

Equality (Impact) Assessment Form



Organisation or Department	Environmental Services
Service Area / Section	Development Control Section, Development Division

Section	Date Started	Reviewing officers:	Name (alphabetic order)	Job Title	Date Completed
Part A		Lead officer(s)	Penny McGinty	Assistant Director, Development Control	30.10.07
		Others on the review team	Janette Court Graham Dickman Neil Higson	Technical Admin Officer DC Manager (East) DC Manager (West)	
Part B		Lead officer(s)	Penny McGinty	Assistant Director, Development Control	11.12.07
		Others on the review team	Roy Collier Janette Court Graham Dickman Steve Gaskell Neil Higson Paul Swift	Group Manager BC Technical Admin Officer DC Manager (East) Group Manager BC DC Manager (West) Head of Building Control	
Part C		Lead officer(s)	Penny McGinty	Assistant Director, Development Control	27.02.07
		Others on the review team	Roy Collier Janette Court Graham Dickman Steve Gaskell Neil Higson Paul Swift	Group Manager BC Technical Admin Officer DC Manager (East) Group Manager BC DC Manager (West) Head of Building Control	

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Part D	Lead officer(s)	Penny McGinty	Assistant Director, Development Control	27.02.08
	Others on the review team	Roy Collier Janette Court Graham Dickman Steve Gaskell Neil Higson Paul Swift	Group Manager BC Technical Admin Officer DC Manager (East) Group Manager BC DC Manager (West) Head of Building Control	
Part E	Lead officer(s)	Penny McGinty	Assistant Director, Development Control	
	Others on the review team			

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	Priority 1, 2 and 3 = high Any 2 = medium Any 1 = low
	Disability	Gender	Race		
				Please state which groups below:	
Process planning applications	1,2,3	-	1	Age, faith	High
Provide council's case for planning	1,2,3	-	1	Age, faith	High

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appeals					
Investigate breaches of planning control	-	-	-		Low

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	Processing of planning applications, including improving quality of schemes. Ensuring planning conditions are complied with. Providing advice to potential developers. Investigating alleged reaches of planning control.	No action required
2. List policies included in this assessment	DC Charter Enforcement Charter Code of Practice for Publicity on Planning Applications	No action required
3. Please list your stakeholders and customers	Applicants and their agents Other residents of/visitors to the borough affected by development proposals Adjacent Local Authorities Local Councillors and local MPs	No action required
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.	Our service is carried out 'on buildings and land' not on people, therefore information about the service is critical Service can be accessed by internet Letters and leaflets are at 12 point font as standard (information provided as Supplementary Planning Documents eg House Extensions Guidance) All material Plain English checked	Identify range of alternative languages available Likely need to broaden range of alternative languages Identify existing in house capability

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<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>Agents Forum Translation service available for leaflets, etc Facility to produce documents at large print Personal visits to housebound are provided Officers meet with the public to explain application proposals Will help customers complete application forms/write objections.</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	Appeals by external consultants Uniqwin – who deal with travellers trespassing on Environmental Services land Temporary agency staff Joint schemes with neighbouring authorities	No action required
6.	Has the procurement equality procedure been followed in each case?	Not for appeals but used very infrequently.	When using external consultants will put 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?	Where working with neighbouring local authorities they will be working to the same standards Otherwise not aware.	Check for Uniqwin's and external consultants used their procurement equality policy

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9. Has the procurement equality procedure been followed for items your service procures?	All procurement is through YPO	Get corporate centre to check and confirm this

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
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 If you do not have sufficient data or are not confident making decisions using the existing data please see the Equality Monitoring Guidance	Neighbour Satisfaction Survey 2005 Applicants/Agents Satisfaction Survey 2006 Agent's Forum Survey 2007-12-24 Planning Aid Focus Group meeting Feed back from Access Group meetings via Access Officer	Continue collecting information with each relevant survey (one carried out annually)

Part B: Assessment of services and policies

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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	None – no evidence from surveys to suggest this	No action required
	Promote equality and address unmet need	Font used is appropriate for visually impaired .	No action required
	Contribute to inequality	No -no evidence from surveys to suggest this	No action required
	Encourage participation, positive attitudes and relations between groups	Young - Contributions for play equipment achieved through planning conditions/s106 agreements and undertakings Old – Accessibility issues considered when processing planning applications. Will provide home visits to elderly/housebound to encourage participation	No action required
12.	Affect some groups differently	No	No action required

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	Promote equality and address unmet need	Affordable housing and public open space/play equipment provided by implementing Unitary Development Plan policies Equality promoted through making planning applications available at local libraries and on the council's web site	No action required
	Contribute to inequality	Not aware of any aspect of the service that could contribute to inequality	No action required
	Encourage participation, positive attitudes and relations between groups	Encourage participation by completing forms /objections for people who are unable to read/write Fees - High hedge fee (which is only fee set by the council rather than government) is set at reduced level for benefits claimants	No action required

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.

