

## Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

<b>Title</b> Maldon District Statement of Community Involvement	<b>Date</b> 16/04/2018	<b>Officer Preparing</b> Sam Connolley
<b>1. Background</b>		
<p><b>1.1 Description of proposal / policy / service</b> (Including aims, outcomes and in the case of an existing service how long it has been delivered in its current format)</p> <p>This Statement of Community Involvement (SCI) provides a comprehensive vision and commitment that seeks to ensure that communities and stakeholders are consulted in planning and development matters. The planning system within the UK, which aspires to balance the need for providing homes, employment and transport under the principles that encompass sustainable development, affects all communities and individuals in one way or another. It is therefore crucial that local people are given the ability to understand the planning process and also the opportunity to participate in the decision making process, offering their ideas and influencing the path of development. The SCI will be used as a framework for consultations by the Council to help guide approaches to consultation for the production of documents within the Local Development Framework (LDF) and planning applications as well as on other non-planning matters. The LDF is a non-statutory term used to describe a portfolio of policy documents, which include all Local Planning Authority Local Development Documents.</p> <p>Maldon District Council adopted its first SCI in 2007, and an addendum approved in 2012. This document has been produced to comply with new legislation and align with updated channels of communication between the Council and the residents of the District it serves.</p> <p>The Planning and Compulsory Purchase Act 2004 required Local Planning Authorities to prepare an SCI as a statement of the authority's policy as to the involvement in the exercise of the authority's function in planning matters relevant to the Planning and Compulsory Purchase Act 2004 and all those who appear to the authority to have an interest in matter relating to development in their area. This document therefore provides the continuity of a service that aspires to achieve positive engagement and involvement processes, whilst complying with amended legislation.</p>		
<p><b>1.2 Who are the users of the proposal / policy / service</b> (Refer to data held about the users of the service i.e. numbers of users, demographic breakdown. Having this information is important to understand which sectors of the community might be affected. If that is not available refer to the demographic data held on the intranet.)</p> <ul style="list-style-type: none"> <li>• The Community</li> <li>• Developers</li> <li>• Those who engage in planning matters</li> <li>• Statutory consultation bodies</li> <li>• General consultation bodies</li> <li>• Employees of the Council</li> </ul>		

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**1.3 Have users been consulted with?** (Have you carried out consultation with users or stakeholders while drawing up the proposal / policy / service? For example, have you carried out a formal consultation, discussed the issue with a Friends/User Group or consulted with stakeholders? If so, outline the results and how it has informed your plans. It's also important to show whether the target audience was reached during the consultation.)

Community engagement is a requirement of the SPD preparation process (in the Town and County Planning (Local Planning) (England) Regulations 2012.

The Council will undertake a formal 6 week consultation in the summer period of 2018. At the start of the formal consultation period, a letter/email promoting the Draft SCI and its consultation period will be delivered to all households, business and statutory consultees on the Consultation Database. The draft consultation documents will be available for inspection via the Council's website. Physical copies will be made available at specific locations within the District including all public libraries and at the Council's offices. Details on how to view the documents will also be outlined within the consultation letter. Consultation responses can be completed using a response form, to be returned by email, online or by post. The draft SCI will also be promoted in the local media, on the Council's website and other multi-media channels.

**1.4 If the analysis is regarding an existing Service, what are users' views of that Service?** (Base your view on evidence such as satisfaction surveys, levels of compliments and levels of complaints).

The existing service was first introduced in the Planning and Compulsory Purchase Act 2004 and provides a framework for the engagement and involvement of members of the community in planning matters. Respondents to planning applications are not monitored for equality purposes; however the Council is vigilant in recognising when respondents may have issues with the consultation process.

With regard to planning policy document consultations, the service is continually monitored and representations reviewed for quality purposes. Additionally, the consultation database undergoes a bi-annually data cleanse to identify who would like to receive notification of planning policy consultations.

## 2. Equality Aims – consider how the proposal / policy / service meets the three Equality Aims listed in the Equality Act.

Aim	How does the proposal / policy / service meet the equality aim?	Action or addition needed in order that the proposal / policy / service meets the aim?
<b>2.1 To eliminate unlawful discrimination, harassment and victimisation</b>	The SCI positively seeks to eliminate all impacts related to unlawful discrimination, harassment and victimisation by creating a framework that engages with and involves all community groups in planning matters.	None identified.
<b>2.2 To advance equality of opportunity between people who share a protected characteristic and those who do not</b>	The draft SCI is written in plain English to help ensure that all users have the ability to understand technical details. The draft SCI can be made available in a range of formats e.g. large print, Braille to address specific needs. Equally responses will be accepted in	None identified.

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	a range of formatted to encourage responses from the widest possible group.				
<b>2.3 To foster good relations between those who share a protected characteristic and those who do not</b>	The SCI aims to create an equal platform for all members of society to contribute effectively in matters concerning planning. Therefore there are no identified negative impacts related to the fostering of good relations between those who share a protected characteristic and those who do not in relation to the SCI.			None identified.	
<b>3. Equality Impacts – examine how the proposal / policy / service impacts on the community. Base the analysis on evidence. Attach additional documents if necessary.</b>					
<b>Impacts</b>	<b>Positive impact (X)</b>	<b>Could adversely impact (X)</b>	<b>No impact (X)</b>	<b>How different groups could be affected: Summary of impacts</b>	<b>Actions to reduce negative or increase positive impact</b>
3.1 Age (What will the impact be on different age groups such as younger or older people?)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The key objective of the SCI is to engage with and involve all community members in certain planning matters. The document explicitly outlines how the Council will attempt to engage with the entire community and recognises that certain groups within society have traditionally been under represented, known as 'hard to reach' groups. Potential 'hard to reach' community groups include both young people and vulnerable older groups. The document outlines the Council's commitment to ensure everybody has the opportunity to be involved in planning matter and encourages their participation.	As a result of the SPD, there will be a positive impact in this regard. No further action is required although the SCI will be subject to monitoring and review as needs be through the Authority Monitoring Report (AMR) in addition to the requirements of The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017, which requires Local Authorities to update their SCI every five years.
3.2 Disability (Consider all disabilities such as hearing loss, dyslexia etc as well as access issues for wheelchair users where appropriate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The SCI identifies and promotes multiple access routes to being involved in planning matters, with the opportunity to use a range of platforms to gain access to planning documents and consultations. Additionally, all planning documents are or can be made	As a result of the SPD, there will be a positive impact in this regard. No further action is required although policies will be subject to monitoring and review as needs be.

