

# Equality Impact Assessment Record

## EIA Guidance

Please ensure that you have read the Council's EIA Guidance booklet, available on Boris, before starting work on your EIA, it should be read in conjunction with this form. If anything is unclear please contact your departmental equality representative listed below. This form is designed to summarise the findings of your EIA. **Please also keep a record of your other discussions in producing the impact assessment.**

## Drafting your EIA

The boxes in this form are designed to expand please ensure that you add data, consultation results and other information to back up any assertions that you make. A draft of this record form must be sent to the Councils Equality Officer Abby Thomas and your departmental equality representative(s) (listed below) who will send you comments on it before it is finalised and signed off by your Chief Officer. This step is important to check the quality and consistency of EIAs across the Council.

## Departmental Equality Representatives

ECC Jane Eaton  
CS Abby Thomas

SCL Graham Symonds and Ilona Cowe  
CXO Stephanie Boodhna

## Publishing

The Council is legally required to publish this EIA record form on the Councils website. Please send a copy of the final version of the EIA record form to the Councils Equality Officer Abby Thomas to publish.

<b>Date of EIA</b>	Overwrite with completion date	<b>EIA Guidance</b>
<b>Directorate</b>	Environment Culture & Communities	<b>Page Ref.</b>
<b>Part One - Initial Screening Record</b>		
<b>1. Activity to be assessed</b>	<b>Site Allocations Development Plan Document (SADPD)</b>	
<b>2. What is the activity?</b>	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change	
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
<b>4. Who are the members of the EIA team?</b>	Head of Spatial Policy/Team Managers.	
<b>5. Initial screening assessment.</b>  <b>If the answer to either of these questions is 'yes' then it is necessary to go ahead with a full Equality Impact Assessment.</b>	<p>1. Does the activity have the potential to cause adverse impact or discriminate against different groups in the Councils workforce or the community?</p> <p>The SADPD will guide the location of future development and the allocation of land for different uses (part of the requirements for planning set out in PPS1). This has the potential to advantage some groups at the expense of others.</p> <p>2. Does the activity make a positive contribution to equalities?</p> <p>By ensuring that locations and sites are chosen that will contribute to the creation of sustainable communities and good access is provided to services and facilities the production of the document should make a positive contribution. It also provides an opportunity to identify sites for facilities to meet community needs. It is important that widespread and effective consultation is carried out on the document to ensure that positive benefits are achieved for as wide a cross section of the</p>	<p><b>See</b> <b>Pages</b> <b>9 - 10</b></p>

	community as possible.
<b>6. Did Part 1: Initial Screening indicate that a full EIA was necessary?</b>	<p><input checked="" type="checkbox"/> Yes – full EIA completed and recorded below.</p> <p><input type="checkbox"/> No – full EIA not completed record ends here, please ensure this record is signed by the Chief Officer in box 19 overleaf and then email to <a href="mailto:abby.thomas@bracknell-forest.gov.uk">abby.thomas@bracknell-forest.gov.uk</a></p>