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	Promote equality and address unmet need	Fully accessible reception Free disabled parking available opposite the building Planning applications – Fees Regulations provide exemption for works to improve facilities for disabled persons accommodation Accessibility issues considered during processing of planning applications – with Design and Access Statement required for most applications	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
	Encourage participation positive attitudes and relations between groups	Access officer consulted on planning applications and advice taken to ensure compliance with Unitary Development Plan policy	No action required
14. Ethnicity	Affect some groups differently	No – surveys have not identified this as an issue	Identify relevant ethnic groups and make enquiries to verify
	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 – surveys have not identified this as an issue	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...

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15. Gender	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	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	Avoid Planning Committee on important dates to non-christian faiths	Check committee 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

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	Encourage participation positive attitudes and relations between groups	No	No action required
18. Other Groups e.g. carers, homeless	Affect some groups differently	No aware that this is an issue as the service relates to buildings/land 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		
	Encourage participation positive attitudes and relations between groups		

Go to part C

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?	Users Forum (jointly with BC) Service users through regular satisfaction surveys with applicants/agents, people making representations on planning applications, people attending Planning	

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	<p>Committee Benchmarking with authorities in Greater Manchester and other authorities in NW</p> <p>Identify hard to reach groups via corporate centre (jointly with BC)</p>	Contact corporate centre for advice on hard to reach groups
2. What consultation method/s will you use?	<p>Face to face with Users Forum Analysis of benchmarking information Paper questionnaire for surveys</p>	
3. Are any groups of people likely to be missed out of the consultation? What can we do to prevent this happening?	Representatives of borough's ethnic mix	Identify relevant contact groups (see 1 above)
4. Are there effective mechanisms to record and analyse the consultation responses?	<p>Benchmarking is done quarterly and produced by Development Control Officers Group Users Forum – minutes circulated and reported to Planning Committee Survey work analysed (by 3rd party undertaking survey in some cases)</p>	
5. Date (and place if applicable) of consultation	<p>Users Forum meets twice a year One survey is undertaken annually Benchmarking is on a rolling basis with quarterly returns</p>	
6. Can you prove who you consulted with?	Yes, Minutes of Users Forum and Committee report, copies of BC/DC Newsletter, copies of customer survey returns and analysis, benchmarking statistics.	
7. Summary of consultation findings	See relevant evidence	

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8. Where can full details of the consultation findings be found?	Development Control	
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Go to part D

Part D: Action Plan

Organisation/ Department	Environmental Services
Service Area	<i>Development Control, Development Division</i>
Responsible Officer	Penny McGinty

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 (jointly with BC) Likely need to broaden range of alternative languages Identify existing in house capability	H	PWS	Dec 07 Jan 08	Minimal	List identified	All Dept surveyed

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When using external consultants will put process in place to check procurement equality procedure has been followed by the consultant	H	PMcG	Dec 07	Minimal	Evidence for each consultant	All cases
Check Uniqwin and external consultants used for their procurement equality policy	H	PMcG	Dec 07	Minimal	Evidence from Uniqwin	Complete once response received
Continue collecting information with each relevant survey (one carried out annually)	H	PMcG	Dec 07 – ongoing	Minimal	One undertaken and analysed annually	One per year
Consider refuge provision at each floor level, or ensure that an alternative accessible venue is used for meeting where access issues apply	L	PMcG	Ongoing	Significant – not approved	Survey of building shows achieved	Works in place

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Ensure Design and Access Statements are of acceptable quality	H	PMcG	Dec 07 - Ongoing	None – part of DC process	If planning permission refused with reference to D&A statement	All Design and Access Statements are adequate
Identify relevant ethnic groups and make enquiries to verify (joint with BC)	H	PMcG/PS	Dec 07- Dec 08	Minimal	List identified	Groups verified
Check Committee dates – (checked corporately?)	L	Committee clerk	Dec 07 – Jan 08	Minimal	Dates identified	Committee dates agreed

Completed by	P. McGinty	Date	27.02.08
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?			

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Date of the next assessment	
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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		
3. Outline any proposed changes to the policy or service		
4. How will service users be affected by these changes		

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5. Who is better off because of these changes		
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Part E: How do changes or new policies affect different groups? Continued...

	Answer and evidence to show this	Action Points
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.		

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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.