Gedling Borough Local Development Plan: Equalities Impact Assessment

July 2025

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1. Introduction

- 1.1 An Equality Impact Assessment is defined by the Equality and Human Rights Commission as "...a tool that helps public authorities make sure their policies, and the ways they carry out their functions, do what they are intended to do for everybody". Undertaking Equality Impact Assessments allows local authorities to identify any potential discrimination caused by their policies or the way they work and take steps to make sure that it is removed. Equality Impact Assessments also allow for the identification of opportunities to promote equality.
- 1.2 In Gedling Borough, the Local Plan comprises the Aligned Core Strategy for Gedling Borough, Part 1 Local Plan and the Gedling Borough Local Planning Document, Part 2 Local Plan. The Gedling Borough Local Development Plan is being prepared which will replace the Aligned Core Strategy and the Local Planning Document. The Gedling Borough Local Development Plan Issues and Options document sets out the issues and options for future planning in Gedling Borough over the period to March 2043 and seeks people's views.
- 1.3 The new local plan will contain both strategic and non-strategic planning proposals and planning policies. Whilst Gedling Borough has withdrawn from the preparation of the Greater Nottingham Strategic Plan it is the intention for the strategic planning elements of the new local plan to align with the strategic content of the Greater Nottingham Strategic Plan (GNSP). This strategic plan had reached an advanced stage and is viewed as being the starting point for strategic policy formulation in the Gedling Borough Local Development Plan. A full Equalities Impact Assessment was undertaken for the Publication Draft GNSP 2024 assessing the impact on people with protected characteristics and included recommendations as to whether changes to the policy were needed or not. This work has informed the preparation of this Equality Impact Assessment. Evidence about the make-up of the Borough's population has been collected through the Scoping Stage of the Sustainability Appraisal and will inform the assessment.

The Equalities Impact Assessment for the Issues and Options stage of the Gedling Borough Local Development Plan

- 2.1 Under the Equality Act 2010, the Gedling Borough Local Development Plan is required to be subject to an Equality Impact Assessment to ensure that it meets the needs of all members of the community. The Issues and Options document has been assessed for potential impacts of the proposals and policies on all sections of the population including those with protected characteristics which are:
 - Age Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).
 - **Disability** A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.
 - Gender A man or a woman.
 - Gender Reassignment The process of transitioning from one gender to another.

- Marriage & Civil Partnership In England and Wales marriage is no longer restricted to a union between a man and a woman but now includes a marriage between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).
- Other Group any other vulnerable groups, rural isolation, deprived areas, low income staff etc.
- Pregnancy and Maternity Pregnancy is the condition of being pregnant
 or expecting a baby. Maternity refers to the period after the birth and is
 linked to maternity leave in the employment context. In the non-work
 context, protection against maternity discrimination is for 26 weeks after
 giving birth, and this includes treating a woman unfavourably because she
 is breastfeeding.
- Race and Ethnicity Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, nationality (including citizenship), ethnic or national origins.
- Religion or Belief Religion has the meaning usually given to it but belief
 includes religious and philosophical beliefs including lack of belief (e.g.
 Atheism). Generally, a belief should affect your life choices or the way you
 live for it to be included in the definition.
- **Sexual Orientation** Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.
- 2.2 The Issues and Options consultation document sets out and seeks views on the general direction of proposals and policies covering a range of strategic and nonstrategic planning matters. Currently, it does not contain detailed policies and so the Equalities Impact Assessment is necessarily broad brush at this stage although it is worth bearing in mind that the Publication Draft Greater Nottingham Plan strategic policies are proposed as the basis for the strategic planning element of this new local plan. The consultation document seeks to obtain views on a range of topics such as the vision and objectives, development strategy, amount and type of housing and employment space, transport priorities and blue and green infrastructure. Consultees are invited to submit views on any issues they consider have been missed which may assist in identifying impacts on different sections of the population. However, the Equalities Impact Assessment will progress in tandem with the emerging Gedling Borough Local Development Plan as part of an iterative process that will assess more comprehensive and detailed policies and recommend changes at future stages of the Plan's preparation.
- 2.3 The following table sets out the Equalities Impact Assessment which follows the same order of the chapters in the Issues and Option document. The impact assessment considers the policy options and approaches against the protected groups set out in paragraph 2.1 above. It is noted that Gedling Borough as an employer should consider the impact on both Gedling residents external to the Council and also employees identified in the table as internals. However, it is considered that in the case of planning policies their implementation would result in the same impact on both internal and external members of the protected groups as shown in the assessment.