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				available in large copy print, audio cassette, braille or languages other than English on request.	
3.3 Pregnancy and Maternity (Think about pregnancy, new and breastfeeding Mums)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The document aims to engage with all members of society. The Council recognises that it can be difficult for certain community groups, including mothers-to-be and new mothers, to actively engage in planning matters. Therefore the Council, with the use of the SCI, will make every endeavour to engage with and involve mothers-to-be and new mothers through all possible channels of communication.	As a result of the SPD, there will be a positive impact in this regard. No further action is required although policies will be subject to monitoring and review as needs be.
3.4 Sex (is the service used more by one gender and are the sexes given equal opportunity?)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A wide variety of consultation methods have been detailed within the SCI and will be employed by the Council which will enable all sexes to participate equally.	As a result of the SCI, there will be a neutral impact in this regard. No further action is required although policies will be subject to monitoring and review as needs be.
3.5 Gender Reassignment (Is there an impact on people who are going through or who have completed Gender Reassignment?)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The key objective of the SCI is to engage with and involve all community members on certain and relevant planning matters. It is considered the SCI will have a neutral outcome to all in regards to gender reassignment.	As a result of the SCI, there will be a neutral impact in this regard. No further action is required although policies will be subject to monitoring and review as needs be.
3.6 Religion or belief (Includes not having a religion or belief)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The SCI includes consultation methods designed to reach all groups, including 'hard to reach' community groups such as those that have specific religious beliefs.	As a result of the SPD, there will be a positive impact in this regard. No further action is required although policies will be subject to monitoring and review as needs be.
3.7 Sexual Orientation (What is the impact on heterosexual, lesbian, gay or bisexual people?)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The key objective of the SCI is to engage with and involve all community members on certain and relevant planning matters. It is considered the SCI will have a neutral outcome to all in regards to gender reassignment.	As a result of the SCI, there will be a neutral impact in this regard. No further action is required although policies will be subject to monitoring and review as needs be.

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Impacts	Positive impact (X)	Could adversely impact (X)	No impact (X)	How different groups could be affected: Summary of impacts	Actions to reduce negative or increase positive impact
3.8 Race (Includes ethnic or national origins including Gypsies and Travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The SCI includes consultation methods designed to reach all groups, including 'hard to reach' community groups such as Gypsy and Traveller communities within Maldon District.	As a result of the SPD, there will be a positive impact in this regard. No further action is required although policies will be subject to monitoring and review as needs be.
3.9 Socio-Economic Group (Will people of any particular socio-economic group be particularly affected?)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The SCI outlines a variety of engagement methods that will enable all socio-economic groupings to actively engage and participate in planning matters put forward by the Council.	As a result of the SPD, there will be a positive impact in this regard. No further action is required although policies will be subject to monitoring and review as needs be.

**4. Is there a Cumulative Impact?** (If the same group is the subject of many changes or reductions the overall impact is much greater. Consider what else is happening within Maldon District Council that may have an impact and also what we know is happening elsewhere (such as Essex County Council). See Guidance for further advice.)

The impacts as identified above are largely positive or at worst case, neutral. No further change is needed at this stage although the document will be subject to monitoring and review.

#### 5. Outcome

5.1 Consider all the analysis and evidence above and indicate

(1) No change needed  (2) Adjust  (3) Adverse impact but continue  (4) Stop, remove the proposal / policy / service

#### 5.2 Adjustments

If option (2) above is selected please detail what adjustments are needed, who is responsible and how that will be reviewed. Also outline how that will be agreed (ie Committee, CMT).

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**5.3 Decision Making** (How will this equality analysis be taken into account during the decision making process? For example will it be included with a report to Committee/CMT? Will it be considered at department level or by a Head of Service? How will community/stakeholders views be taken into account?)

The EqIA will be reviewed and updated once the responses for the public consultation have been compiled and assessed. The public consultation will enable an understanding as to whether specific groups or demographic variables are discriminated against.

### 6.0 Next Steps

**6.1 If there was a lack of evidence or data held on which to base this assessment, how will that gap be addressed for the future?**

Not applicable

**6.2 Summary of actions highlighted within this analysis** (Include how this will be picked up within service/work plans)

No actions identified.

**6.3 Arrangements for future monitoring of equality impact of this proposal / policy / service**

The SPD and its equality impacts will be monitored through the Annual Monitoring Report. A review could happen should the SPD prove to be ineffective in providing a clear and constructive framework for the engagement with and involvement of community groups within the District.

It is a statutory requirement of The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 that Local Authority update their SCI every five years. Therefore, the Council will review the SCI on a regular basis to ensure its approach to community involvement remains both efficient and effective.

**6.4 Approved by (Manager or Head of Service signature and date)**

Once approved please forward this analysis to Cally Darby to arrange publication.