Part Two - Full EIA Record																				
<b>7. Why is a full EIA being completed on the activity? Double click on boxes to check all that apply.</b>	<p>The activity has the potential to have an adverse impact/discriminate against different groups in the community. <input checked="" type="checkbox"/></p> <p>The activity makes a positive contribution to equalities <input checked="" type="checkbox"/></p>	<b>See Pages 9 - 10</b>																		
<b>8. Who is the activity designed to benefit/target?</b>	<p><b>The purpose of the activity is to:</b> identify a robust and flexible supply of land to meet the Borough's future development requirements.</p> <p><b>The activity is designed for:</b> use by all those having an interest in spatial policy and the sustainable development of land (whether as a Member, landowner, developer, applicant, objector, infrastructure provider, decision-maker etc). The activities are designed to benefit all those living, working and spending time in the Borough and future generations.</p>	<b>See Page 11</b>																		
<b>9. Summarise the information gathered for this EIA including research and consultation to establish what impact the activity has on different equality groups.</b>	<p>Methodology for the preparation of the SADPD is specified in Planning Policy Statement 12, published by Communities and Local Government. PPS12 defines the specific consultation requirements for all Local Development Documents (LDDs) which a local planning authority must prepare according to the Town and County Planning Act 2004. Consultation will also be carried out in accordance with the Statement of Community Involvement (SCI) adopted by the Council on 12<sup>th</sup> July 2006. Section 5 of the SCI identifies the need to consult "on policy ..." to reach a cross-section of the community in relation to social and economic status, ethnic origin, religion/faith, age, gender, physical and mental ability and literacy."</p> <p>The following consultations on are either planned or have taken place on the SADPD</p> <ul style="list-style-type: none"> <li>• Early Stakeholders Workshop on Site Allocations DPD</li> <li>• Public consultation including online questionnaire, local exhibitions, mailings to all interested parties on database</li> <li>• Further engagement on specific sites</li> <li>• Engagement with infrastructure providers on accompanying Infrastructure Delivery Plan</li> <li>• Publication of Document</li> </ul> <p>The database for these consultations is administered by the Spatial Policy service, using Limehouse Software. This allow representations to be made online but the Council will also accept representations made in other formats. There is also an opportunity for interested parties to make representations on the SADPD which will be considered by an independent inspector who will issue a binding report following and examination into the soundness of the SADPD.</p>	<b>See Pages 12-13</b>																		
<b>10. A) With regard to the equalities themes, which groups does the activity impact upon?</b>  <b>B) Might any of these groups be adversely impacted?</b>  <b>If you have not got</b>	<table border="1"> <thead> <tr> <th>A) Groups Impacted</th> <th>B) Groups impacted adversely</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Race and ethnicity</td> <td><input type="checkbox"/> Race and ethnicity</td> </tr> <tr> <td><input checked="" type="checkbox"/> Disability</td> <td><input type="checkbox"/> Disability</td> </tr> <tr> <td><input checked="" type="checkbox"/> Gender</td> <td><input type="checkbox"/> Gender</td> </tr> <tr> <td><input checked="" type="checkbox"/> Age</td> <td><input type="checkbox"/> Age</td> </tr> <tr> <td><input type="checkbox"/> Sexual Orientation</td> <td><input type="checkbox"/> Sexual Orientation</td> </tr> <tr> <td><input checked="" type="checkbox"/> Religion or belief</td> <td><input type="checkbox"/> Religion or belief</td> </tr> <tr> <td><input type="checkbox"/> Other - please specify</td> <td><input type="checkbox"/> Other - please specify</td> </tr> <tr> <td><input type="checkbox"/> Other - please specify</td> <td><input type="checkbox"/> Other - please specify</td> </tr> </tbody> </table>	A) Groups Impacted	B) Groups impacted adversely	<input checked="" type="checkbox"/> Race and ethnicity	<input type="checkbox"/> Race and ethnicity	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Disability	<input checked="" type="checkbox"/> Gender	<input type="checkbox"/> Gender	<input checked="" type="checkbox"/> Age	<input type="checkbox"/> Age	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Sexual Orientation	<input checked="" type="checkbox"/> Religion or belief	<input type="checkbox"/> Religion or belief	<input type="checkbox"/> Other - please specify	<input type="checkbox"/> Other - please specify	<input type="checkbox"/> Other - please specify	<input type="checkbox"/> Other - please specify	<b>See Pages 14 -15</b>  <b>Double click on the boxes to check all</b>
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<p><b>sufficient information to make a judgement, go to box 17 and list the actions that you will take to collect further information.</b></p>	<input type="checkbox"/> Other - please specify <input type="checkbox"/> Other - please specify	<input type="checkbox"/> Other - please specify <input type="checkbox"/> Other - please specify	<p><b>that apply.</b></p>
<p><b>11. What evidence is there to suggest an impact/adverse impact?</b></p>	<p>None at present. To satisfy the needs of all sections of the community, these needs will be continuously monitored.</p> <p>If properly implemented the service provided by the SADPD should not result in adverse impacts other than those which can be justified</p>		
<p><b>12. On what grounds can impact or adverse impact be justified?</b></p>	<p>Proportionality.</p>		<p><b>See Pages 14 -15</b></p>
<p><b>13. Have any examples of good practice been identified as part of the EIA?</b></p>	<p>No.</p>		<p><b>See Pages 14 -15</b></p>
<p><b>14. What actions are you currently undertaking to address issues for any of the groups impacted/adversely impacted?</b></p>	<p>Iterative preparation of the SADPD according to the Local Development Scheme, the relevant regulations and the SCI. Training workshops will be arranged for all key members of the Spatial Policy Service on how to build equalities issues into the consultation process.</p>		
<p><b>15. What actions will you take to reduce or remove any differential/adverse impact?</b></p> <p><b>Please also list any other actions you will take to maximise positive impacts.</b></p>	<p>None at present but the situation will be kept under continual review.</p>		<p><b>See page 16</b></p>
<p><b>16. Into which action plan/s will these actions be incorporated?</b></p>	<p>The relevant action plans will include the Statement of Community Involvement, EC&amp;C Departmental Service Plan and the Spatial Policy Section Work Plan prepared in the light of the Council's Medium Term Objectives and the Local Area Agreement.</p>		
<p><b>17. Who is responsible for the action plan?</b></p>	<p>Chief Officer: Planning and Transport/Head of Spatial Policy</p>		
<p><b>18. Chief Officers signature.</b></p>	<p>Chief Officer: Planning and Transport, Environment, Culture and Communities</p> <p>Signature.....</p>		
<p><b>19. Which PMR will this EIA be reported in?</b></p>	<p>EC&amp;C PMR Q3 2009 /10</p>		