

Initial Equalities Screening Record Form

Date of Screening: 15 March 2018	Directorate: ECC	Section: Planning & Building Control
1. Activity to be assessed	The transformation review of the Planning and Building Control Service	
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 checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Andrew Hunter	
5. Who are the members of the screening team?	Sarah Kingston & Max Baker	
6. What is the purpose of the activity?	<p>As a result of the financial pressures on the Council, it was agreed to establish a Transformation Programme in which fundamental reviews of all the Council's services will be conducted over the next three years. The programme's methodology follows the four phase commissioning cycle: Analyse, Plan, Do and Review. One of the reviews in the second year of the programme is the Planning & Building Control Review which began in April 2017.</p> <p>The results of the analyse phase were included in a detailed review report which was considered by members at the first Gateway Review in September 2017. Members considered a number of options for achieving £200k of financial savings and endorsed six recommendations to be taken forward for further investigation in the Plan Phase.</p> <p>At the end of the plan phase, the Overview and Scrutiny Commission conducted a Gateway Review on 14 March 2018. The Gateway Review, which was open to all members, reviewed the findings to date and provided advice on a number of recommendations proposed for implementation during the next stage of the review.</p> <p>The recommendations centred around a core strategic option of income generation and efficiency. The future vision of the service consists of a package of income generation initiatives including adopting a more commercial approach and mind-set, a redesign of processes within the teams and a review of some of the member engagement processes.</p> <p>A set of seven recommendations were presented to member at the Gateway Review and four of these were endorsed by members to be taken forward to implementation:</p> <p style="text-align: center;">1. That members support the implementation of agreed income generation initiatives to take effect</p>	

	<p>from May 2018.</p> <ol style="list-style-type: none"> Members support the direction of travel that has been achieved so far with the service re-design work by agreeing to implement agreed changes recommended within Planning and for re-design work to begin in the Building Control & Land Charges teams. Members agree that supplementary reports for Planning Committee be provided on Thursdays only as opposed to Tuesdays and Thursdays. Members agree to move towards more digital communication and paperless working. <p>Income generation initiatives can be identified as follows:</p> <ul style="list-style-type: none"> Charging of a monitoring fee for S106 Agreements Standardising charging for Planning Performance Agreements A 10% increase in Pre-Application fees Creating a chargeable appointment service and removing the current Duty Planning Officer arrangements Increasing SPA fees to fund the facilitation and maintenance of these spaces Creation of pre-application service for Building Control <p>These income generation initiatives will allow the service to cover costs more effectively and meet the savings target attributed to this transformation review.</p> <p>The remaining recommendations will create a smoother customer journey through the service and will achieve benefits such as a reduction in decision making time and an increase in customer satisfaction.</p>		
7. Who is the activity designed to benefit/target?	Users and stakeholders of the Planning & Building Control services.		
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 – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.		N	This group will not be disproportionately affected.

9. Racial equality		N		This group will not be disproportionately affected.
10. Gender equality		N		This group will not be disproportionately affected.
11. Sexual orientation equality		N		This group will not be disproportionately affected.
12. Gender re-assignment		N		This group will not be disproportionately affected.
13. Age equality		N		This group will not be disproportionately affected.
14. Religion and belief equality		N		This group will not be disproportionately affected.
15. Pregnancy and maternity equality		N		This group will not be disproportionately affected.
16. Marriage and civil partnership equality		N		This group will not be disproportionately affected.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	There is a potential for customers on low incomes to be affected by the increase in fees. However the increases in the specific areas identified represent a small part of the fees that would be required in order to make a planning application and complete the development.			
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?	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	N/A			

significant is the difference in terms of its nature and the number of people likely to be affected?			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	Please explain for each equality group
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	A business development plan will need to be written and include marketing, promotion and packaging of services.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	No groups will be disproportionately impacted by these proposals.
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
Creation of business development plan.	July 2018	Sarah Kingston	Completion of document.
24. Which service, business or work plan will these actions be included in?	Planning & Building Control Implementation Phase Project Plan.		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	The changes to the customer journey as a result of the service redesign will make accessing the service easier for all.		
26. Chief Officers signature.	Signature:		Date: