

Equality Impact Assessment

This guidance has been produced to help the service managers undertake equality impact assessments, which will help us find out how the services we deliver affect different groups of people and in what ways. By undertaking an impact assessment, we are able to:

- Take into account the needs, experiences and circumstances of groups of people are affected by our services.
- Identify any inequalities people may experience.
- Think about the other ways in which we can deliver our services which will not lead to inequalities.
- Develop better policy-making, procedures and services.
- Become more accountable to the people that we serve.

The council expects the officer responsible for the service to undertake equality impact assessments themselves. They are completed on any new or amended policies or any changes to service delivery and team structures, that will have a significant impact upon staff or the community. You should never consider doing an Impact Assessment on your own, it is much better to have several people talking through the assessment; more people will bring more thoughts to the table!

Remember it should be an integral part of policy development not a last minute thought!

As recent case law as has highlighted, it is very important that EIA's are completed before decisions are made. Councillors and officers need to have all the information available to consider prior to making decisions, otherwise decisions can be overturned by courts. When writing an important report for Councillors to consider this EIA must accompany that report to raise Councillor awareness of the implications of the decision they are making.

Whilst completing an EIA form you will provide evidence of how you have considered how the 'protected characteristics' may be impacted upon by this decision. In line with the General Equality Duty (Equality Act 2010) the Council must, in the exercise of its functions, have due regard for the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

The act specifies a number of groups known as protected characteristics, they are;

- Age
- Disability
- Gender Reassignment
- Race
- Religion or belief
- Gender
- Sexual Orientation
- Marriage and Civil Partnership
- Pregnancy and Maternity

Government guidance also identifies the following groups that commonly experience barriers to participation and should be considered when completing EIAs:

- People with mental health conditions
- People with learning difficulties and disabilities
- Gypsies and travellers
- People undergoing, considering or have undergone gender reassignment
- Asylum seekers
- Refugees
- People with caring responsibilities
- People on low income or benefits
- Staff

Completing the form

The following table will help you decide what information you need to put within each section of the form and what information and evidence you need to gather:

1. Persons responsible for this assessment	Details of the person/people completing the assessment – remember this is best done as a group rather than an individual
2. Name of the policy, service, strategy, procedure or function:	
3. Briefly describe it aims and objectives	<p>It will help to ask:</p> <ul style="list-style-type: none"> • Why is the policy needed? • What does the authority hope to achieve by it? • How will the authority ensure that it works as intended? • Who are the current customers and impacts on them? <p>This is not always easy and a discussion will probably be needed between those who define the policy and those who implement it.</p>
4. Are there any external considerations? (e.g. Legislation/government directives)	Is the policy/service being changed due to government legislation, budget cuts etc.
5. What evidence has helped to inform this assessment?	Identify what evidence is available and set it out here. This includes evidence from involvement and consultation. Identify where there are gaps in the evidence. Include in action plan
6. Please specify how intend to gather evidence to fill any gaps identified above:	Provide details where there are gaps in the evidence base and specify the action you intend to take to fill these gaps. For example; What additional involvement and consultation will be needed and how will it be undertaken? Include in action plan.
7. Has any consultation been carried out?	Provide details of any consultation that has been undertaken, who this involved and what the outcome was. Have you identified any barriers to your service? Alternatively provide information on any planned consultation.
8. What level of impact either directly or indirectly will the proposal have upon the general public / staff?	Consider the level of impact of the policy in respect of the protected characteristics and/or staff to which the policy is relevant.
9. Considering the available evidence, what type of impact could this function have on any of the protected characteristics?	<p>Based on the evidence and consultation think about the impact upon each characteristic</p> <ul style="list-style-type: none"> a) Negative – it could disadvantage and therefore potentially not meet the General Equality duty; b) Positive – it could benefit and help meet the General Equality duty; c) Neutral – neither positive nor negative impact/not sure <p>Provide reasons behind this impact and mitigating options (include in action plan).</p>
10. Action plan	You must monitor implementation of the action plan until all of the actions are complete. It needs to include any action that has been identified – evidence requirements, consultation needed or options for mitigating any impact. What resources are required? Please add additional lines where necessary.
11. Is there is anything else that you wish to add?	Use this box to record anything else that you have thought about that you have not recorded anywhere else on the assessment form.
Declaration	Includes sign-off by the responsible officer, line manager and