Table: Gedling Borough Local Development Plan Issues and Options Equalities Assessment

Chapter 1: Vision and Objectives

Name of Policy	Objective Purpose	Relevance to Equalities and Impact
Vision and Objectives	Sets out an aspirational but realistic vision for the future of the plan area together with specific	The Issues and Options document proposes adopting the vision and strategic objectives set out in the Publication Draft GNSP 2024 and seeks views on this approach. The Publication Draft GNSP 2024 is inclusive of all ethnic groups. Equality of opportunity for all is an overall aim within the Vision statement set out in the Preferred Approach which states:
	objectives establishing how the plan area will deal with identified	"People from all sections of society will be provided with better access to homes, jobs, services and nature and open space to support health and wellbeing outcomes".
	key issues.	 The objectives set out in the Publication Draft GNSP 2024 include amongst others: providing high quality new housing to ensure the targets of the Plan are met; and economic prosperity for all: to ensure economic growth is as equitable as possible.
		The vision and objectives set out in the Publication Draft GNSP 2024 should have a positive impact on existing and future residents including those with protected characteristics.

Protected Group	Gender	Gender Reassignment	Age	Marriage and Civil Partnership	Disability	Race and Ethnicity	Sexual Orientation	Religion or Belief	Pregnancy or Maternity	Other groups
External	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive
Internal	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive

Chapter 2 Climate Change

Name of Policy	Objective Purpose	Relevance to Equalities and Impact
Climate Change		The Issues and Options document invites views on the proposal to include policies on climate change as set out in Publication Draft GNSP 2024.
		The Publication Draft GNSP Climate Change Policy ensures that all future development in the Greater Nottingham Area will aim to incorporate sustainable design, mitigate or adapt to climate change, reduce carbon emissions and reduce flood risk. The policy is written positively and is expected to affect all groups and communities in a positive manner, as it will ensure mitigation and adaption to climate change, providing a sustainable and greener living environment for all.

Protected Group	Gender	Gender Reassignment	Age	Marriage and Civil	Disability	Race and	Sexual Orientation		Pregnancy or	Other groups
•)		Partnership		Ethnicity		Belief	Maternity	
External	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive
Internal	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive

Chapter 3 Spatial Strategy

Name of Policy	Objective	Relevance to Equalities and Impact
	Purpose	
Spatial Strategy and Settlement Hierarchy	Broad overarching approach to locate development in	The Issues and Options document proposes to adopt the planning strategy and hierarchy set out in the Publication Draft GNSP 2024 and seeks views on this option.
	sustainable locations.	The Publication Draft GNSP 2024 is inclusive of all ethnic groups. The policy is written positively and there is no discrimination of any of the protected characteristics.

Assessment

Protected Group	Gender	Gender Reassignment	Age	Marriage and Civil Partnership	Disability	Race and Ethnicity	Sexual Orientation	Religion or Belief	Pregnancy or Maternity	Other groups
External	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral
Internal	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral

Chapter 4 Housing

Name of Policy	Objective	Relevance to Equalities and Impact
	Purpose	
Housing Provision	The principle of ensuring sufficient provision to meet objectively assessed housing need.	The Gedling Borough Issues and Options document proposes to base the housing target on the Government's standard method for assessing housing need although the document asks consultees whether there is justification to exceed this target. Overall, this approach will have a positive impact on meeting housing needs across the Plan Area including for those with protected characteristics.
		There is also a need to ensure that detailed proposals for areas/sites take account of equalities issues.

Protected Group	Gender	Gender Reassignment	Age	Marriage and Civil Partnership	Disability	Race and Ethnicity	Sexual Orientation	Religion or Belief	Pregnancy or Maternity	Other groups
External	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral
Internal	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral

Chapter 5 Green Belt

Name of Policy	Objective	Relevance to Equalities and Impact
	Purpose	
Green Belt	Seeks to maintain the principle of the Nottinghamshire Green Belt	The Issues and Options document addresses the need to maintain the Nottinghamshire Green Belt and sets out considerations for releasing Green Belt in order to achieve sustainable development patterns over the plan period. This is consistent with the policy approach taken in the Publication Draft GNSP 2024. The policy is written positively and there
		is no negative discrimination towards any of the protected characteristics.

Protected Group	Gender	Gender Reassignment	Age	Marriage and Civil Partnership	Disability	Race and Ethnicity	Sexual Orientation	Religion or Belief	Pregnancy or Maternity	Other groups
External	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral
Internal	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral

Chapter 6 Employment and Economic Development

Name of Policy	Objective	Relevance to Equalities and Impact
	Purpose	
Employment and	The principle of	The Gedling Borough Issues and Options document proposes to base the employment
Economic	ensuring sufficient	space target on the evidence set out in the Employment Land Study 2021 which underpins
Development	employment	the Publication Draft GNSP 2024. This is consistent with the policy approach taken in the
	provision and	Publication Draft GNSP 2024. This approach is considered to be inclusive of all ethnic
	economic	groups. The policy is written positively and there is no negative discrimination towards any of
	development	the protected characteristics.
	opportunities with	
	new floorspace	However, effects will be more apparent in the individual policies to be prepared. There is also
	being provided	a need to ensure that detailed proposals for areas/sites take account of equalities issues.
	across all sectors.	

Assessment

Protected Group	Gender	Gender Reassignment	Age	Marriage and Civil Partnership	Disability	Race and Ethnicity	Sexual Orientation	U	Pregnancy or Maternity	Other groups
External	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral
Internal	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral

Chapter 7 Shopping Centres

Name of Policy	Objective	·							
	Purpose								
Shopping Centres	Seeks to protect	The Issues and Options document proposes to include the centres as recommended by the							
	and enhance	Greater Nottingham Centres Study and to include two new centres which is consistent with							
	shopping centres	the policy approach taken in the Publication Draft GNSP 2024. The policy approach is to							
		improve the quality, vitality and vibrancy of the town and local centres to ensure they can							

Name of Policy	Objective Purpose	Relevance to Equalities and Impact
		operate effectively in the long term. The policy is written positively and there is no negative discrimination towards any of the protected characteristics.

Protected Group	Gender	Gender Reassignment	Age	Marriage and Civil Partnership	Disability	Race and Ethnicity	Sexual Orientation	Religion or Belief	Pregnancy or Maternity	Other groups
External	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral
Internal	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral

Chapter 8 Housing Mix

Name of Policy	Objective Purpose	Relevance to Equalities and Impact
Housing Mix	The principle of meeting the housing size, mix and choice of housing needed for different groups in the community.	The approach supports a mix of housing tenures, types and sizes in order to create sustainable, inclusive and mixed communities. The Issues and Options document proposes to adopt the approach towards setting thresholds and targets for affordable housing set out in the Publication Draft GNSP 2024 and also proposes to include Policy 8 of the Publication Draft GNSP 2024 which supports the provision of a mix of housing, to consider the needs and demands of the elderly and people with disabilities. The policy is written positively and there is no negative discrimination of any of the protected characteristics. The policy is expected to have a positive impact on the age and disability characteristic because the policy encourages the delivery of a mix of market and affordable housing and specialist housing for older people and disabled persons.
		nousing and specialist nousing for older people and disabled persons.

Protected Group	Gender	Gender Reassignment	Age	Marriage and Civil Partnership	Disability	Race and Ethnicity		Religion or Belief	Pregnancy or Maternity	Other groups
External	Neutral	Neutral	Positive	Neutral	Positive	Neutral	Neutral	Neutral	Neutral	Neutral
Internal	Neutral	Neutral	Positive	Neutral	Positive	Neutral	Neutral	Neutral	Neutral	Neutral

Chapter 9 Design and Enhancing Local Identity

Name of Policy	Objective Purpose	Relevance to Equalities and Impact
Design and Enhancing Local Identity	To achieve high quality design	The Issues and Options document proposes to adopt Policy 10 of the Publication Draft GNSP 2024 which sets out principles that require development to achieve high quality design in terms of place making, buildings and landscaping. The policy is written positively and there is no positive or negative discrimination of any of the protected characteristics.

Protected group	Gender	Gender Reassignment	Age	Marriage and Civil Partnership	Disability	Race and ethnicity	Sexual Orientation	Religion or Belief	Pregnancy or Maternity	Other groups
External	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral
Internal	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral

Chapter 10 Historic Environment

Name of Policy	Objective	Relevance to Equalities and Impact
	Purpose	
Historic Environment	To protect and enhance the historic environment.	The Issues and Options document proposes to take the same approach as the Publication Draft GNSP Policy which sets out the principle that Greater Nottingham's historic environment is an asset of significant cultural, social and economic value, which should be protected. The policy is written positively and there is no positive or negative discrimination of any of the protected characteristics.

