

## EQUALITY IMPACT ASSESSMENT AND ANALYSIS (EqIAA)

<b>Name of Function under consideration:</b>	Planning Review
<b>Is this Function 'Major', 'Minor yet likely to have a major impact' or 'Neither'</b>	Neither
<b>Date(s) of completing the EqIAA:</b>	26 February 2013 – 14 May 2013
<b>Name and job title(s) of person(s) completing the EqIAA:</b>	Rachel Foyle, Project Manager for Service Optimisation Planning Review

### SECTION 1 – INTRODUCTORY INFORMATION

<p><b>1. What is the main purpose of the Function?</b></p> <p>The Planning Service is being reviewed by three different project areas:</p> <p><b>Service Optimisation:</b> The Planning Review is required to deliver efficiency savings that will contribute to the Service Optimisation savings target of £1.6 million by 2015/6.</p> <p><b>Income Maximisation:</b> The Planning Review is required to identify various options from which to generate additional income, as part of the Income Maximisation review which has a target of £750k from 2013/14.</p> <p><b>Customer First:</b> The Planning Review is included in the customer first programme which aims to improve customer services whilst making £1.2million savings per annum by 2016/7 by providing customer services to customers faster and in ways that customers want, at times that suit them.</p>
<p><b>2. List the main activities of the Function:</b></p> <p>The project will review the Planning Service to identify efficiency savings and income maximisation opportunities and in doing so consider the end to end planning process.</p>
<p><b>3. Who are the main beneficiaries of the Function?</b></p> <p>Council tax payers through efficient use of council funds and resources.</p>
<p><b>4. How is the overall success of the Function measured?</b></p> <ul style="list-style-type: none"><li>• Level of savings/ income achieved.</li><li>• Improved customer access to the Planning Service.</li></ul>

**5. What equality monitoring systems are in place to carry out regular checks on the effects of the Function on equality groups?**

HR monitors equality related information in respect of staff.

The Council workforce change procedure which has been equality impact assessed will be followed throughout the Review.

As part of the current planning process individual applications are screened for equality issues and this will not be altered by any recommendations made by the review.

**6. What are your equality related performance indicators/measure of success for this Function?**

The measures of success are that no protected characteristic group experiences unfairness or discrimination and that the process used is transparent.

## SECTION 2 – INITIAL ASSESSMENT OF IMPACT

7.

Equality Group	Negative Impact	Positive Impact	No Impact	Unsure of Impact	Reason(s)
Women/Girls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>There is no disproportionate negative impact on any particular protected characteristic group. All groups can benefit from:</p> <p>a) Efficiencies made to the planning application process.</p> <p>b) Increased customer access to the Planning Service.</p> <p>The increase in charges has been included in the annual ECS Fees &amp; Charges Report 2013 which states that there are no equalities implications arising from the report.</p>
Men/Boys	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lesbians, gay men & bisexuals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transgender people	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
White people (including Irish people)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Asian or Asian British people	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Black or Black British people	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People of mixed heritage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chinese people	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Travellers (gypsy/Roma/Irish heritage)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People from other ethnic groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Physical impairment, e.g. mobility issues which mean using a wheelchair or crutches.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sensory impairment, e.g. blind/having a serious visual impairment, deaf/having a serious hearing impairment.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mental health condition, e.g. depression or schizophrenia.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Learning disability/difficulty, e.g. Down's syndrome or dyslexia, or cognitive impairment such as autistic spectrum disorder.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Long-standing illness or health condition, e.g. cancer, HIV, diabetes, chronic heart disease or epilepsy.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Other health problems or impairments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Older People	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children and Young People	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Faith Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**8. If you have indicated that there is a negative impact on any group, is that impact:**

**Legal?** Yes  No

**Intended?** Yes  No

**Level of impact** High  Low

**No negative impact has been identified:**

**9. Could you minimise or remove any negative impact - how?** (Enter N/A if no negative impact has been identified).

**Service Optimisation:** no negative impact identified

**Income Maximisation:** no negative impact identified

**Customer First:** no negative impact identified

**10. Could you improve a positive impact of the Function - how?** (Enter N/A if no positive impact has been identified).

Within Service Optimisation there is potential for all people to benefit from efficiencies made to the planning process.

**11. If there is no evidence that the Function promotes equality of opportunity or improved relations, could it be adapted so that it does - how?** (Enter N/A if appropriate).

