



Equality Impact Assessment (EqIA)

Local Development Plan – Main Issues Report – 16.09.10

If the '*policy*' you are developing or going to develop is relevant - that is, it will have an impact on people - you should complete an Equality Impact Assessment (EqIA).

The proforma and guidance is incorporated into the EqIA process and helps to take you through the process step by step. (see Pdf version)
A Summary Chart has also been developed as part of the process and gives you an overview of the process. (See Pdf version)

You can find examples of completed Equality Impact Assessments on *eric* Equality and Diversity web page.

Contents:

Word Version

Proforma only

Sections 1 - 11

includes step-by-step guidance

EqlA Process - Proforma

Complete this proforma for all *relevant policies*

'Relevant' means it will have an impact on people. 'Policy' - see definition below.

Section 1: Policy Details (see definition of 'policy')

Name of Policy:

Local Development Plan – Participation Statement

Service and Division:

The Environment Service – Planning and Sustainable Development

Owner/Person Responsible (include your Name and Position):

Brenda Murray – Local Development Plan Team Leader

Impact Assessment Team (include your Names and Positions). This team can consist of two people or more as appropriate:

Brenda Murray – Local Development Plan Team Leader
Julie Robertson – Planning Officer
Alma Murray – Equalities Assistant

Definition of policy for the purposes of EqlA:

For the purposes of an EqlA the term 'policy' covers Service delivery and Employment. Also includes all relevant Policies, Projects, Process, Practices, Strategies, Committee Reports, Guides, Manuals, Change Agendas or Restructuring Documents, procedures and practices - formal or informal, written or customary.

Is the function, 'policy' being impact assessed new or existing? Please tick the appropriate box below to indicate.

☒ New

☐ Existing

What are the main aims of the policy?

The Participation Statement has been prepared in order to ensure that interested parties and residents within the Perth & Kinross Council area have an opportunity to engage and participate in the future planning of the area. It has been developed using the principles and techniques set out in "SP=EED: Scottish Planning = Effective Engagement and Delivery". The SP=EED process, designed by Planning Aid for Scotland reflects the National Standards for Community Engagement and will be used as a practical guide to engage with the public and communities.

The EQIA will be used to help identify those groups of people who do not traditionally get involved in the Development Plan process yet may be affected by the policies or proposals contained in the Plan.

Who are the main target groups/beneficiaries?

Various communities throughout the Perth & Kinross Council area – residents, businesses and all who have an interest in the future of the area.

What are the intended outcomes of the policy?

To ensure that there has been an opportunity for all in Perth and Kinross to get involved in the future planning of the area.

Is this policy 'relevant'? - this means, does it affect people? Please tick the appropriate box below to indicate.

☒ Yes

☐ No

☐ Don't Know

Section 2: Information Gathering

You should list here the sources of information used to assess the impact of the relevant policy. This can include local sources such as reports, information and data, relevant partners' information, data and reports, other Council's relevant information, data and reports, national information, research outcomes, data profiles and any other evidence which has led to the development of this policy.

Information/Evidence Gained and Used to Shape this Policy	List Details, Source and Date <i>(continue on a separate sheet if necessary – tick to indicate this has been done)</i> <input type="checkbox"/>
Community consultation/involvement outcomes from earlier contacts - this usually includes formally arranged contact with individuals or community, voluntary sector and other relevant interest groups	<p>Public Consultation – April – June 2009 Landowners, Developers, Communities and wider public invited to bring forward sites for development and land use issues within their area to form the basis of the Main Issues Report – 1315 responses received to this consultation - http://www.pkc.gov.uk/Planning+and+the+environment/Planning/Development+plan/Development+plan+-+new/Local+development+plan/Local+development+plan+-+preparation+of+the+main+issues+report/</p> <p>Consultation was made public through:</p> <ul style="list-style-type: none"> - press release – 19 April 2009 - webpage – Local Development Plan Newsletters – Summer 2009, Winter 2009, Summer 2010 http://www.pkc.gov.uk/NR/rdonlyres/271852C1-E466-4B45-9DC2-993626587C08/0/SpringSummerNewsletter.pdf - Perth & Kinross Councils newsletter distributed free to every home in the area – Summer 2009 - Community Councils training with Planning Aid – 22 November 2008 and 24th January 2009 - Written contact with known developers and stakeholders in the area and all interested parties who were on the consultation database (this database has been updated as the process has progressed to ensure all who have taken part will be regularly updated on progress) - Workshops/Liaison meetings with Scottish water, Scottish Natural heritage, Transport Scotland, Historic Scotland, Scottish Environmental Protection Agency and the Scottish Government on the following topics and dates: Vision and Strategy, 06/11/09; Flooding and Waste Management, 08/01/10; Sustainable Communities and Delivering Infrastructure, 22/01/10; Climate Change and Renewables, 05/02/10; Housing Land Supply and Perth Core, 19/02/10; River Basin Management Planning, 05/03/10 and Landscape Strategy, 19/03/10. - Community Engagement Workshop held on 13th July 2010 to look at when, where and how to consult. Attendees included representatives from public, private sector, house builders, community groups and community councils
Employee involvement/consultation feedback (e.g. survey, focus groups)	<ul style="list-style-type: none"> - Community Engagement Workshop held on 13th July 2010 to look at when, where and how to consult. Attendees included representatives from public, private sector, house builders, community groups and community councils - The Environment Service newsletter - Senior Community Capacity Worker working with the Local Development Plan team - Development Management Team consulted and comments received for policy monitoring

