

Equality (Impact) Assessment Form



Organisation or Department	Environmental Services Department
Service Area / Section	Development Division, Policy & Projects Section

Section	Date Started	Reviewing officers:	Name (alphabetic order)	Job Title	Date Completed
Part A		Lead officer(s)	Peter Rowlinson	Chief Planning Officer - Policy & Projects	December 2007
		Others on the review team	Nick Clarke, Gary Harold & Dave Walker	Chief Assistant Planning Officers	December 2007
Part B		Lead officer(s)	Peter Rowlinson	Chief Planning Officer - Policy & Projects	December 2007
		Others on the review team	Nick Clarke, Gary Harold & Dave Walker	Chief Assistant Planning Officers	December 2007
Part C		Lead officer(s)	Peter Rowlinson	Chief Planning Officer - Policy & Projects	February 2008
		Others on the review team	Nick Clarke, Gary Harold & Dave Walker	Chief Assistant Planning Officers	February 2008
Part D		Lead officer(s)	Peter Rowlinson	Chief Planning Officer - Policy & Projects	February 2008
		Others on the review team	Nick Clarke, Gary Harold & Dave Walker	Chief Assistant Planning Officers	February 2008
Part E		Lead officer(s)			
		Others on the review team			

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Part A: Assessing Relevance and Prioritising Areas

List functions and policies	For which of the following parts of the general duty, in the areas of gender, disability and race does it apply?			Are there other groups that need to be considered Age, class, faith, sexuality	Priority 1, 2 and 3 = high Any 2 = medium Any 1 = low
	Disability	Gender	Race		
1. Produce the Local Development Framework	1,2,3	1,2	1	Age, class	High
2. Provide development guidance	1,2,3	-	1	Age	High
3. Improving and conserving the built and natural environment	1,2,3	-	1	Age, class	High
4. Administer grant schemes (this is included in corporate grant aid review)	1,2,3	1	1	Age, class	High

Go to part B

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Part B: Assessment of services and policies

How is your service organised?

	Answer and evidence to show this	Action Points
1. Purpose of the service	We advise the council on matters of planning and transport policy including relations with other bodies. The work involves statutory and discretionary functions and is both proactive and regulatory. The section plays an essential role in furthering regeneration. We ensure the council has a positive planning framework and we also formulate, manage and implement urban and rural environment projects and economic infrastructure projects. Our work is in the main areas of planning policy, plans and guidance; environmental protection and improvement; managing programmes and projects; promoting sustainability; promoting community regeneration and supporting or influencing corporate activities.	No action required
2. List policies included in this assessment	Unitary Development Plan (UDP) Supplementary Planning Documents (SPD) Statement of Community Involvement (SCI) Local Development Framework (LDF) Sustainability Appraisal Conservation Area Appraisals (CAA) Development Briefs Regeneration Programmes	No action required
3. Please list your stakeholders and customers	All residents, businesses, community organisations and visitors to the borough affected by policy & projects development proposals Wigan Borough Partnership Planning applicants and their agents	No action required

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	<p>Adjoining Local Authorities Local Councillors and local MPs Regional and government organisations</p>	
<p>4. Considering the type of service you provide and who your customers are, please outline how your service intends to communicate with different groups of people e.g. pictorial representations, tapes etc. Please ensure that priority is given to making services accessible rather than making information about services accessible.</p> <p>You should consider issues such as literacy, language and disability. Please refer to the Council's guidance on Plain English, Corporate standards and the Council's Translation and interpretation policy.</p>	<p>Statement of Community Involvement (SCI) sets out requirements relating to development of statutory planning documents. Other policy & project work will adhere to principles of SCI.</p> <p>Community Grant schemes comply with corporate grant aid requirements.</p> <p>Policy & projects service is carried about buildings and land as well as the people who are affected. It is therefore very important that information about the service is provided. We provide extensive information about the service which can be accessed by internet</p> <p>Documents, letters and leaflets are at font size 12 as standard. All documents are checked for Plain English. We will provide documents on request in a variety of formats including large print, braille and audio tape. A translation service is available for documents. Site visits are provided to advise people and help them with completing application forms. We explain and consult people on proposals using a variety of methods including public meetings, exhibitions, focus groups, specialist interest groups – we ensure that we use accessible venues.</p>	<p>Identify hard to reach groups that we currently find difficulty in engaging with in consultations on policy and project development and services.</p> <p>Identify range of alternative languages available. Identify existing in house capability (jointly with DC / BC)</p>