Not applicable

**12. Any other relevant notes:**

Useful background documents:

- Channel Strategy
- Channel Strategy EIA
- Annual Equalities Report 2011/12
- Planning Review Consultation Report

## **SECTION 3 – CONSULTATION & RESEARCH IN RELATION TO THE EqIAA**

### **13. What consultation has been conducted with groups and individuals from groups likely to be affected as well as staff, and what evidence has this provided about equalities impact?**

Consultation has been conducted as part of this review. All staff have been included using communication methods that meet their individual needs.

#### **Staff briefings**

December 2012 – initial staff briefing

February 2012 – staff ‘drop-in’ sessions and issue of ideas recorded

#### **Draft PID**

18.2.13 – Challenge and Support Board

22.2.13 – 8.3.13 All staff within scope of the Review and Trades Unions

#### **Data gathering**

January/ February – meetings held with managers of teams within scope of the Planning Review.

19, 20 and 22 February – staff ‘drop-in’ sessions provided for all Planning staff and the Member Reference Group

#### **Consultation on proposals**

15.4.13 – Challenge and Support Board

29.4.13 – 17.5.13 – All staff within scope of the Review as well as staff in the Economic Development Team, Trades Unions and the Member Reference Group.

7.5.13 – Meeting held with Trades Unions to discuss the consultation paper

Prior to drafting the Fees & Charges report, the Service consulted user groups, professional bodies, local businesses and other local authorities, as appropriate. Any comments received have been incorporated within the report.

A full consultation report has been completed and is available as part of decision-making papers.

**14. What relevant research (data, reports, expert opinion etc.) has been conducted and what evidence has this provided about equalities impact?**

There are 72 staff within scope of the Service Optimisation Planning Review. All have been provided with the opportunity to participate in the consultation of the review proposals. For those staff identified as being on leave (sick, maternity and holiday) a copy of the consultation report was sent to their home address with a letter of explanation.

**Staff within scope of the review**

- Total number = 73
- # female and # male
- # employees are over the age of 65
- 59 employees have a disability
- Ethnic break down of staff # White Other; # Chinese; 65 White British and # have not declared.

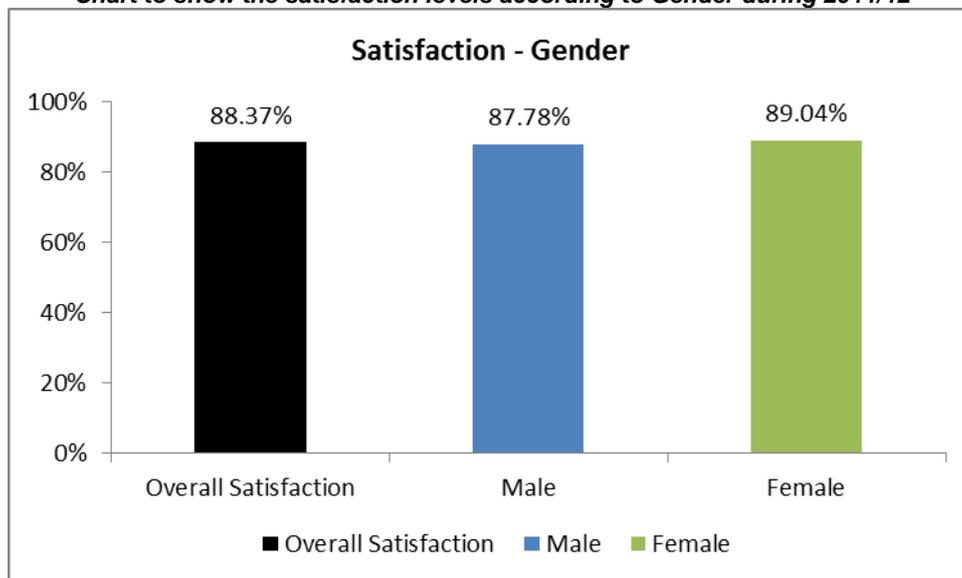
In terms of equalities and the services provided by the Planning Service, the 2011/12 Annual Equalities Report shows the following levels of customer satisfaction with the Planning Service:

**Monitoring Information**

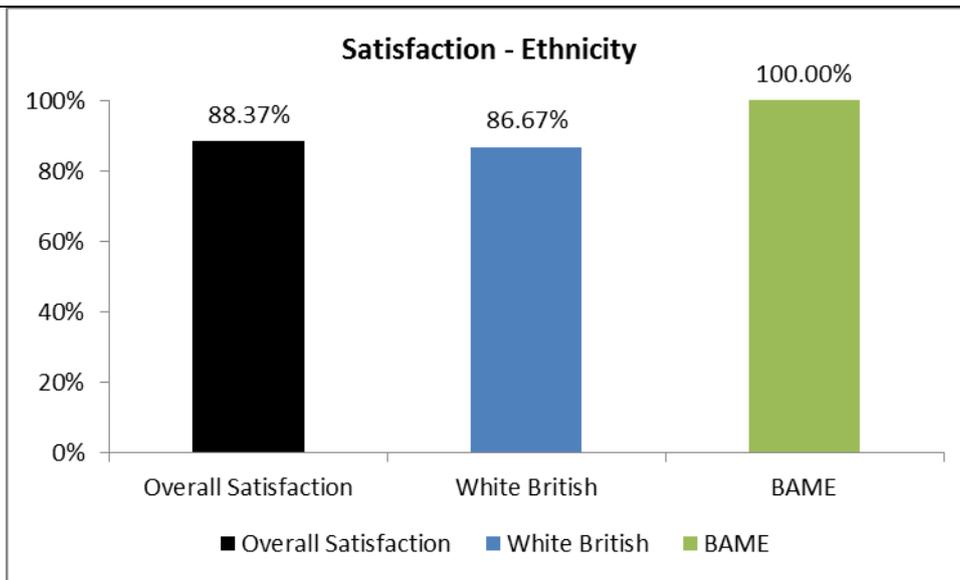
The following data shows the satisfaction levels of applicants surveyed during 2011/12.

Overall, surveys gained 258 responses.

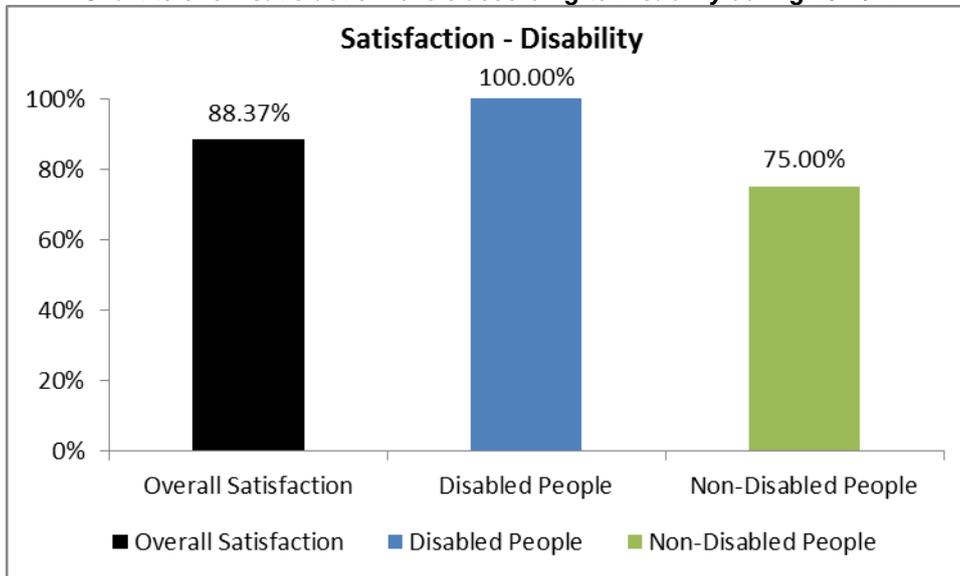
*Chart to show the satisfaction levels according to Gender during 2011/12*