Assessment

Protected Group	Gender	Gender Reassignment	Age	Marriage and Civil Partnership	Disability	Race and Ethnicity	Sexual Orientation	U	Pregnancy or Maternity	Other groups
External	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral
Internal	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral

Chapter 11 Local Services and Healthy Lifestyles

Name of Policy	Purpose	Relevance to Equalities and Impact
Local Servies and Healthy Lifestyles	To support provision of accessible and high quality local services, sustainable lifestyles.	The Issues and Options document refers to including the Publication Draft GNSP Policy on local services and healthy lifestyles which sets out principles that will support proposals for Healthy Lifestyles which deliver appropriately located community facilities. The policy is written positively and is expected to affect all equalities groups in a positive manner, as it will provide community facilities that can be utilised by all in the Greater Nottingham Area.

Protected Group	Gender	Gender Reassignment	Age	Marriage and Civil Partnership	Disability	Race and Ethnicity	Sexual Orientation		Pregnancy or Maternity	Other groups
External	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive
Internal	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive

Chapter 12 Culture Tourism and Sport

Name of Policy	Objective	Relevance to Equalities and Impact
	Purpose	
Culture Tourism and Sport	To protect and make provision for culture, tourism and sports facilities.	The Issues and Options document proposes to take the same approach as the Publication Draft GNSP 2024 which promotes the protection and enhancement of culture, tourism and sporting facilities in order to provide a range of quality, accessible and safe facilities to encourage healthier, active lifestyles and to support the economic development of the area. The policy is written positively and is expected to affect all equalities groups in a positive manner, as it will provide publicly accessible and a broad range of facilities to all in the Greater Nottingham Area.

Protected Group	Gender	Gender Reassignment	Age	Marriage and Civil Partnership	Disability	Race and Ethnicity	Sexual Orientation		Pregnancy or Maternity	Other groups
External	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive
Internal	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive

Chapter 13 Transport

Name of Policy	Objective Purpose	Relevance to Equalities and Impact
Transport	To promote sustainable patterns of movement.	The Issues and Options document proposes and seeks views on following the transport strategy set out in the Publication Draft GNSP 2024 document. This is based on a hierarchy comprising of three pillars – to avoid (reducing the need to travel), to shift (towards more sustainable modes of transport) and finally to manage and mitigate the impacts of development through targeted investment in the highway network. The approach offers a range of transport choices for the movement of all people and goods in the Greater Nottingham Area. The policy is written positively and is expected to affect all equalities groups in a positive manner, as it will ensure appropriate provision of sustainable transport networks for all.

Assessment

Protected Group	Gender	Gender Reassignment	Age	Marriage and Civil Partnership	Disability	Race and Ethnicity	Sexual Orientation		Pregnancy or Maternity	Other groups
External	Positive	Positive	Positive		Positive	Positive	Positive	Positive	Positive	Positive
Internal	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive

Chapter 14 Blue and Green Infrastructure

Name of Policy	Objective Purpose	Relevance to Equalities and Impact
Blue and Green	To protect and	The Issues and Options document proposes to take the same approach as set out in the
Infrastructure	enhance Blue and	Publication Draft GNSP 2024 Policy 16 Biodiversity which takes a strategic approach to the
	Green	delivery, conservation and enhancement of Blue and Green Infrastructure. Policy 16 is
	Infrastructure	expected to provide a quality and accessible network of better connected blue and green

Name of Policy	Objective	Relevance to Equalities and Impact
	Purpose	
		spaces that enhance visual amenity, biodiversity, landscape, productivity and enable healthy lifestyles. The policy is written positively and is expected to affect all equalities groups in a positive manner, as it will ensure improved blue and green infrastructure for all.

Protected Group	Gender	Gender Reassignment	Age	Marriage and Civil Partnership	Disability	Race and Ethnicity	Sexual Orientation		Pregnancy or Maternity	Other groups
External	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive
Internal	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive

Chapter 15 Infrastructure

Name of Policy	Objective	Relevance to Equalities and Impact
	Purpose	
Infrastructure	To ensure development is supported by the right infrastructure	The Issues and Options document proposes to take the same approach to infrastructure as set out in the Publication Draft GNSP Policy 18 which seeks to ensure that the Greater Nottingham Councils, working alongside neighbouring Local Authorities and infrastructure partners, deliver the necessary infrastructure in proportion to the proposed growth in the Greater Nottingham Area in a timely manner. The policy also sets out how developer contributions for new or improved infrastructure to support development will be sought. The policy is written positively and is expected to affect all equalities groups in a positive manner, as it will ensure the appropriate provision of infrastructure.

