. It will also make strategic allocations including that for a new settlement;
- Secure an adequate employment land supply and labour supply to meet the future needs of the District and through determining priorities for regeneration (e.g. Folkestone Town Centre);
- Provide a strategy to enhance and improve the quality of the District's Green Infrastructure, including playing pitches; and
- Provide a framework to direct the use of the Council's own assets.

2. Are there external considerations? (legislation/government directive etc.)

The production of a local plan is a statutory requirement. It is prepared to comply with the legal requirements of the following:

- Planning and Compulsory Purchase Act 2004;
- Planning Act 2008;
- Town and Country Planning (Local Planning) (England) Regulations 2012;
- Localism Act 2011; and
- National Planning Policy Framework (2018).

When adopted the Core Strategy Review will form part of the Development Plan for the District.

3. Who are the stakeholders and what are their interests?

All people living, working, visiting or carrying out business within the District.

4. What outcomes do we want to achieve and for whom?

A strategic plan that will deliver the District's needs for development to 2037 in a way which protects the high quality environment and provide growth for the future within the framework of national planning policy. The document has been widely consulted on to ensure that stakeholders and members of the public have the opportunity to be part of the decision-making process. The document has to be in line with other Council documents, and other evidence studies and assessments.

5. Has any consultation/research been carried out or relied upon?

Yes

If **yes** please provide details and outcomes, if **no** please outline any planned activities.

Due to the set nature of the procedures to develop the Core Strategy Review, there are a number of opportunities throughout the process for consultation to be carried out. To date, the following consultation has been undertaken:

- Consultation on proposed strategic sites (2016/17) – the Council and its partners undertook consultation on their proposals with government bodies, local authorities and statutory undertakers as part of the Duty to Co-operate requirements; and
- **Consultation Draft Core Strategy Review (Regulation 18) consultation** – The consultation period was from 29 March to 18 May 2018. The consultation was publicised through social media and a series of exhibitions and meetings were held throughout the district. In total 746 comments were received from 109 individuals and organisations. All sections and policies attracted comments, including those left unchanged from the 2013 plan.

Those comments, together with the changes in Government legislation, Council objectives in the Corporate Plan and a Sustainability Appraisal of the document were considered when drafting the Submission Draft Core Strategy Review.

The methods for consultation are set out in the Statement of Community Involvement but they included:

1. Publishing the documents on the Council's website and enabling people to comment online;
2. Exhibitions across the district accompanied by officers;
3. Presentations to parish councils and other organisations;
4. Paper copies of the documents at Council offices and libraries; and
5. Use of the Council's social media channels.

A large number of research studies have also been carried out to inform the Core Strategy

Review, covering various topics including:

- Cross-cutting issues;
- Employment and town centres;
- Housing;
- Landscape assessments;
- Statutory appraisals;
- Infrastructure;
- Strategic sites; and
- Transport.

These can be viewed on the Council's website under the Core Strategy Review pages.

6. Are there any concerns at this stage which indicate the possibility of inequalities/negative impacts? (Consider and identify any evidence you have - equality data relating to usage and satisfaction levels, complaints, comments, research, outcomes of review, feedback and issues raised at previous consultations, known inequalities) If so please provide details.

At this stage we do not believe there are any inequalities/negative impacts. Local Plans, such as the Core Strategy Review, are tested by a Sustainability Appraisal against a set of criteria to ensure policies and proposals are consistent with the aims of sustainable development. Those criteria include:

1. Improve the provision of homes, including affordable housing, having regard to the needs of all sections of society, including the elderly.
14. Promote community vibrancy and social cohesion; provide opportunities to access services, facilities and environmental assets for all ages and abilities and avoid creating inequalities of opportunity for access.

7. Could a particular protected characteristic be affected differently in either a negative or positive way? (Positive – it could benefit, Negative – it could disadvantage, Neutral – neither positive nor negative impact or Not sure?)

	Type of impact, reason and any evidence
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Disability	No perceived negative impact. However disabled people are sometimes less mobile and need employment, services and leisure opportunities close to their homes. The strategic site allocations have taken into consideration proximity to existing facilities and provision of new where needed. Development is proposed only in the most sustainable locations, accessible by public transport where possible. Core Strategy Review Policy CSD2 looks to enable very elderly or other vulnerable people to remain in their
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	own homes. Consultation events are held in accessible locations and the document is available in other formats when requested.
Race (including Gypsy & Traveller)	No perceived negative impact. Whilst certain ethnic groups may require different housing needs, Core Strategy Review Policy CSD2 requires a mix of dwelling size and type including appropriate provision for Gypsies, Travellers and Travelling Showpeople. The document is available in other formats and languages when requested.
Age	<p>No perceived negative impact. Core Strategy Review Policy SS6: New Garden Settlement - Development Requirements states:</p> <p>“g. A minimum of 10 per cent of homes in each substantial phase shall be built to meet the needs of the elderly, from active retired people to those requiring intensive nursing care, including specialist C2 provision. All such homes shall be built to meet M4(3) Category 3: Wheelchair User Dwellings standards as set out in Building Regulations; and</p> <p>h. The remaining 90 per cent homes shall be built to meet M4(2) Category 2: Accessible and Adaptable Dwellings as set out in Building Regulations. Homes should be designed to be flexible to respond to the changing needs of families.”</p> <p>Policy CSD2 of the Core Strategy Review provides for a mix of dwelling size and type Community facilities and the protection of play and open space areas are important for children and young people within the community. These will be provided within new developments in accordance with Core Strategy Review policies and where specific site allocations indicate their need.</p>
Gender	No perceived negative impact.
Transgender	No perceived negative impact.
Sexual Orientation	No perceived negative impact.
Religion/Belief	No perceived negative impact. Although certain religious groups may require different housing needs to accommodate larger families Core Strategy Review Policy CSD2 requires a mix of dwelling size and type.
Pregnancy and Maternity	No perceived negative impact. Holding exhibitions at different times of the day and providing opportunities to comment online gives greater choice of opportunities to comment by those with children.
Marriage/Civil Partnership Status	No perceived negative impact.

