Equality Impact Assessment / Equality Analysis

Title of service or policy	Planning Application Process
Name of directorate and service	Planning and Transport Development – Development Management
Name and role of officers completing the EIA	John Theobald – Data Technician

Equality Impact Assessment (or 'Equality Analysis') is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The primary concern is to identify any discriminatory or negative consequences for a particular group or sector of the community. Equality impact Assessments (EIAs) can be carried out in relation to service delivery as well as employment policies and strategies.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis on a policy, service or function.   It is intended that this is used as a working document throughout the process, with a final version including the action plan section being published on the Council's and NHS Bath and North East Somerset's websites.

1.	Identify the aims of the policy or service and how it is implemented.	
	Key questions	**Answers / Notes**
1.1	Briefly describe purpose of the service/policy including - How the service/policy is delivered and by whom - If responsibility for its implementation is shared with other departments or organisations - Intended outcomes	Development throughout Bath & North East Somerset takes place in accordance with adopted policies and standards and that the Development Plan vision is delivered on the ground to enable a secure and sustainable future. To protect amenity and the environment, in the public interest, from the many pressures of development. Publicity of planning applications in-line with statutory guidance (The Town & Country Planning (Development Management Procedure) Order 2010).
1.2	Provide brief details of the scope of the policy or service being reviewed, for example: - Is it a new service/policy or review of an existing one? - Is it a national requirement?). - How much room for review is there?	Responsible for handling over 2,700 planning applications, 100 appeals, 700 enforcement cases, 600 pre-application enquiries, 500 permitted development enquiries and 600 tree works enquiries.
1.3	Do the aims of this policy link to or conflict with any other policies of the Council?	N/A - Statutory process evaluated at Central Government legislative stage.

2. Consideration of available data, research and information

Monitoring data and other information should be used to help you analyse whether you are delivering a fair and equal service. Please consider the availability of the following as potential sources:

- **Demographic** data and other statistics, including census findings
- Recent **research** findings (local and national)
- Results from **consultation or engagement** you have undertaken
- Service user **monitoring data** (including ethnicity, gender, disability, religion/belief, sexual orientation and age)
- Information from **relevant groups** or agencies, for example trade unions and voluntary/community organisations
- Analysis of records of enquiries about your service, or **complaints** or **compliments** about them
- Recommendations of **external inspections** or audit reports

	Key questions	Data, research and information that you can refer to
2.1	What is the equalities profile of the team delivering the service/policy?	Qualified Town Planners and support staff.
2.2	What equalities training have staff received?	Managers and supervisors provided with corporate equalities training.
2.3	What is the equalities profile of service users?	Residents, businesses, landowners and developers
2.4	What other data do you have in terms of service users or staff? (e.g. results of customer satisfaction surveys, consultation findings). Are there any gaps?	User survey currently being carried out as part of a Planning Advisory Service Benchmarking exercise (Aug 2011). Previous user survey completed Dec 2008.
2.5	What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results?	User survey results should be known in September 2011. Equalities peer group review Aug 2011 – results not know at present.
2.6	If you are planning to undertake any consultation in the future regarding this service or policy, how will	Not known at present.

		you include equalities considerations within this?		

3. Assessment of impact: 'Equality analysis'

Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy:

- Meets any particular needs of equalities groups or helps promote equality in some way.
- Could have a negative or adverse impact for any of the equalities groups

			Examples of what the service has done to promote equality	Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this
3.1		**Gender** – identify the impact/potential impact of the policy on women and men. (Are there any issues regarding pregnancy and maternity?)	Neutral - this service is available for all who choose to use it.	
3.2		**Transgender –** – identify the impact/potential impact of the policy on transgender people	Neutral - this service is available for all who choose to use it.	
3.3		**Disability** - identify the impact/potential impact of the policy on disabled people (ensure consideration of a range of impairments including both physical and mental impairments)	Neutral - this service is available for all who choose to use it.	The introduction for the requirement of Design & Access Statements on the majority of applications has helped improve the quality of development submissions in this area.
3.4		**Age** – identify the impact/potential impact of the policy on different age groups	Neutral - this service is available for all who choose to use it.	Information is aimed at householder therefore tends to exclude younger people such as teenagers. Use of the internet easier for younger people than older groups. Access to the internet. 3 Council

			offices with receptions have self-service computers available for public use. Weekly list of planning applications emailed to Councillor Ward Members. Planning application consultation with Parish councils. Councillors also receive introductory training on planning matters.
3.5	**Race** – identify the impact/potential impact on different black and minority ethnic groups	Neutral - this service is available for all who choose to use it.	Weekly list of planning applications emailed to Councillor Ward Members. Councillors also receive introductory training on planning matters. Planning application consultation with Parish councils.
		Examples of what the service has done to promote equality	**Examples of potential negative or adverse impact and what steps have been or could be taken to address this**
3.6	**Sexual orientation -** identify the impact/potential impact of the policy on lesbians, gay, bisexual & heterosexual people	Neutral - this service is available for all who choose to use it.	
3.7	**Religion/belief** – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.	Neutral - this service is available for all who choose to use it.	Weekly list of planning applications emailed to Councillor Ward Members. Planning application consultation with Parish councils. Councillors also receive introductory training on planning matters.
3.8	**Socio-economically disadvantaged** – identify the impact on people who are disadvantaged due to factors like family background, educational attainment, neighbourhood,	Neutral - this service is available for all who choose to use it.	Access to the internet. 3 Council offices with receptions have self-service computers available for public use. Weekly list of planning

	employment status can influence life chances			applications emailed to Councillor Ward Members. Councillors also receive introductory training on planning matters.
3.9	**Rural communities** – identify the impact / potential impact on people living in rural communities	Neutral - this service is available for all who choose to use it.		Access to the reliable internet connection. 3 Council offices with receptions have self-service computers available for public use. Planning application consultation with Parish councils. Weekly list of planning applications emailed to Councillor Ward Members. Councillors also receive introductory training on planning matters.

4. Bath and North East Somerset Council & NHS B&NES
Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
Equalities training for all staff, including new, and refresher training for existing.	Continual review by direct line manager.		Direct line manager.	Continual.

5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equalities Team (equality@bathnes.gov.uk), who will publish it on the Council's and/or NHS B&NES' website. Keep a copy for your own records.

Signed off by: (Divisional Director or nominated senior officer)
Date: