

## 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: Strategic Development

Service: Planning

Accountable Officer: Adrian Tofts

Telephone & e-mail: 01303 853438  
[adrian.tofts@folkestone-hythe.gov.uk](mailto:adrian.tofts@folkestone-hythe.gov.uk)

Date of assessment: 1/8/17

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

Name of service/function/policy etc: Shepway Places and Policies Local Plan – Allocations and Development Management Policies – submission draft

Is this new or existing? New – replaces Shepway District Local Plan (2006)

### Stage 1: Screening Stage

#### 1. Briefly describe its aims & objectives

The Places and Policies Local Plan sits below the Shepway Core Strategy (adopted 2013). It has two functions: it allocates enough land for future development to meet the requirements set out in the Core Strategy for residential, employment and community needs. Secondly it sets out development management policies that will be used to assess planning applications and guide future development. The Local Plan will cover a period starting from 2006 to 2031.

#### 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

National Planning Policy Framework 2012

When adopted the Local Plan 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 Local Plan that will deliver the District's needs for development in a way which protects the high quality environment and providing growth for the future in line with the Council's adopted Core Strategy and 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, in particular the Core Strategy and the Statement of Community Involvement.

**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

**First Stage** - Consultation period 30 January to 1 March 2015 on Issues and Options Document. Council received almost 1,200 comments from just over 230 people. 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 Preferred Options Document.

**Second Stage** – Consultation period 7 October to 18 November 2016 on Preferred Options Document. This document included proposed sites for development. The Council received over 2,000 representations from more than 600 individuals, community groups and organisations. The Plan was amended to reflect these and other considerations such as the Sustainability Appraisal of the proposed sites and policies.

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

1. Publishing the documents on the Council website and enabling people to comment online,
2. Exhibitions across the district accompanied by officers,
3. Presentations to parish councils
4. Paper copies of the documents at Council offices and libraries.

A large number of research studies have also been carried out to inform the Places and Policies Local Plan, covering topics including:

- Cross cutting issues;
- Employment and town centres;
- Housing;
- Green infrastructure and water;
- Statutory appraisals;
- Strategic sites; and
- Transport.

These can be viewed on the Council's website under the Local Plan: Evidence Base 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 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:

- 3. Promote community vibrancy, provide opportunities to access services, facilities and environmental assets for all and avoid creating inequalities of opportunity for access.
- 5. Improve the provision of homes, including affordable housing, having regard to the needs of all sections of society, including the elderly.

**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 & any evidence
Disability	No perceived negative impact. However disabled people are sometimes less mobile and need employment, services and leisure opportunities close to their homes. The site allocations have taken into consideration proximity to existing facilities and provision of new where needed and the distribution of sites is in accordance with the Core Strategy distribution by settlements which proposes development only in the most sustainable locations, accessible by public transport where possible. The Lifetime Home requirement was included in Policy CSD2 of the Core Strategy which is NPPF compliant and underwent an examination by a government inspector where it was found to be sound and legally compliant. The Places and Policies Local Plan provides a factual update to the existing Core Strategy policy in response to the deletion of Lifetime Homes in the WMS 2015. The Building Regulations Part M4(2) is the nearest comparable standards to Lifetime 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 policy CSD2 requires a mix of dwelling size and type. Evidence demonstrated that there is no requirement for gypsy and traveller pitches to be allocated, however if any planning applications come forward

	policy HB14 provides for their consideration. This evidence will be reviewed to ensure any provision is made according to government guidelines. The document is available in other formats and languages when requested.
Age	No perceived negative impact. There is a site allocation (UA15 Land at the Saltwood for 84 Class C2/C3 extra care units). There is also a requirement that developers of site allocation RM5 The Marsh Academy, give consideration to the provision of C2/C3 units. Within other allocations a mix of dwelling size and mix is expected to be adopted in accordance with policy CSD2 of the Core Strategy. The Lifetime Home requirement was included in Policy CSD2 of the Core Strategy which is NPPF compliant and underwent an examination by a government inspector where it was found to be sound and legally compliant. The Places and Policies Local Plan provides a factual update to the existing Core Strategy policy in response to the deletion of Lifetime Homes in the WMS 2015. The Building Regulations Part M4(2) is the nearest comparable standards to Lifetime Homes. 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 policies and where specific site allocations indicate their need.
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 policy CSD2 requires a mix of dwelling size and type.
Pregnancy & 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 Local Plan.

**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 for use of 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 Local Plan includes sites for additional residential development and the Core Strategy Policy CSD1 requires that a proportion of these are affordable homes (there are some exceptions to this). This Local Plan will therefore assist with 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 Local Plan 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. Places and Policies Local Plan Policy HB4 also promotes 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?**

No. The Places and Policies Local Plan was formulated using the Council's existing resources and procedures.

Some of the evidence informing the Core Strategy and Places and Policies Local Plan has been undertaken by private sector consultancies; these contractors have been commissioned following the Council's established procurement procedures.

The implementation of the Places and Policies Local Plan (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.

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

**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 & 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 and Places and Policies Local Plan are being met. 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: 1/8/17

Role: Senior Planning Officer



Countersigned by Head of Service



Date: 2/8/17

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## 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:

*Please keep the signed hard copy with your team for auditing purposes and forward an electronic copy to [leadership.support@folkestone-hythe.gov.uk](mailto:leadership.support@folkestone-hythe.gov.uk) for publication.*