Research and information list main sources	National legislation: Planning etc (Scotland) Act 2006 National Planning Framework 2009, Scottish Planning Policy 2010, Planning Advice Note 3/2010 – Community Engagement National Standards for Community Engagement SP=EED: Scottish Planning = Effective Engagement and Delivery TayPlan Main Issues Report, TayPlan Strategic Environmental Assessment
Officer knowledge and experience	The Local Development Plan Team is made up of 8 Planning Officers all qualified members of the Royal Town Planning Institute. All members of team have been involved in consultation events in the past either within Perth & Kinross Council, other local authorities, private sector and education. The team have received Equalities Impact Assessment training. Three members of the team are actively involved in Planning Aid. The team also draws expertise from other officers in the Council including a Senior Community Capacity Worker, Affordable Housing Officer, Biodiversity Officer, Transport Officers, Conservation Officers and Development Management Officers.
Equality monitoring data - includes community or staff profiles etc	To date no specific equalities monitoring has been undertaken
Service user feedback (including customer contact, services and complaints)	Senior Community Capacity Officer has set up questionnaire to follow consultation events
Partner user feedback	Community Engagement Workshop held on 13 th July 2010 to look at when, where and how to consult. Attendees included representatives from public, private sector, house builders, community groups and community councils
Other - this may be information gathered in another Council area, nationally or in partner organisations which is considered to have relevance	Use of National Standards for Community Engagement and SP=EED: Scottish Planning = Effective Engagement and Delivery Looked at practice carried out by other Local Authorities in terms of methods and engagement

Reminder:

If there are any **gaps** in the information or evidence, please enter **any actions** to be taken to resolve this at **Section 5 below**. Example of an Action - if there are any gaps in the data available you may want to commission further research or collect additional data or establish new procedures for collecting data.

Section 3: Consultation/Involvement

Consultation with key stakeholders can be undertaken throughout the whole of the equality impact assessment process. This section can include details of outcomes from current, earlier or ongoing consultation/involvement activities. This activity **can also** help to **reach people not previously involved** with these processes, but who will be affected by this policy when it is implemented.

The Consultation/Involvement process can also help **identify or agree changes** that need to be made to ensure the policy will be inclusive when implemented.

A summary of the replies received from individuals and stakeholders consulted/involved. Include any previous feedback or complaints relating to equality and diversity issues and the policy or process currently being assessed.

Equality Protected Characteristic	Date	Outcome of Consultation/Involvement <i>(continue on a separate sheet if necessary – tick to indicate this has been done)</i> <input type="checkbox"/>
Race		<p>There has been no specific equality monitoring and no specific feedback to date. Have not reached these groups in the past but hope that through the Community Equality Advisory Group we can pin-point more specific groups. In the past have not had disaggregated data which needs to be collected as a result of need to move away from neutral position and recognize potential inequalities.</p>
Gender		
Transgender		
Disability		
Age		
Sexual Orientation		
Religion / Belief		
Civil Partnership / Marriage		
Pregnancy / Maternity		
Other <i>(please specify)</i>		Socio-economic – take account of the possibility that the process could exacerbate socio-economic inequality.