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Part B: Assessment of services and policies

Working in partnership working, procurement and commissioning

5. Please list any aspects of your functions or policies that are delivered externally or with external partners	Consultants are appointed periodically to undertake specialist research and studies to contribute to policy development. Contractors will be appointed periodically to undertake environmental improvement projects.	No action required
6. Has the procurement equality procedure been followed in each case?	Not clear on all occasions	When using external consultants need to ensure process in place to check the procurement equality procedure has been followed by the consultant
7. Please list any aspects of your functions or policies that are provided under contract for external organisations or partners	None	No action required
8. Are you aware of the other organisation's/ partner's Procurement Equality Policy and how this differs from our own policy?	None	No action required
9. Has the procurement equality procedure been followed for items your service procures?	General office procurement through YPO	Get corporate centre to check and confirm this.

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Part B: Assessment of services and policies

Evidence to show whether the service is provided and accessed fairly

	Answer and evidence to show this	Action Points
<p>10. Please list all the information gathered that might help you decide whether or not the service is being applied fairly to all social identity groups</p> <p>If you do not have sufficient data or are not confident making decisions using the existing data please see the Equality Monitoring Guidance</p>	<p>Grant Aid Satisfaction Surveys - annual</p> <p>Planning Aid Focus Group meeting</p> <p>Service Users Forum (jointly with DC / BC)</p> <p>Feed back from Access Committee</p> <p>Feed back from stakeholders</p> <p>Feed back from Users Groups</p> <p>List of consultation exercises over recent years</p>	<p>Need to continue collecting equality and diversity information and extend customer and consultation surveys.</p>

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Part B: Assessment of services and policies

Is your service provided and accessed fairly?

Consider each equality group in turn and state which aspects of your work:

- Affect some groups differently, state how and why
- Promote equality and address unmet need
- Contribute to inequality
- Encouraging participation, and positive attitudes and relations between groups

		Answer and evidence to show this	Action Points
11. Age	Affect some groups differently	Development of planning policies could affect different age groups	No action required
	Promote equality and address unmet need	Font used is appropriate for visually impaired.	No action required
	Contribute to inequality	Consultation on development of planning policies and projects may not reach all age groups, particularly young people.	No action required – this will be addressed through the SCI & sustainability appraisal requirements.
	Encourage participation, positive attitudes and relations between groups	Older people - accessibility issues considered when consulted on planning applications and implementing projects.	No action required
12. Class	Affect some groups differently	Development of planning policies could affect different groups particularly people in the most deprived areas.	No action required - this will be addressed through the SCI & sustainability appraisal requirements.
	Promote equality and address unmet need	By implementing UDP and SPD policies such as affordable housing. Documents promoted through making available at local libraries and on the council's web site.	No action required

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	Contribute to inequality	Development of planning policies could affect different groups particularly people in the most deprived areas.	No action required - this will be addressed through the SCI & sustainability appraisal requirements.
	Encourage participation, positive attitudes and relations between groups	Participation of people from all areas in development of planning policies through townships and networks.	No action required - this will be addressed through the SCI & sustainability appraisal requirements.

Part B: Assessment of services and policies

Is your service provided and accessed fairly? Continued...