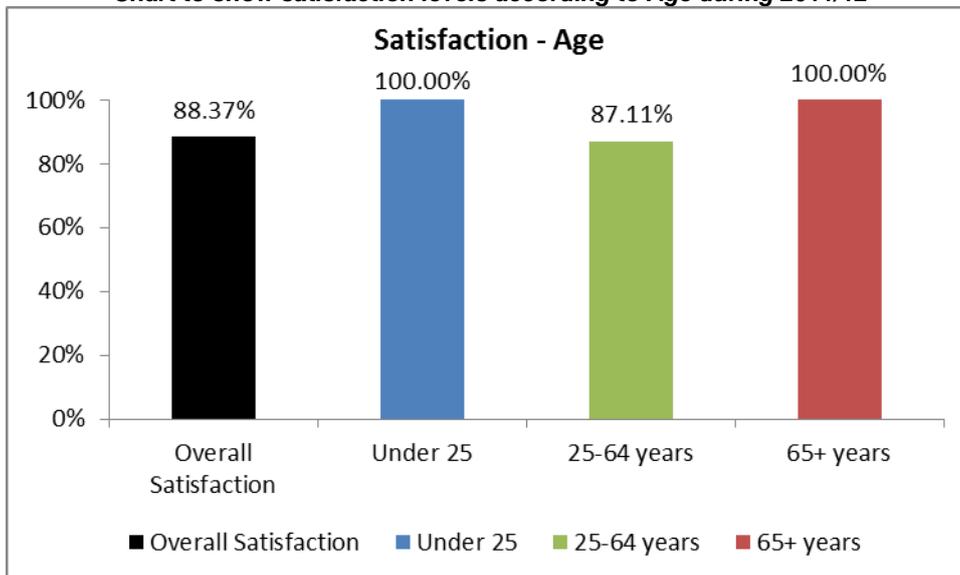
*Chart to show satisfaction levels according to ethnicity during 2011/12 ("BAME" stands for Black, Asian and Minority Ethnic)*



*Chart to show satisfaction levels according to Disability during 2011/12*



*Chart to show satisfaction levels according to Age during 2011/12*



### **Assessment of Monitoring Information**

- Overall, the data shows that there is no significant variation of satisfaction levels according to equalities groups.

As previously stated, the review has identified that all groups can benefit from:

- a) Efficiencies made to the planning application process.
- b) Increased customer access to the Planning Service.

Satisfaction levels of customers will continue to be monitored year-on-year.

### **15. What contributions does your function/activity make towards promoting community cohesion?**

The vision of the Planning Service is clear that community cohesion will be enhanced through the “creation of *genuinely sustainable attractive new communities where the built form and spaces between create a high quality, attractive, and healthy environment*”.

## SECTION 4 – OUTCOMES

16. The evidence that has been collected under Sections 1, 2 and 3 of this form will need to feed into the decision making process regarding changes to be implemented before any final decisions are taken. There are four possible outcomes of this EqlAA – indicate which outcome below with the reasons and justification for this.

Outcome	Your response	Reason(s) and Justification
<p><b>Outcome 1:</b> No major change required.</p>	<p style="text-align: center;"><input checked="" type="checkbox"/></p> <p><i>(No action plan is required, complete the 'Reason(s)/Justification' column, enter N/A in question 17 then go to Section 5)</i></p>	<p><b>Staffing</b> The Council workforce change procedure which has been equality impact assessed will be followed throughout.</p> <p><b>Customers</b> Efficiencies will be made to the planning application process, and increased customer access to the Planning Service delivered. Customer satisfaction levels will continue to be monitored year-on-year.</p>
<p><b>Outcome 2:</b> Adjustments to remove barriers or to better promote equality have been identified.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p><i>(Action Plan is required, complete the 'reason(s)/Justification' column and then go to Question 17)</i></p>	
<p><b>Outcome 3:</b> Continue despite having identified potential for adverse impact or missed opportunities to promote equality.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p><i>(No action plan is required, complete the 'Reason(s)/Justification' column, enter N/A in question 17 then go to Section 5)</i></p>	
<p><b>Outcome 4:</b> Stop and rethink.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p><i>(Action Plan is required, complete the 'Reason(s)/Justification' column and then go to Question 17)</i></p>	

**17. List the actions you will take as a result of this EqIAA. These actions must be:**

- Clearly planned using the action planning template shown at the end of this form, **OR**
- Clearly planned by adding the actions stated here to an action plan which you already have in place.

Continue to monitor customer satisfaction levels year-on-year as disaggregated by protected characteristic groupings.

## **SECTION 5 – EqIAA EVIDENCE**

**18. List and attach the evidence you have which shows how you have systematically considered equality impact.**

Staff equalities data

Workforce change procedure

Consultation feedback

Channel Strategy and the Channel Strategy EIA

Annual Equalities Report 2011/12 – Planning Service customer satisfaction data