



## Equality Impact Assessment Form

### Part 1: Screening Form

**Name of activity to be assessed:**

Elmbridge Local Plan: Draft Statement of Community Involvement (SCI) 2018

**Completing Officer's Name:**

Zoe Belton – Principal Planning Officer

**Date Completed:**

September 2018

### Aims and Objectives

The purpose of an Equality Screening form and Impact Assessment is to improve the work of the Council by making sure that we promote equality and do not discriminate. This ensures that individuals and teams consider the likely impact of their work on residents and take action to improve.

#### What is the main purpose of this strategy/policy/function/project/activity?

The Statement of Community Involvement (SCI) sets out the Council's strategy for enabling effective community involvement and consultation for the development of the Local Plan, Neighbourhood Plans and for planning applications. It also sets out how neighbourhood planning groups can meet their community engagement obligations, including front loading and targeting specific groups.

#### What outcomes do you want from this strategy/policy/function/project/activity?

We want to make sure that there is clear guidance on how the community, key stakeholders and developers can be involved within planning processes and planning applications within Elmbridge Borough Council. The SCI aims to ensure that as wide an audience as possible is consulted on and within good time. It sets out key groups we will engage with and how feedback will be provided. We will continue to review our consultation techniques to ensure the most effective means are used to seek views to help access these groups. There are several networks covering sections of the community which can be used to engage those groups with protected characteristics, these are detailed at Appendix 1 of the draft SCI 2018.

#### Could the outcome be different if you are from a particular group?

No- the SCI provides information on how we consult which is the same for any group of people.

### Impact on Specific Groups

Assess where you think the activity could have an impact on any of the groups.

	Positive Impact	Negative Impact	No Impact	Reason and justification
<b>Age</b>	<input type="checkbox"/>	Low <input type="checkbox"/> High <input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Gender reassignment</b>	<input type="checkbox"/>	Low <input type="checkbox"/> High <input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Marriage and civil partnership</b>	<input type="checkbox"/>	Low <input type="checkbox"/> High <input type="checkbox"/>	<input checked="" type="checkbox"/>	

<b>Pregnancy and maternity</b>	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	<input checked="" type="checkbox"/>	
<b>Disability</b> <i>Defined as - if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities e.g. you may need someone to help you or you use a piece of apparatus.</i>	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	<input checked="" type="checkbox"/>	
<b>Race</b> <i>Including colour, nationality (including citizenship), ethnic or national origins</i>	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	<input checked="" type="checkbox"/>	
<b>Religion, belief or lack of religion/belief</b>	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	<input checked="" type="checkbox"/>	
<b>Gender</b>	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	<input checked="" type="checkbox"/>	
<b>Sexual orientation</b>	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	<input checked="" type="checkbox"/>	

Please provide details of any other impacts on other groups, for example:

- those living in deprived areas
- those facing exclusion
- households on low incomes
- young people in transition to adulthood
- those with low education achievement
- vulnerable workers
- those with barriers to employment
- vulnerable and isolated older people
- carer's and ex-offenders

As well as responding to legislative updates, the SCI is also being redrafted to ensure it is easy to read and understand. Both the Government and Planning Inspectorate are calling for planning documents to be written in 'plain English'. This draft document has been redrafted to be clearer and more concise. Links to webpages, where the information may be subject to change or where the information requires greater explanation have been provided. The document is less dominated by text and less likely to need updating in the future.

As the SCI is a document that explains the engagement techniques used to consult with anyone with an interest in planning matters. It sets out a range of consultation techniques that are used and these techniques provide opportunities for people to get involved. Both letters and e-mails are used to inform those signed up on our consultation portal. Consultation documents are available to view at the Borough libraries and the Civic Centre which allows many communities to assess the information if they do not have access to a computer. The document is not available for translation but language line can be used and individual translation would be available if required.

The document is there to provide information so that people can understand how they can get involved in planning policy matters and planning decisions. The document has no impact on specific groups and hence a full assessment is not required.

**If you have indicated that there is a negative impact on any group, are these intentional and/or of a high impact?**

	<b>Yes</b>	<b>No</b>
<b>Intended?</b>	<input type="checkbox"/>	<input type="checkbox"/>

*i.e. can it be justified in terms of legislation  
e.g. concessionary fares for older people*

**High Impact?**

*i.e. it is discriminatory against one or more groups*

## Next Steps

If the impact is **not intended** and/or of **high impact** then a full assessment is required, please complete parts 2 and 3 on the following pages of this form.

If a full impact assessment is **not required**, then you should not complete parts 2 and 3 of this form.

An Equality Impact Assessment is a tool that enables you to assess your service, activity or policy. Where disproportionate negative impact and/or unlawful impact is identified, the assessment provides a means to take the appropriate steps to avoid or mitigate this.

### **Data and Research**

Exploring available data and conducting research will help to give an indication as to what impact the strategy will have on equality and diversity. Where data is limited or unavailable, you should identify this as a limitation and identify ways to overcome this.

Consider the following:

- Publicity, including design, distribution and accessible communications issues
- Physical access
- Location, geography
- Poverty, deprivation and social exclusion issues
- Community Safety
- Direct discrimination: does the activity intentionally exclude a particular equality group?  
If so, is this exclusion justified?
- Consultation, involvement and engagement
- Monitoring and evaluation

**Lack of data may make completing this section difficult, but is not be a reason to halt the process.**

**What data is available to help complete your EIA?**

**Are there any gaps in data that may require further research or consultation?**

**What additional research or consultation is needed to investigate the impacts of your activity?**

**Have you consulted any internal teams when completing you EIA?**

## Impact on specific groups

		Positive Impact	Negative Impact	Reason, including details of impact and mitigation
<b>Age</b>	Older people	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
	Younger people & children	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
<b>Gender reassignment</b>	Trans-men and -women	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
<b>Marriage and civil partnership</b>	People who are married or in a civil partnership	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
<b>Pregnancy and maternity</b>	Mothers or women who are pregnant	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
<b>Disability</b> <i>Defined as - if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities e.g. you may need someone to help you or you use a piece of apparatus</i>	Physical	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
	Sensory	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
	Learning	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
	Long-term Health Impairment	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
<b>Race</b> <i>Refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins</i>		<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
<b>Religion, belief or lack of religion/belief</b>		<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
<b>Gender</b>	Women	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
	Men	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	
<b>Sexual orientation</b>	Heterosexuals, lesbians, gay men and bisexuals	<input type="checkbox"/>	Low <input type="checkbox"/> <input type="checkbox"/> High	