8. Could other socio-economic groups be affected e.g. carers, ex-offenders, low incomes?

	No perceived negative impact.	

9. Are there any human rights implications?

Yes/No (if yes please explain)

No human rights will be affected by the Core Strategy Review.

10. Is there an opportunity to promote equality and/or good community relations?

Yes/No (if yes how will this be done?)

The planning system and national/local planning policies exist to ensure that the development of land is planned for in a consistent, fair and transparent manner. Consultation is a statutory requirement as part of the plan-making process, as is the Duty to Cooperate with other bodies meaning that everyone has the opportunity to comment. Consultation also requires making provision to engage with hard-to-reach groups and to use different communication methods to ensure participation by as many as possible in the process. This is set out in the Statement of Community Involvement.

The Core Strategy Review includes strategic sites for additional residential development and the Core Strategy Review Policy CSD1 requires that a proportion of these are affordable homes (there are some exceptions to this). This Core Strategy Review will therefore assist with the provision of a greater number of affordable homes with all sites having also been considered against sustainability criteria to ensure that future residents live in locations best able to provide local services and transport. In addition to homes, the Core Strategy Review also contains provision of additional community facilities. Such facilities can contribute to a sense of wellbeing and belonging to a particular community. Key employment areas are identified and new retail provision is proposed which will lead to local job opportunities which help to address unemployment, out-commuting and support for local traders.

Core Strategy Review Policies SS6 and CSD9 also promote community self-build housing schemes which can help generate good community relations and bring people together so creating future communities.

11. If you have indicated a negative impact for any group is that impact legal? (not discriminatory under anti-discrimination legislation)

Yes/No (please explain)

N/A

12. Is any part of this policy/service to be carried out wholly or partly by contractors?

If yes have you done any work to include equality and human rights considerations into the contract already?

The Core Strategy Review was formulated using the Council's existing resources and procedures. Some of the evidence informing the Core Strategy Review has been undertaken by private sector consultancies; these contractors have been commissioned following the Council's established procurement procedures.

The implementation of the Core Strategy Review (the development of sites allocated in the plan and other development sites which come forward) will largely be dependent on the decisions of private landowners and developers; the Council regulates this through the planning application process and does not itself contract the development or undertake the work.

In the case of the proposed new settlement where the Council is also a landowner there is a planning performance agreement setting out a transparent and efficient process; it also includes performance standards for the promoters, Local Planning Authority and Kent County Council.

Please note that normally you should proceed to a Stage 2: Full Equality Impact Assessment Report if you have identified actual, or the potential to cause, adverse impact or discrimination against different groups in the community. (Refer to Quick Guidance Notes at front of template document)

13. Is a Stage 2: Full Equality Impact Assessment Report required?

No

If no please give reasons for your decision and outline how the implementation of this policy/service will be monitored.

The EqIA has not identified any actual or the potential to cause, adverse impact or discrimination against different groups in the community.

The implementation of the plan is monitored through the Authority Monitoring Report (AMR). This is an annual publication of data, showing how the plan's policies are being used and the development requirements set out in the Core Strategy Review. Other contextual indicators are also monitored to highlight whether certain parts of the plan, or the whole plan, needs to be reviewed.

14. Date by which Stage 2 is to be completed and actions

Please complete

We are satisfied that an initial screening has been carried out and a full impact assessment **is /is not required*** (please delete as appropriate).

Completed by: Hazel Sargent

Date: 15/01/19

Role: Senior Planning Officer

Countersigned by Head of Service

Date:

Stage 2: Full Equality Impact Assessment Report

15. Summarise the likely negative impacts for relevant groups identified in the screening process (Refer to Stage 1, Questions 7-8, start to think about possible alternatives)

16. What consultation/involvement activities have taken place or will need to take place with groups/individuals from each relevant protected characteristic or equality group? (refer back to Stage 1, Question 5)

17. What other research has been or will need to be carried out to help you with the assessment?

18. Results of research/consultation (what does it tell you about the negative impacts?)

19. Conclusions & Action Planning

You should explain what and how negative impacts have been reduced or removed and how positive impacts are to be improved or included.

Your final decisions or recommendations may include making immediate changes, stopping or proceeding with a new policy, justifying a decision or adding objectives/targets to the service development plan/equality scheme (long term changes).

You could use the template below to record your conclusions/actions. You should also make reference to any additional monitoring or research that is still required, or was not retrievable at the point of assessment, but will be required in subsequent reviews or in order to complete actions.

Impact/Issue	Action/Objective/Target or Justification	Will this remove negative impact?	Resources	Lead Officer & Timescale

20. How will you monitor, evaluate and check the policy in the future?

21. When will a review take place?

Please complete

We are satisfied that a full impact assessment has been carried out.

Completed by:

Date:

Role:

Countersigned by Head of Service:

Date: