

Screening Equality Impact Assessment – to identify potential differential impacts on protected groups of any new or changing activities and establish whether a full Equality Impact Assessment is needed.

Service	Planning Services	Officer responsible for the screening/scoping	Kate Lines, Planning Policy Officer		
Name of the activity to be assessed	Statement of Community Involvement (update to the Community Involvement in Planning document)	Date of Assessment	05.05.2020	Is this a proposed new or existing activity?	The document updates Community Involvement in Planning adopted June 2013
1. Briefly describe the aims, objectives and purpose of the activity?		The document sets out how the Council's Planning Services will inform, consult and involve local people in how the borough develops from the early stages of local planning policy formulation to the end stage of commenting on planning applications.			
2. Are there any associated or specific objectives of the activity? Please explain.		<p>The purpose of this document is:</p> <ul style="list-style-type: none"> • to clearly set out how and when people can get involved • to include a brief explanation about how planning works and what people can expect when getting involved • to provide a baseline against which all planning consultation can be measured. 			
3. Who is intended to benefit from this activity and in what way?		Any member of the community interested in getting involved in how planning develops from the early stages of local planning policy formulation to the end stage of commenting on planning applications.			
4. What outcomes are wanted from this activity?		To make clear how we will engage with local people in the formulation of local planning policy which will enable the Council to gather information on the views of the local community and other stakeholders about planning issues in the borough. To set out how people can comment on Guildford Borough Council's planning consultation documents and planning applications so they are clear and have a greater understanding on the different planning stages and processes.			

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5. What factors/forces could contribute/detract from the outcomes?		Resources are required to ensure the effective delivery of the document to monitor and identify those who are not involved and the steps that need to be taken to make sure that they have the opportunity to be involved if they wish.	
		Guildford staff conducting engagement unfamiliar with or not understanding the Statement of Community Involvement could detract from the outcomes.	
		Unforeseen circumstances such as the COVID-19 outbreak and resultant impact on consultations and accessibility.	
6. Who are the main stakeholders in relation to the activity?	Those living, working and visiting the borough.	7. Who implements the activity, and who is responsible for the activity?	Guildford Borough Council Planning Services
8. Are there concerns that the activity <u>could</u> have a differential impact on racial groups?		No	
What existing evidence, local or national, actual or presumed, do you have to support your response?		We recognise that there may be challenges in engaging all racial groups through language barriers, or cultural differences. We will therefore seek to accommodate those who have differing requirements so that they are able to participate in planning consultations. For example, documents can be made available in a range of languages upon request and the Council consults a range differing racial groups on planning matters through our consultation database (e.g. The Gypsy Council). The Council will utilise a range of methods to inform and consult all residents and will tailor its approach to reduce differential impact.	
9. Are there concerns that the activity <u>could</u> have a differential impact on grounds of gender?		No	
What existing evidence, local or national, actual or presumed, do you have to support your response?		We recognise that there may be challenges in engaging all genders, but we consider the range of consultation and engagement methods utilised by the Council will mitigate any differential impact in relation to gender.	
10. Are there concerns that the activity <u>could</u> have a differential impact on those who have a disability?		No	

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<p>What existing evidence, local or national, actual or presumed, do you have to support your response?</p>	<p>We recognise that there are challenges facing people with disabilities. Therefore, the Council will seek to hold meetings in places that are accessible to those who have mobility issues, and that contain induction loops for those with hearing impairments. Materials can be made available in alternative formats for those who are blind or partially sighted. Pictures, photographs, symbols, various font sizes, types and colour, and verbal explanations by Council Officers can be used to assist those with specific learning difficulties, low literacy levels or mental health issues. The Council also has an Access Group which regularly meets to discuss Council matters, and whose contact details are on the stakeholder database, so consulted on relevant emerging planning documents. Where we are unable to run consultation events or have paper copies of the document available at the Council offices we can, where appropriate, consider what additional measures can be introduced to help those consultees that may find online formats a significant challenge and ensure that they are not disadvantaged. This could include measures such as having local press adverts, providing paper copies of additional consultation material to those who have difficulties accessing these online, and providing contact information for the members of the planning policy team so people can call or contact them to discuss any issues arising.</p> <p>We consider the above measures will mitigate any differential impact on those who have a disability.</p>
<p>11. Are there concerns that the activity <u>could</u> have a differential impact on grounds of sexual orientation?</p>	<p>No</p>
<p>What existing evidence, local or national, actual or presumed, do you have to support your response?</p>	<p>We consider that the range of methods used for informing, consulting and involving will mitigate any differential impact on grounds of sexual orientation.</p>
<p>12. Are there concerns that the activity <u>could</u> have a differential impact on grounds of age?</p>	<p>No</p>
<p>What existing evidence, local or national, actual or presumed, do you have to support your response?</p>	<p>We recognise that we need to ensure that people of all ages are able to get involved in the activities of the planning service, for example by ensuring that young people have a voice and that the elderly can participate. Planning Services regularly utilises social media to engage with the Borough's younger residents (e.g. our website, Twitter and Facebook). In terms of involving elderly residents we can run neighbourhood meetings and consultation events at a range of locations throughout the borough that will be advertised by traditional (as well as digital) media to encourage attendance by people of all age groups. Where we are unable to run consultation events or have paper copies of the document available at the Council offices we can, where appropriate, consider what additional measures can be introduced to help</p>

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	<p>those that may struggle to access on-line information. Certain measures can help those consultees that may find online formats a significant challenge (these may include certain older persons who may be unfamiliar with the technology or people with particular disabilities) and ensure that they are not disadvantaged. This could include measures such as having local press adverts, providing paper copies of additional consultation material to those who have difficulties accessing these online, and providing contact information for the members of the planning policy team so people can call and contact them to discuss any issues arising.</p> <p>We consider the above measures will mitigate any differential impact on those on grounds of their age.</p>
<p>13. Are there concerns that the activity <u>could</u> have a differential impact on grounds of religious belief?</p>	<p>No</p>
<p>What existing evidence, local or national, actual or presumed, do you have to support your response?</p>	<p>We recognise that there may be challenges in engaging all religious groups through language cultural or language barriers. We will therefore seek to accommodate those with differing requirements so that they are able to participate in planning consultations. For example, if possible, upon request documents could be made available in a range of languages and the Council consults a range of religious groups on planning matters (e.g. the Church of England, the Jewish community, Muslim elders). The council will utilise a range of methods to inform and consult all residents and will tailor its approach to mitigate differential impact.</p>
<p>14. Are there concerns that the activity <u>could</u> have a differential impact on those who have caring responsibilities?</p>	<p>No</p>
<p>What existing evidence, local or national, actual or presumed, do you have to support your response?</p>	<p>The document sets out a wide range of methods that the Council’s planning service will use to inform, consult and involve the Borough’s population. We consider that the range of methods outlined should provide those with caring opportunities with an opportunity to engage with the Council’s planning service, e.g. submitting comments by email or using online forms, telephone interviews, and neighbourhood meetings.</p>
<p>15. Are there concerns that the activity could have a differential impact on grounds of marital status or civil partnership?</p>	<p>No</p>
<p>What existing evidence, local or national, actual or presumed, do you have to support your response?</p>	<p>The document sets out how the Council will utilise a range of methods to engage the Borough’s population in the planning process. We consider that the document will not result in a differential impact on grounds of marital status or civil partnership.</p>

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<p>16. Are there concerns that the activity <u>could</u> have a differential impact due a woman’s pregnancy or maternity?</p>	<p>No</p>
<p>What existing evidence, local or national, actual or presumed, do you have to support your response?</p>	<p>The document sets out how the Council will utilise a range of methods to engage the Borough’s population in the planning process. We consider that the use of digital media and electronic communications (for both consulting and receiving responses) mitigates any differential impact due to a woman’s pregnancy or maternity.</p>
<p>17. Are there concerns that the activity <u>could</u> have a differential impact due to gender reassignment?</p>	<p>No</p>
<p>What existing evidence, local or national, actual or presumed, do you have to support your response?</p>	<p>The document sets out how the Council will utilise a range of methods to engage the Borough’s population in the planning process. We consider that the document will not result in a differential impact on grounds of gender reassignment.</p>
<p>18. Could any differential impact identified in 8-17 amount to there being the potential for adverse impact in this activity?</p>	<p>No</p>
<p>19. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one or more of the protected groups or any other reason?</p>	<p>Not applicable.</p>
<p>20. If the activity is of a strategic nature, could it help to reduce inequalities associated with socio-economic disadvantage?</p>	<p>Yes</p> <p>The document aims to ensure that all of the Borough’s resident and working population are informed and consulted about relevant planning applications (when meeting certain criteria) and the development of local planning policy. We consider that the Statement of Community Involvement will assist in reducing inequalities associated with socio-economic disadvantage.</p>
<p>21. Is there any concern that there are unmet needs in relation to any of the above protected groups?</p>	<p>No</p>

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<p>22. Does ‘differential impact’ or ‘unmet need’ cut across one or more of the protected groups (e.g. elder BME groups)?</p>	<p>No</p>																							
<p>23. If yes, should the full EIA be conducted jointly with another service area or contractor or partner or agency?</p>	<p>No</p>	<p>Not applicable. At this stage, no need is identified to conduct a full EIA.</p>																						
<p>24. Is there a missed opportunity to improve this activity to meet the general duties placed on public bodies to eliminate unlawful discrimination, to advance equality of opportunity and to promote good relations between people who share protected characteristics and those who do not?</p>	<p>No</p>	<p>The Council is mindful of the aims of the Public Sector Equality Duty (PSED) (section 149 of the Equality Act 2010) and has given thought to ensure the Statement of Community Involvement does not discriminate on any sector of society.</p>																						
<p>25. Should the policy proceed to a full equality impact assessment? Please use the scoring process in the right hand column to guide you.</p>	<p>No</p>	<p>0 – no possible relevance or adverse impact 1 – extremely low relevance and adverse impact 2 – relatively low relevance and adverse impact 3 – medium relevance and adverse impact 4 - relatively high relevance and adverse impact</p> <p>0-11 points low adverse impact, no need for full EIA 12-20points medium adverse impact, full EIA required 21-27 points high adverse impact, full EIA required</p> <table border="1" data-bbox="875 1198 2125 1294"> <thead> <tr> <th>Age</th> <th>Disability</th> <th>Mat</th> <th>Gender</th> <th>Marriage</th> <th>Race</th> <th>Trans</th> <th>Sexuality</th> <th>Religion</th> <th>Total</th> <th>Impact</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>2</td> <td></td> <td>1</td> <td></td> <td>2</td> <td></td> <td></td> <td>2</td> <td>9</td> <td>Low</td> </tr> </tbody> </table>	Age	Disability	Mat	Gender	Marriage	Race	Trans	Sexuality	Religion	Total	Impact	2	2		1		2			2	9	Low
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26. If a full EIA is not required, are there any changes required to the proposal to improve it around the equality agenda?			No, we consider that the Statement of Community Involvement document mitigates so far as practically possible, differential impacts upon the groups identified within this screening document. There are no changes considered to be required at this point.
27. How will any actions identified in 20. to 26. above be taken forward?			No actions identified.

Signed

K Lines

Kate Lines (completing officer)

Date: 05/05/2020

Signed

S. Harrison

Stuart Harrison (Head of Service)

Date: 06/05/2020

Countersigned

S-J Grant

Peter Stevens / Sarah-Jane Grant (member of Equality Action Group)

Date: 06/05/2020