If you need help at any point or have any questions please contact:

Cheltenham;

Cotswold and West Oxfordshire;

Forest of Dean; Corporate Support Team – corporatesupport@fdean.gov.uk or 01594 812607

Equality Impact Assessment Form

1. Persons responsible for this assessment:

Names: Nigel Gibbons	
Date of assessment: 22/06/2018	Telephone: 01594 812338 Email: nigel.gibbons@fdean.gov.uk

2. Name of the policy, service, strategy, procedure or function:

Allocations Plan
Is this a new or existing one? Existing (update to previous EIA)

3. Briefly describe it aims and objectives

The Allocations Plan is a document which supports the Core Strategy (CS). The Allocations Plan looks forward to 2026 and provides policies which identify specific areas of land whether for protection or for development. Along with the other documents the AP (formerly called Allocations Development Plan Document, or ADPD) will ensure the delivery of development as envisaged for the benefit of the district. The AP makes provision for housing and employment which is consistent with this and can ensure that the development required to fulfil the CS requirements can be delivered. Enabling delivery is the prime responsibility of the AP which with the exception of the special case of the Cinderford Northern Quarter AAP covers the whole district. It had been intended at one time to provide an AAP for much of Lydney but the same can be achieved more quickly by including that area in the AP and taking advantage of the flexible format of this plan to enable an appropriate level of guidance to be provided.

4. Are there any external considerations? (e.g. Legislation/government directives)

The AP is prepared in the light of government guidance which prescribes the general scope and content and also sets the general approach which it must follow. The document contains policies and proposals that will be used in assessment of planning applications and will guide planning decisions.

5. What evidence has helped to inform this assessment?

Source	<input checked="" type="checkbox"/>	If ticked please explain what
Demographic data and other statistics, including census findings	<input checked="" type="checkbox"/>	Core Strategy key notes, Allocations plan consultation 2012 and 2014 and then on-going as part of the formal publication and examination process until October 2017. The document itself has a large evidence base, including Sustainability Appraisal, which informs its content and is reflected in this assessment
Recent research findings including studies of deprivation	<input checked="" type="checkbox"/>	
Results of recent consultations and surveys	<input checked="" type="checkbox"/>	
Results of ethnic monitoring data and any equalities data	<input type="checkbox"/>	

Anecdotal information from groups and agencies within Gloucestershire	<input checked="" type="checkbox"/>	To a limited degree, responses from groups and other consultees
Comparisons between similar functions / policies elsewhere	<input checked="" type="checkbox"/>	
Analysis of audit reports and reviews	<input type="checkbox"/>	
Other:	<input checked="" type="checkbox"/>	Technical material covering a wide range of subjects such as housing need

6. Please specify how intend to gather evidence to fill any gaps identified above:

7. Has any consultation been carried out?

Yes, extensive consultation of the plan has been carried out.

Details of Consultation

In accordance with the relevant regulations, written material, web based and meetings etc.

If NO please outline any planned activities

8. What level of impact either directly or indirectly will the proposal have upon the general public / staff? (Please quantify where possible)

Level of impact	Response
NO IMPACT – The proposal has no impact upon the general public/staff	<input type="checkbox"/>
LOW – Few members of the general public/staff will be affected by this proposal	<input type="checkbox"/>
MEDIUM – A large group of the general public/staff will be affected by this proposal	<input type="checkbox"/>
HIGH – The proposal will have an impact upon the whole community/all staff	<input checked="" type="checkbox"/>

Comments: e.g. Who will this specifically impact?

9. Considering the available evidence, what type of impact could this function have on any of the protected characteristics?