See also sources of support, advice and further information above.

Identify actions at Section 5 below to ensure inclusiveness when the policy is implemented. Or note why action cannot be taken.

Section 4: Detail the Positive and/or Negative Impacts or Tick to Indicate No Impact

Provide details of the likely impact the relevant policy may have on the equality protected characteristics listed below?

This information will be indicated by activities at Section 2 and Section 3 above.

Equality Protected Characteristics	Positive Impact	Negative Impact	No Impact Identified (tick if appropriate)
Race	The overall aim is to provide an opportunity for all in Perth & Kinross Council area to get involved in the consultation and benefit from it.		
Gender			
Transgender			
Disability			
Age			
Sexual Orientation			
Religion / Belief			
Civil Partnership / Marriage			
Pregnancy / Maternity			
Other (please specify)		Socio-economic groups	

Section 5: Recommendations and Actions

As a result of this equality impact assessment, please **clearly describe practical actions** you plan to take to:

- ☐ *reduce or remove any identified **negative impact***
- ☐ *promote any **positive impact** or*
- ☐ ***gather further information/evidence***

Equality Protected Characteristics	Action (Add these actions to your Service Equality Action Plan)	Who is Responsible	Date for Completion	Intended Outcome
Race	<p>Linked with Minority Ethnic Access Development (MEAD) Project to consult with Chinese, Asian and Eastern European Communities</p> <p>Planning Aid Event with Gypsy/Travellers in October</p> <p>Information and documents will be translated upon request.</p>	PKC	Start of MIR Consultation (proposed 8 th October – subject to Committee approval of MIR)	<p>Improved service and information.</p> <p>Reducing barriers for information /applications.</p>
Gender	N/A			
Transgender	N/A			
Disability	Various methods of consultation such as drop in sessions, exhibitions and information online. Venues chosen are accessible buildings. Officers will be on hand to assist in helping participants get involved		Start of MIR Consultation (proposed 8 th October – subject to Committee approval of MIR)	<p>Improved service and information.</p> <p>Reducing barriers for information /applications.</p>
Age	<p>Various methods of consultation will be used to assist in reaching as many people as possible – using the internet and accessible buildings. Officers will be on hand to assist in explaining processes etc.</p> <p>Various events using Planning Aid (Planning to Act), Perth High School and Perth College events and Youth forums have been targeted to try and reach young people.</p>		Start of MIR Consultation (proposed 8 th October – subject to Committee approval of MIR)	<p>Improved service and information.</p> <p>Reducing barriers for information /applications.</p>
Sexual Orientation	N/A			

Religion / Belief	N/A			
Civil Partnership / Marriage	N/A			
Pregnancy / Maternity	N/A			
Other – Socio-economic	Help and advice can be received directly from officers either at events, by e-mail or by telephone. Information will be available in various formats upon request.			Improved service and information. Reducing barriers for information /applications.

Section 6: Monitoring

Monitoring enables the Council to identify any negative or positive impacts from the implementation of the policy. This also helps to identify any low take-up of service by people who share a particular protected characteristic.

Note here existing or planned Equality monitoring for this policy.

Monitoring will take place through the preparation of the LDP to look at best practice methods and feedback opportunities will be made available at events to monitor public opinion on how successful the engagement was and how it could be improved.

Section 7: Authorising the Assessment

The following signatures are required:

Service Manager or Service Representative

Signed _____ Name Brenda Murray Date 16/9/10

Quality Assured by PKC Equality Impact Assessment Trained Officer

Signed _____ Name Alma Murray Date 22.09.10

Section 8: Publishing EqlA Assessment

The completed and authorised EqlA should be added to your Service pages on the internet.

Date Action Completed To be confirmed Date for Review of EqlA 01.12.11

Section 9: Update Your Service EqlA Schedule

Update your Service EqlA Schedule to identify date completed and the next date for review/update

Date this Action Completed
22.09.10

Section 10: Committee Reporting

Ensure your Committee **report** to accompany this policy **includes information** about any **actions** taken to reduce or remove **negative impacts** identified, or include any **positive impacts** expected when the policy is implemented.

Section 11: Completed EqlA

Can you now pass a copy of the completed and authorised EqlA to your Service Lead Officer for Equality.