

Equality Impact Assessment Form

A copy of this form is available on the Intranet.

Screening

Name of strategy, project or policy:

Policy And Checklist For The Validation Of Planning Applications And Timetable For Determination And Guidance For Acceptance Of Working Amendments

Officer completing assessment:

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1. What is the main purpose of the strategy, project or policy?

The policy and checklist aim to improve the quality of applications submitted by clearly explaining to applicants what will be required prior to submitting the application. This should make the process easier, more efficient, more transparent and less confusing.

The document also sets out timetables for the submission and determination of planning applications as well as what will or will not be accepted as a working amendment.

2. List the main activities of the project, policy (for strategies list the main policy areas)

The policy will be used by Council Officers to establish whether applications contain sufficient information for them to be registered.

The document will also be used by Council Officers, applicant's and their agents as a guide to the timetable for the pre-application discussions, the submission and registration of applications as well as their determination.

The document will also inform the extent of working amendments that will be accepted on live or determined applications.

The document will affect those applying for planning permission rather than a particular group.

3. Who will be the main beneficiaries of the strategy, project or policy?

Council Officers
Applicant's for planning permission and their agents
Interested third parties and stakeholders

4. Use the table below to tick:

- (a) Where you think that the strategy, project or policy could have a negative impact on any of the equality groups i.e. it could disadvantage them.
- (b) Where you think that the strategy, project, policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relations within equality target groups.

		Positive Impact – it could benefit	Negative Impact – it could disadvantage	Reason
Gender	Women	✓		Positive – it sets down in writing the Council's existing procedure
	Men	✓		Positive – it sets down in writing the Council's existing procedure
Race	Asian or Asian British people	✓		Positive – it sets down in writing the Council's existing procedure
	Black or black British people	✓		Positive – it sets down in writing the Council's existing procedure
	People of mixed race	✓		Positive – it sets down in writing the Council's existing procedure
	Irish people	✓		Positive – it sets down in writing the Council's existing procedure
	White people	✓		Positive – it sets down in writing the Council's existing procedure
	Chinese people and other minority ethnic communities not listed above	✓		Positive – it sets down in writing the Council's existing procedure
Disability	Physical/learning/mental health	✓		Positive – it sets down in writing the Council's existing procedure
Sexuality	Lesbians, gay men and bisexuals	✓		Positive – it sets down in writing the Council's existing procedure

Gender Identity	Transgender people	✓		Positive – it sets down in writing the Council's existing procedure
Age	Older people (60+)	✓		Positive – it sets down in writing the Council's existing procedure
	Younger people (17-25), and children	✓		Positive – it sets down in writing the Council's existing procedure
Belief	Faith groups *	✓		Positive – it sets down in writing the Council's existing procedure
Equal opportunities and/or improved relations eg Rural		✓		Positive – it sets down in writing the Council's existing procedure

Notes:

* Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs, Hindus. Consider faith categories individually and collectively when considering positive and negative impacts.

5 If you have indicated there is a negative impact on any group, is that impact:

Legal? YES NO

(i.e. it is not discriminatory under anti-discriminatory legislation)

Intended? YES NO

Level of impact HIGH LOW

If the negative impact is possibly discriminatory and not intended and/or of high impact you must complete section two of this form. If not, complete the rest of section one below and consider if completing section two would be helpful in making a thorough assessment.

6 a) Could you minimise or remove any negative impact that is of low significance?

Explain how:

a) Could you improve the strategy, project or policy's positive impact?

Explain how:

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You may wish to use the action sheet at the end of Section two.

7 If there is no evidence that the strategy, policy or project promotes equality, equal opportunities or improved relations – could it be adapted so that it does?

How?

Please sign and date this form, keep one copy and send one copy to the Head of Human Resources.

Signed: Adrian Harding

Date: 4th December 2006

APPENDIX A

Section Two – Full Assessment

Name of strategy, project or policy:

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Date:

Part a

1. Looking back at section one of the EQIA, in what areas are there concerns that the strategy, policy or project could have a negative impact?

- Gender
- Race
- Disability
- Sexuality/Transgender
- Age
- Faith

2. Summarise the likely negative impacts.

3. What previous or planned consultation on this topic/policy area/project has taken place/will take place with groups/individuals from equality target groups?

If there has already been consultation what does it indicate about negative impact of this strategy, project or policy?

Equality target groups	Summary of consultation carried out or planned
Women	
Black and minority ethnic communities	
Disabled people	
Lesbians, gay men, bisexuals or trans people	
Older people	
Young people/children	
Faith groups	

4. What consultation has taken place/or is planned with Council staff – including staff that have, or will have, direct experience of implementing the strategy/ policy/ working on the project?

5. Check that research /studies/reports concerning the equality target groups and the likely impact have been used to plan the project and guide it or indicate what research you intend to carry out.

Equality target groups	Title/type/details of report/research
Women	
Black and minority ethnic communities	
Disabled people	
Lesbians, gay men, bisexuals or trans people	
Older people	
Young people/children	

Faith groups	
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6. If there are gaps in your previous or planned consultation and research, are there any experts/relevant groups that can be contacted to get further views or evidence on the issues.

YES *(Please list them and explain how you will obtain their views)*

NO

Part b

Complete this section when consultation and research has been carried out

7. a) As a result of this assessment and available evidence collected, including consultation, state whether there will need to be any changes made/planned to the policy, strategy or project.

b) As a result of this assessment and available evidence is it important that the Council commissions specific research on this issue or carry out monitoring/ data collection?

(You may wish to put this information directly onto the action sheet at the end of this form)

8. Will the changes planned ensure that negative impact is:

Legal?
(not discriminatory, under anti-discriminatory legislation)

Intended?

Low impact?

9. a) Have you set up a monitoring/evaluation/ review process to check the successful implementation of the strategy, project or policy?

YES NO

b) How will this monitoring/evaluation further assess the impact on the equality target groups/ensure the strategy/project/policy is non-discriminatory?

Details:

Please complete the action form below, sign the EQIA, retain a copy and send a copy of the full EQIA, including the Action Plan, to the Head of Human Resources.

Signed: *(completing officer)*

Date:

Equality Impact Assessment Action Plan

Please list below any recommendations for action that you plan to take as a result of this impact assessment.

Issue	Action required	Lead officer	Timescale	Resource implications	Comments