Negative – it could disadvantage and therefore potentially not meet the General Equality duty;

Positive – it could benefit and help meet the General Equality duty;

Neutral – neither positive nor negative impact / Not sure



	Potential Negative	Potential Positive	Neutral	Reasons	Options for mitigating adverse impacts
Age – Young People		X		<p>Many younger people are less able to afford to buy their own home or rent housing. The average age of first time buyers has gone up nationally and house prices in the District are higher than the national and regional averages. Younger people are also often reliant on public transport to access education, employment and training opportunities, as well as for social and leisure activities.</p> <p>The barriers for mobility for young people include cost and availability of public transport, especially in rural areas.</p>	
Age – Old People		X		<p>Older people may require different types of housing or adjustments to their accommodation to enable them to live independently because they are more likely to live on their own, suffer from long term illness or disability. As a result they tend to require greater access to health services. Older people are more likely to have lower incomes and are more likely to suffer from fuel poverty.</p> <p>Older people are generally more reliant on public transport to access essential services and facilities than those of working age.</p> <p>Population forecasts indicate that the number of older people in the District is set to increase by 2026.</p>	
Disability		X		<p>The term 'disabilities' covers a multitude of issues, such as physical mobility and sensory problems, as well as learning difficulties.</p> <p>Therefore the needs of people with disabilities are wide-ranging and solutions will be different for individuals. The AP aims to address this by providing suitable accommodation in appropriate locations, in accordance with the Housing Strategy, and improving disabled access to public transport in accordance with the Local Transport Plan. People with disabilities may require specific adjustments to their accommodation to facilitate their lives.</p> <p>Disabled people also tend to have less accessibility as they tend to drive less and can also have problems using public transport.</p> <p>Disabled people can be more vulnerable in situations of flooding particular attention should be given to the communication of warnings to vulnerable people including those with impaired hearing or sight and those with restricted mobility</p>	

Sex – Male			X	Evidence from national surveys indicates that women in general have less accessibility than men due to having less access to cars and women are more likely to use public transport. The Council is committed to improving accessibility through its Local Area Agreement and the Local Transport Plan. The AP aims to improve accessibility for everyone by locating development where there is already good access to key services and facilities, safeguarding essential local services and facilities and by improving connections between communities and key services and facilities.	
Sex – Female			X		
Race including Gypsy and Travellers		X		Gypsies & Travellers are an ethnic minority, whose rights are protected from discrimination by the Race Relations Act 1976 and the Human Rights Act 1998, together with all ethnic groups who have a particular culture, language or values. The accommodation requirements of Gypsies, Travellers and Travelling Showpeople need to be specifically catered for. There is evidence that additional authorised pitches are required in the Forest of Dean District to meet identified needs. The AP aims to identify permanent and transit sites in a more focussed and detailed way. The Council is working towards identifying suitable sites and delivering new pitches, working with the local Gypsy and Traveller community	
Religion or Belief			X	There is no evidence available to suggest that planning or the AP impacts differently upon people according to their religion or belief.	
Sexual Orientation			X	There is no evidence available to suggest that planning or the AP impacts differently upon people of according to their sexual orientation	
Gender Reassignment			X	There is no evidence available to suggest that planning or the AP impacts differently upon people's gender reassignment.	
Pregnancy and maternity			X		
Geographical impacts on one area	X	X		Dependent upon the nature of the proposals. Possible impact on the four towns as these are the areas with most growth	Policies with the AP and related documents provide criteria and guidance for the consideration of specific development proposals to help limit any impacts.

Other Groups				
Rural considerations: ie Access to services; leisure facilities, transport; education; employment; broadband.		X		The AP allocates land in accordance with the Core Strategy, focusing development within the market towns and making proportionate provision in villages dependent on their scale and service availability. These allocations help to support towns and villages to maintain services and facilities and as nodes for transport, education and employment provision.

10. Action plan (add additional lines if necessary)

Action(s)	Lead Officer	Resource	Timescale

11. Is there anything else that you wish to add?

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Declaration

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where an negative impact has been identified actions have been developed to lessen or negate this impact. We understand that the Equality Impact Assessment is required by the Council and that I/we take responsibility for the completion and quality of this assessment.

Completed By:	Nigel Gibbons	Role:	Forward Plan Manager	Date:	June 2018
Line Managers signature:				Date:	
Reviewed by Corporate Equality Officer Group (<i>Forest Only</i>):				Date:	

Please forward an electronic copy to;

Forest of Dean; Corporate Support Team – corporatesupport@fdean.gov.uk.