

Community Equality Impact Assessment Form

Community Equality Impact Assessments should be carried out whenever you plan, change or remove a service, policy or function. The process should be used as a health check – a way of consolidating knowledge you have on your service. Please refer to the Community Equality Impact Assessment Guidelines to help you complete this activity.

Name of service, policy, procedure, function or project to be assessed:	Your involvement in planning – an updated document to replace the Statement of Community Involvement (SCI)
Is this a new or existing function or policy?	This is an amended document and is required under the Planning and Compulsory Purchase Act 2004 (amended by the Localism Act 2011) and updates the existing SCI which was adopted in 2006.
Key purpose / objective of this service, policy, procedure, function or project to be assessed:	The document – Your involvement in planning is a process document rather than a planning policy document. It sets out our commitments in relation to consulting our community and other interested persons in relation to planning policy and development management work
Lead Officer – inc. contact details	Carol Humphrey chumphrey@epsom-ewell.gov.uk
Directorate and Head of Service	Mark Berry – Head of Place Development
Other stakeholders – list all involved	
Start date – The assessment should be started prior to policy / service development and early enough to influence the decision-making process	24 October 2016
End date – The assessment will need to inform decision making so the end date should take this into account	

Step 1: Identify why you are undertaking a Community Equality Impact Assessment

The current SCI was adopted in 2006. Since then there have been a number of pertinent changes including relevant legislation, use of social media and electronic communication. The new document introduces some changes of approach and it is therefore important to carry out this assessment.

Step 2: Identify the proposed changes to your service

Describe the possible changes your proposal will have on your service. Also outline the possible affect(s) it may have on the **protected characteristics**. Following your initial assessment if it is absolutely obvious that your changes will not have any effect on any of the **protected characteristics**, no further analysis or action is necessary. In this event, you must clearly record how you came to this conclusion.

The document is written in plain English to ensure that all interested parties involved in planning matters can understand the opportunities for engaging with and influencing planning policies and decisions that we make. The document is also useful for officers and councillors in understanding their commitment to community involvement.

Step 3: Assessment of data and research

Identify what data and research is available to inform the impact of your proposals on service users and / or staff. Where there are data gaps you should include this as an action within your **Community Equality Impact Assessment Action Plan – Step 7**.

We took account of the existing arrangements, undertook an analysis of other SCIs, changes in legislation, increase in new mode of communication.

Step 4: Consultation

Identify what relevant consultation could inform your Impact assessment. If you have recent relevant consultation data you could use this. If not, you will have to undertake new consultation, this should be included as an action within your **Community Equality Impact Assessment Action Plan – Step 7**. Make sure the extent of your consultation is in proportion to the proposed change that is being made. Have you consulted the Equalities Forum?

We invited comments from interested parties including councillors and other community groups and individuals. The draft document was available on our website for comment as well.



Consultee List 14
September 2016.doc

Step 5: Impact Assessment

Use the data, research and consultation results to consider the positive and negative impacts of the proposals in respect of the three aims;

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equality of opportunity; and
- Foster good relations

and the protected characteristics of the Equality Duty. Don't forget to consider staff as well as service users. Please use the template below.

Equality Strand	Positive It could benefit Yes / No	Negative Yes (High / Low) / No	No Impact (Yes / No)	Reason Describe the person you are assessing the impact on, including identifying: details of characteristic (if relevant) e.g. mobility problems / particular religion and why and how they might be negatively or positively affected. Identify risks if negative; identify benefits if positive
Age (e.g. older people, younger people and children)	Yes	No	No	<p>There is a perception that older people are less likely to use electronic communication tools such as our website, email and social media accounts. However older people are increasing their use of online facilities. Although electronic measures are promoted there are many consultation measures which do not rely on internet access and are identified in the document (e.g. adverting through press-releases, public exhibitions, neighbour notification by letter).</p> <p>The document also proposed the use of social media to encourage participation amongst young people.</p> <p>Therefore the measures identified will not have a disadvantageous effect on a person because of their age.</p>