	rotected roup	Gender	Gender Reassignment	Age	Marriage and Civil Partnership	Disability	Race and Ethnicity	Sexual Orientation		Pregnancy or Maternity	Other groups
Ε	xternal	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive
In	iternal	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive	Positive

Site Allocations

Name of Policy	Objective	Relevance to Equalities and Impact
	Purpose	
Site allocations	Proposed site allocations to accommodate major housing and	The Gedling Borough Local Development Plan is inclusive of all ethnic groups. However, site allocations will impact on a range of issues of relevance to people with protected characteristics.
	employment growth in sustainable	More details of how sites are to be developed will be included in the site specific policies within the Gedling Borough Local Development Plan as it progresses.
	locations.	There is also a need to ensure that detailed proposals for areas/sites take account of equalities issues.

Protected Group	Gender	Gender Reassignment	Age	Marriage and Civil Partnership	Disability	Race and Ethnicity	Sexual Orientation	Religion or Belief	Pregnancy or Maternity	Other groups
External				•					•	
Internal										

Summary of assessment

Is there is any evidence of a high disproportionate adverse or positive impact on any groups?	Yes	Ma	Comment No negative impacts on protected groups have been identified. There are considered to be positive impacts for all protected groups in relation to a number of policy areas. These include pursuing the agreed vision and objectives that seek opportunities for all. Addressing climate change is also assessed as benefitting all protected groups as it will ensure mitigation and adaption to climate change, providing a sustainable and greener living environment for all. Policies aimed at providing local services in accessible locations, promoting the provision of culture, tourism and sport is also seen as beneficial to all protected groups. Adopting a transport strategy that seeks to reduce the need to travel, promote public transport, cycling and walking is also assessed as beneficial for all protected groups. Housing policy that seeks to provide a mix of market and affordable housing and specialist housing is seen as a high positive for older people, younger people and disabled persons.
Is there an opportunity to mitigate or alleviate any such impacts?	Yes	No	Comment No negative impacts on protected groups have been identified. However, it may be possible to improve policy outcomes through evidence gathered during the consultation on the Issues and Options document and as

		more detailed policies evolve through the stages of preparing the local plan.
Are there any gaps in information available (e.g. evidence) so that a complete assessment of different impacts is not possible?	Yes	Comment Effects will be more apparent as more detailed and comprehensive polices are published at future stages of the preparation of the Gedling Borough Local Development Plan.
		There is also a need to ensure that detailed proposals for areas/sites take account of equalities issues as the plan progresses.
		Monitoring and targets will be identified as part of policy formulation to ensure policy outcomes can be measured.

In response to the information provided above please provide a set of proposed actions including any consultation that is going to be carried out:

Planned Actions	Timeframe	Success Measure	Responsible Officer
Consultation on the	July 2025	Quantity and quality of	Planning Policy Manager
Regulation 18 Issues		responses including from	
and Options Document		protected groups and/or	
		organisations/communities	
		representing them.	
Consultation on	March 2026	Quantity and quality of	Planning Policy Manager
Regulation 19		responses including from	
Publication Draft		protected groups and/or	
Gedling Borough Local		organisations/communities	
Development Plan		representing them.	
Publication of	December 2026	Publication according to	Planning Policy Manager
Submission Document		timetable.	

Independent Hearings	January 2027	Plan is found sound by	Planning Inspectorate
(if required)		Inspector.	
Adoption	Spring 2028	Adoption on time.	
Monitoring of the	From adoption onwards	Monitoring indicators and	Planning Policy
Gedling Borough Local		targets achieved.	
Development Plan			

Conclusion and Next Steps

3.1 The emerging Gedling Borough Local Development Plan is intended to be inclusive of all ethnic groups. Overall, the assessment shows that the Issues and Options Document is likely to result in positive outcomes including for people with protected characteristics. However, effects will be more apparent as more detailed and comprehensive polices are published at future stages of the preparation of the Gedling Borough Local Development Plan. This will be part of an iterative process of assessing strategic policies at their formulation stage and making necessary changes to offset negative impacts or promote positive impacts of relevance for those people with protected characteristics. The Issues and Options Document is subject to consultation with a wide range of stakeholders and the Council will consult with groups representing people with protected characteristics. Responses will be carefully considered and assist with providing evidence on particular needs and issues relating to people with protected characteristics which may be addressed in strategic and non-strategic planning policy.

Authorisation and Review

Completing Officer	
Authorising Head of Service/Director	
Date	
Review date (if applicable)	