



# South Kesteven District Council

## Equality Analysis (Stage 1)

### Statement of Community Involvement

<b>Service Area:</b>	<b>Lead officer:</b> Karen Sinclair	<b>Date of Meeting</b>
Planning Policy & Partnerships	<b>Assessors:</b> Rachel Armstrong Karen Sinclair	17/07/14
	<b>Neutral Assessor:</b> Jo Toomey	

**1. Name and description of policy/service/function/strategy**

The Statement of Community Involvement (SCI) sets out how the community, businesses and others with an interest in the development of the District can engage with the planning system.

It outlines how organisations and individuals can be involved in the plan making process and the consideration of planning applications. It also sets out standards and arrangements as to how the Council will consult and report back to those engaged in the process.

**Is this a new or existing policy?**

**Existing**

**2. Complete the table below, considering whether the proposed policy/service/function/strategy could have any potential positive, or negative impacts on groups from any of the protected characteristics (or diversity strands) listed, using demographic data, user surveys, local consultations evaluation forms, comments and complaints etc.**

<b>Equality Group</b>	<b>Does this policy/service/function/strategy have a positive or negative impact on any of the equality groups?  Please state which for each group</b>	<b>Please describe why the impact is positive or negative. If you consider this policy etc is not relevant to a specific characteristic please explain why</b>
<b>Age</b>	Positive impact	The delivery and implementation of the SCI is not determined by any individual protected characteristic. However, we will work within the framework provided by the Customer Access Strategy which provides a range of different means to enable customers to access the Council's services. The SCI makes specific provision for people who are unable to access planning information either by the internet or by visiting the Council's offices.
<b>Disability</b>	Positive impact	The delivery and implementation of the SCI is not determined by any individual protected characteristic. However, we will work within the framework provide by the Customer Access Strategy which provides for a range of different means to enable customers to access the Council's services. The SCI

		<p>makes specific provision for people who are unable to access planning information either by the internet or by visiting the Council's offices. The provision of information and means to respond to consultations can be made available in a variety of formats on request and appointments can be made with planning officers for customers who require additional support.</p>
<b>Race</b>	Neutral impact	<p>The delivery and implementation of the SCI is not determined by any individual protected characteristic. However, the Council provides access to interpreters, the alternative language functionality of the website and language line for instant translation. We can also provide hard copies of information, response forms etc. in alternative languages on request.</p>
<b>Gender Reassignment</b>	Neutral impact	<p>The delivery and implementation of the SCI is not determined by any individual protected characteristic.</p>
<b>Religion or Belief</b>	Neutral impact	<p>The delivery and implementation of the SCI is not determined by any individual protected characteristic.</p>
<b>Sex</b>	Neutral impact	<p>The delivery and implementation of the SCI is not determined by any individual protected characteristic.</p>
<b>Sexual Orientation</b>	Neutral impact	<p>The delivery and implementation of the SCI is not determined by any individual protected characteristic.</p>
<b>Pregnancy and Maternity</b>	Neutral impact	<p>The delivery and implementation of the SCI is not determined by any individual protected characteristic.</p>
<b>Marriage and Civil Partnership</b>	Neutral impact	<p>The delivery and implementation of the SCI is not determined by any individual protected characteristic.</p>

<b>Carers</b>	Neutral impact	The delivery and implementation of the SCI is not determined by any individual protected characteristic. The SCI makes specific provision for people who are unable to access planning information by visiting the Council's offices. Extra provision can also be made if internet access is not available.
<b>Other Groups (e.g. those from deprived (IMD*) communities; those from rural communities, those with an offending past)</b>  *(IMD = Indices of multiple deprivation)	Positive impact	The delivery and implementation of the SCI recognises certain hard to reach groups not identified above such as rural communities, those with poor literacy skills and those who may have poor internet accessibility. However, we will work within the framework provide by the Customer Access Strategy which provides a range of options for customers to access Council services and information. We recognise that people with literacy issues may need assistance and appointments can be made with planning officers for customers who require additional support. For those customers unable to access information online alternative access methods are available.
<b>General comments</b>	<p>The Statement of Community Involvement falls within the framework of the Council's Customer Access Strategy.</p> <p>The SCI recognises specific hard to reach groups and identifies methods of consultation to engage with them, for example focus and stakeholder group meetings, drop in sessions in locations across the District and proactive engagement with organisations representative of certain groups such as the National Federation of Gypsy Liaison Groups.</p> <p>Responding to planning consultations is not governed by any individual protected characteristic and responses can be made in a variety of formats.</p>	

**3. What equality data/information did you use to inform the outcomes of the proposed policy/service/function/strategy? (Note any relevant consultation who took part and key findings)**

Prior to the preparation of the draft SCI Informal consultation was carried out with Town/Parish Councils and a sample of customers who had commented on or been

notified of either a planning application or planning policy document. The purpose of this was to help establish what was felt to currently work well when consulting on planning applications or policy documents and what needed to be improved.

The majority of respondents were generally satisfied with the way in which they were currently able to engage on planning matters, although a number suggested ways in which they thought these could be improved (some of which are not within the remit of the SCI). These included: more people being notified of planning applications by letter; website improvements; more effective use of Parish Councils; holding Planning Committee meetings in the evening.

**If there are any gaps in the consultation/monitoring data, how will this be addressed?**

Wider public consultation will be undertaken on the draft SCI following approval of the document for this purpose by the Cabinet. This will include consultation with organisations that represent the protected characteristics and other community groups, including the Community Focus Forum.

**4. Outcomes of analysis and recommendations (please note you will be required to provide evidence to support the recommendations made): Please check one of the options.**

a)	No major change needed: equality analysis has not identified any potential for discrimination or for negative impact and all opportunities to promote equality have been taken.  This equality analysis will be refreshed following consultation on the draft document to take account of any feedback we receive.	<input checked="" type="checkbox"/>
<b><i>If you have checked option a) you will need to complete a Stage 3 analysis when your policy/service/function/strategy has been implemented</i></b>		
b)	Adjust the proposal to remove barriers identified by equality analysis or to better promote equality.	<input type="checkbox"/>
<b><i>If you have checked option b) you will need to answer questions b.1 and b.2</i></b>		
c)	Adverse impact but continue	<input type="checkbox"/>
<b><i>If you have checked option c) you will need to answer questions c.1</i></b>		
d)	Stop and remove the policy/function/service/strategy as equality analysis has shown actual or potential unlawful	<input type="checkbox"/>

**b.1 In brief, what changes are you planning to make to your proposed policy/service/function/strategy to minimise or eliminate the negative equality impacts?**

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**b.2 Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.**

***If you have checked option b) you will need to complete a Stage 2 equality analysis***

**c.1 Please provide an explanation in the box below that clearly sets out your justification for continuing with the proposed policy/function/service/strategy.**

***If you have checked option c) you will need to complete a Stage 2 equality analysis. You should consider in stage 2 whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.***

**Signed (Lead Officer):**  
*(Name and title)*

**Karen Sinclair**  
*Planning Policy & Partnerships Service Manager*

**Date completed:**

**17/07/14**

**Signed (Neutral Assessor):**  
*(Name and title)*

**Jo Toomey**  
*Principal Democracy Officer*

**Date signed off:**

**21/07/14**