

Initial Equalities Screening Record Form

Date of Screening: 19 December 2013	Directorate: ECC	Section: Spatial Policy				
1. Activity to be assessed	Designation of neighbourhood areas as a first step in supporting the preparation of Neighbourhood Development plans (NDPs). Further elements of neighbourhood planning activity will; include provision of information and advice, attendance at meetings, arranging for examination and holding a referendum.					
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input checked="" type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change					
3. Is it a new or existing activity?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing					
4. Officer responsible for the screening	Max Baker					
5. Who are the members of the screening team?	Max Baker, Bev Hindle					
6. What is the purpose of the activity?	The purpose is to fulfil the Council's statutory functions with regard to neighbourhood planning and provide additional support as required to assist with the production of sound and effective NDPs					
7. Who is the activity designed to benefit/target?	Parish and Town Councils preparing NDPs					
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.				
		What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data				
8. Disability Equality	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Y</td> <td style="width: 50%; text-align: center;">N</td> </tr> <tr> <td></td> <td style="text-align: center;">✓</td> </tr> </table>	Y	N		✓	The determination of applications for the designation of neighbourhood areas is a statutory function and is a pre-requisite to the preparation of Neighbourhood Development Plans (NDPs). The two applications are both for the entire area of the respective Parish and Town Councils so there are no groups being impacted by the exclusion of a particular part of these areas from the designation and thus exclusion from being covered by an NDP. Any neighbourhood plans subsequently prepared will need to be consulted on in accordance with the regulations and will be tested for legal compliance,
Y	N					
	✓					

				including with law on equality and human rights.
9. Racial equality	Y	N ✓		As above
10. Gender equality	Y	N ✓		As above
11. Sexual orientation equality	Y	N ✓		As above
12. Gender re-assignment	Y	N ✓		As above
13. Age equality	Y	N ✓		As above
14. Religion and belief equality	Y	N ✓		As above
15. Pregnancy and maternity equality	Y	N ✓		As above
16. Marriage and civil partnership equality	Y	N ✓		As above
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	Please explain None – as above			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	Please explain N/A			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Please explain N/A			

20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N N/A	Please explain for each equality group - N/A
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	No further data required at this stage.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N ✓	Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged. If you are proceeding to a full equality impact assessment please contact Abby Thomas.
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Support the parish & town councils in neighbourhood planning activities including advice on engagement and legal compliance.	In tandem with the preparation of the NDPs	Spatial Policy Officers	Successful adoption of NDPs
24. Which service, business or work plan will these actions be included in?	Spatial Policy / Planning & Transport service plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list		
26. Chief Officers signature.	Signature:		Date:

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.