



EQUALITY IMPACT NEEDS ASSESSMENT

Policy/Service/Procedure to be assessed	Statement of Community Involvement (Sept 2013)	
Assessment completed by:	Tom Dillarstone	
Aims/objectives of the Policy/Service/Procedure Set out how public consultation on policy documents and planning applications will be carried out.		
Key Performance Indicator	Current Performance	Target
Who are the customers and stakeholders of this service? All residents of the Borough especially those who comment on planning documents and planning applications.		

Detail below what information you already have about the impact this policy/service/procedure has on the following groups including results from consultation, complaints, census:	
Black and minority ethnic people	Information needs to be available in different languages if required.
Men/women and trans (including gender reassignment)	Timing of meetings can affect those with child care responsibilities.
Disabled people	Information needs to be available in accessible locations and in appropriate formats.
Gay/Lesbian/bisexual People	
People from different faiths	
People of different ages	Ability to use Internet may restrict access for older residents – other ways of making information available will be needed.
Marriage and Civil Partnerships	
Pregnancy and Maternity	Timing of meetings can affect those with child care responsibilities. Information needs to be available in accessible locations

How will this policy/service/procedure impact on the following groups:		
	Positive impact	Negative impact
Black and minority ethnic people	Policy documents can be requested in different languages (Para 2.10)	Planning applications not available in different languages
Men/women and trans (including gender reassignment)	Consultation strategy for policy documents will ensure that stakeholder meetings and other workshops are held at appropriate times.	
Disabled people	Documents available in different formats and in different locations (Paras 2.8 and 2.10)	Planning applications not available in different formats
Gay/Lesbian/bisexual People		
People from different faiths		
People of different ages	Policy documents available in different locations around the Borough.	Planning applications only available online and in Civic Centre
Marriage and Civil Partnerships		
Pregnancy and Maternity	Policy documents available in different locations around the Borough.	Planning applications only available online and in Civic Centre

What changes could be made to the policy/service/procedure to address any negative impacts?

- Make planning applications available in different languages/formats – this has been considered but is not practical due to the number and scale of information included. Officers will discuss applications using appropriate methods if required.
- Make planning applications available in different locations around the Borough – this has been considered and is partly achievable. Due to the number of applications it would not be possible to make all applications available in different locations. Consideration will be given on a case by case basis to the need to make major applications available in different parts of the Borough. The Draft SCI will be updated to reflect this.

What monitoring will be carried out to ensure this policy/service/procedure meets diverse needs

What actions will be included in your service plan arising from this assessment?

Action	Outcome	Date?	Who?

Are you satisfied that all aspects of this policy/service/procedure have been thoroughly assessed for all the strands of diversity and that no further investigation is required? Y/N
If no then a fuller impact assessment is required.

Signed.....(manager) Signed.....(Corporate Equality Representative)