		Answer and evidence to show this	Action Points
13. Disability	Affect some groups differently	Reception area of building is fully accessible and other levels of building have lift access and disabled toilet accommodation, but no escape refuge	Consider refuge provision at each floor level, or ensure that an alternative accessible venue is used for meetings where access issues apply.
	Promote equality and address unmet need	Fully accessible reception Free disabled parking available opposite the building Accessibility issues considered during consultations of planning applications - with Design and Access Statement required for most applications. Accessibility issues considered when implementing projects. Provision of Access Grants to community organisations	Ensure Design and Access Statements are of acceptable quality
	Contribute to inequality	Building is not fully accessible	Make alternative arrangements for meetings or for means of escape

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	Encourage participation positive attitudes and relations between groups	Access officer consulted on planning applications and provides advice to ensure compliance with UDP & SPD policy. Access officer promotes understanding and awareness raising of disability issues.	No action required
14. Ethnicity	Affect some groups differently	Development of planning policies could affect different ethnic groups	No action required - this will be addressed through the SCI & sustainability appraisal requirements.
	Promote equality and address unmet need	Interpretation facility available All staff attend diversity awareness course and should be sensitive to needs	Identify in house alternative language capabilities
	Contribute to inequality	No	No action required
	Encourage participation, positive attitudes and relations between groups	No	No action required

Part B: Assessment of services and policies

Is your service provided and accessed fairly? Continued...

15. Gender	Affect some groups differently	Development of planning policies could affect different groups - particularly accessibility policies for women.	No action required - this will be addressed through the SCI & sustainability appraisal requirements.
	Promote equality and address unmet need	All staff attend diversity awareness course and should be sensitive to needs	No action required

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	Contribute to inequality	Development of planning policies could affect different groups - particularly accessibility policies for women.	No action required - this will be addressed through the SCI & sustainability appraisal requirements.
	Encourage participation, positive attitudes and relations between groups	No	No action required
16. Religion	Affect some groups differently	Not aware this is an issue	No action required
	Promote equality and address unmet need	All staff attend diversity awareness course and should be sensitive to needs	No action required
	Contribute to inequality	Not aware of any aspect of the service that contributes to inequality	No action required
	Encourage participation, positive attitudes and relations between groups	Need to avoid holding public meetings or consultation events on important dates to non-Christian faiths	Check dates

17. Sexuality	Affect some groups differently	Not aware that this is an issue	No action required
	Promote equality and address unmet need	All staff attend diversity awareness course and should be sensitive to needs	No action required
	Contribute to inequality	Not aware of any aspect of the service that contributes to inequality	No action required
	Encourage participation positive attitudes and relations between groups	No	No action required

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18. Other Groups e.g. carers, homeless	Affect some groups differently	Not aware that this is an issue All staff attend diversity awareness course and should be sensitive to needs	No action required
	Promote equality and address unmet need	No	No action required
	Contribute to inequality	Not aware of any aspect of the service that contributes to other inequality	No action required
	Encourage participation positive attitudes and relations between groups	No	No action required

Go to part C

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Part C: Consultation

Please see the Plain English Guidance and Consultation Toolkit for advice. Please try to organise your consultation in partnership with other departments/sections and remember to feedback afterwards.

	Answer and evidence to show this	Action Points
1. Who will you consult with?	Major consultation on the Local Development Framework will occur during the next year in several phases with all the list of stakeholders set out in Part B 3	Need to review stakeholder consultation list after completion of first phase.
2. What consultation method/s will you use?	All the requirements set out in the Statement of Community Involvement.	Need to review methods after completion of first phase.
3. Are any groups of people likely to be missed out of the consultation? What can we do to prevent this happening?	Need to identify hard to reach groups that we currently find difficulty in engaging with in consultations on policy and project development and services.	Identify hard to reach groups particularly young people and ethnic groups.
4. Are there effective mechanisms to record and analyse the consultation responses?	Yes - use of Limehouse software package.	No action required
5. Date (and place if applicable) of consultation	Local Development Framework Consultation:- First phase = February / March 2008 Second phase = Autumn 2008 Third phase = Spring 2009 Other policy and projects consultations will take place as required.	No further action required
6. Can you prove who you consulted with?	All statutory planning documents have to provide a Statement of Consultation setting out all issues and stakeholders consulted.	No further action required
7. Summary of consultation findings	Reports put to Cabinet setting out issues and Statement of Consultation.	No further action required
8. Where can full details of the consultation findings be found?	All findings will be placed on the council's web site.	No further action required