Equality Strand	Positive It could benefit Yes / No	Negative Yes (High / Low) / No	No Impact (Yes / No)	Reason Describe the person you are assessing the impact on, including identifying: details of characteristic (if relevant) e.g. mobility problems / particular religion and why and how they might be negatively or positively affected. Identify risks if negative; identify benefits if positive
Disability (long-term health impairment could include mental health problems, asthma, heart conditions, chronic fatigue etc.)	Yes	No	No	<p>Some measures identified in the document rely on appropriate access to public venues. An assessment of access will be undertaken when a venue is identified. Whilst this may mean that those with impaired mobility might be less able to participate, there are a range of measures proposed such as through electronic means that will assist. We are able to provide documents in alternative formats on request.</p> <p>Therefore the measures identified will not have a disadvantageous effect on a person because of a disability.</p>
Gender (male, female)	No	No	No	<p>The document does not propose any measures likely to have a disadvantageous effect on a person because of their gender.</p>

Equality Strand	Positive It could benefit Yes / No	Negative Yes (High / Low) / No	No Impact (Yes / No)	Reason Describe the person you are assessing the impact on, including identifying: details of characteristic (if relevant) e.g. mobility problems / particular religion and why and how they might be negatively or positively affected. Identify risks if negative; identify benefits if positive
Race (Minority ethnic communities e.g. colour, ethnic or national origin, nationality. This includes travellers and gypsies)	Yes	No	No	<p>A number of our consultation measures will require a good understanding of written and/or spoken English. Where a particular ethnic group do not share this language or level of understanding, there is a risk that they may be excluded from participating in consultations.</p> <p>We are able to provide information in alternative formats to meet the needs of those who do not speak English or have difficulty speaking the language and /or understanding it.</p> <p>It is government policy that not all documents should be automatically provided in alternative language formats. We are able to provide documents in alternative language formats on request.</p> <p>The document identifies the Gypsy and Traveller communities as hard to reach and commits to endeavouring to engage with them. We will use a range of methods to ensure all of our communities have opportunities to participate.</p> <p>Therefore the measures identified will not have a disadvantageous effect on a person because of their race.</p>
Religion or belief (Believing faiths/religions e.g. Christians, Hindus, Muslims, people with no faith/religion)	No	No	No	<p>The document does not propose any measures likely to have a disadvantageous effect on a person because of their religion or beliefs.</p>

Equality Strand	Positive It could benefit Yes / No	Negative Yes (High / Low) / No	No Impact (Yes / No)	Reason Describe the person you are assessing the impact on, including identifying: details of characteristic (if relevant) e.g. mobility problems / particular religion and why and how they might be negatively or positively affected. Identify risks if negative; identify benefits if positive
Sexual orientation (heterosexuals, lesbians, gay men and bisexual men or women)	No	No	No	The document does not propose any measures likely to have a disadvantageous effect on a person because of their sexual orientation.
Gender re-assignment (people who intend, are in the process of or have undergone gender reassignment)	No	No	No	The document does not propose any measures likely to have a disadvantageous effect on a person because of their gender re-assignment.
Marriage and civil partnership – (only in respect of eliminating unlawful discrimination)	No	No	No	The document does not propose any measures likely to have a disadvantageous effect on a person because of their marriage or civil partnership.
Pregnancy and maternity	No	No	No	The document does not propose any measures likely to have a disadvantageous effect on a person because of their pregnancy or maternity.
Non-statutory Group Consideration				
Other equality issues (please state)				None
Socio-economically disadvantaged (e.g. factors such as family background, educational attainment, neighbourhood, employment status)	No	No	No	The document does not propose any measures likely to have a disadvantageous effect on a person because of these characteristics.

Step 6: Decision/Result

Following your analysis, you should make a decision as to whether or not your proposal will negatively or positively impact any protected characteristics. You should take into account all factors such as finance and legal in your decision. Include information about whether stakeholders agree with your findings and proposed response (action plan).

From this analysis the implementation of the consultation measures within the document will not adversely affect any of the protected characteristics.

Step 7: Community Equality Impact Assessment Action Plan

Once you have taken all factors into account, you need to create an Action Plan using the template below. These actions should be based on the information and analysis gathered during Steps 1 to 6. It should include any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. You should also identify positive actions. The actions need to be built into your service planning framework. Actions / targets should be SMART, Specific, Measurable, Achievable, Realistic and Time framed.

Issues identified	Actions required	Progress milestones	By when?	Responsible officer(s)

Step 8: Sign off

	Name and job title	Signature **	Date
Lead officer:	Carol Humphrey Place Development Improvement Manager		
Validated by: (Head of Service)	Mark Berry Head of Place Development		
Approved by: (Equalities lead)			
Published on website by: (Communication team)			

** Please type your name to allow forms to be sent electronically