Go to part D

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Part D: Action Plan

Organisation/ Department	Environmental Services Department
Service Area	Development Division - Policy & Projects Section
Responsible Officer	Peter Rowlinson

Transfer the action points identified whilst completing the previous sections, from the consultation and any rolled over from the previous Equality (Impact) Assessment into the first column. Using the test for relevance in part A indicate a level of importance for each action point in the second column. Complete the rest of the columns outlining who will complete the task and when and how this will be measured.

Action Points	Importance	Person responsible	Start and end date	Resources (approved?)	Measure	Target
Identify range of alternative languages available. There is likely to be a need to broaden range of alternative languages available, both spoken and written. Identify existing in house capability (jointly with Building Control and Development Control).	H	PS (BC)	Dec 07 Jan 08	Minimal	List identified	All Dept surveyed
When using external consultants need to ensure process in place to check the procurement equality procedure has been followed by the consultant.	H	PR	Dec 07	Minimal	Evidence for each consultant	All cases
Continue collecting equality and diversity information and extend customer and consultation surveys.	H	NC/GH/DW	Dec 07 – ongoing	Time & staff needed	Annual surveys	All cases

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Part D: Action Plan Continued...

Action Points	Importance	Person responsible	Start and end date	Resources (approved?)	Measure	Target
Consider refuge provision at each floor level in Civic Buildings, or ensure that an alternative accessible venue is used for meetings, particularly where access issues apply. (jointly with Building Control and Development Control)	L	PR / PS(BC)	Ongoing	Significant – not approved	Survey of building shows achieved	Works in place
Contribute to ensuring Design and Access Statements are of acceptable quality in addressing access issues (jointly with Development Control)	H	KBB	Dec 07 - Ongoing	None – part of DC process	If planning permission refused with reference to D&A statement	All D&A Statements are adequate
Identify hard to reach groups that we currently find difficulty in engaging with in consultations on policy and project development and services.	H	NC/GH/DW	Dec 07- Mid 09	Time & facilitation skills needed	List identified	Groups verified
Check faith calendar to ensure that public meetings and consultation events don't conflict with religious days.	H	PR	Ongoing	Minimal	Check calendar	Calendar checked

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Completed by	Dave Walker	Date	23 April 2008
Has the action plan been ratified? E.g. Cabinet, DMT		Date	
Have the actions been mainstreamed into the service plan?		Date	
Who will the results of the Equality (Impact) Assessment be shared with?		Date	
How will the Equality (Impact) Assessment be published?		Date	
How and when will the action plan be monitored?			
Date of the next assessment			

Please email your completed Equality (Impact) Assessment to the Equality Policy Officer.

Part E: How do changes or new policies affect different groups?

	Answer and evidence to show this	Action Points
1. Function/policy		
2. Have you reviewed Parts A & B		

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3. Outline any proposed changes to the policy or service		
4. How will service users be affected by these changes		
5. Who is better off because of these changes		

Part E: How do changes or new policies affect different groups? Continued...

	Answer and evidence to show this	Action Points
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6.	Who is worse off because of these changes?		
7.	Who else do the changes affect?		
8.	Will these changes affect the social identity groups differently? If yes please explain how and why this is appropriate.		
9.	Can any adverse impact be justified in relation to the wider aims of policy? If so explain why.		
10.	What is the potential effect on community cohesion?		

Go to part C, then update part D.