Equality Analysis

Equality Impact Assessment (EIA) Form
'Knowing your customers needs'

Background

An Equality Analysis is a way of making sure that equality considerations are embedded into our decision-making processes and that equality is considered when we are developing key policy & services etc.

One tool to help you do this is an Equality Impact Assessment or EIA. It will assist you in ensuring that **"due regard"** has been given to identify any potential or actual impact (Positive or Negative) that our policies/services/functions*etc.**,** have on differing groups of people.

EIAs also provide a systematic approach to identifying and recording gaps and actions in relation to ensuring equal access when providing functions.

The purpose of the Equality Analysis is to:
- make us focus on the needs, experiences and circumstances of everyone who will be affected by the decisions the Council makes
- direct us to seek alternative ways of achieving our aims and avoiding inequality
- enhance our creditability with our service users to have greater confidence in our performance
- improve our policy making procedures and services

> *** Note: For simplicity we have sometimes referred to the following (listed below) as 'Functions'. This includes:** Services, Employment Practices, Projects, Strategy, Processes, Systems, Practices, Procedures, Protocols and Guidelines

Legislation - Equality duty

As a local authority that provides services to the public, Melton has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance Equality of Opportunity
- Foster good relations

For the following protected characteristics:
1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion and belief
8. Sex
9. Sexual orientation

When completing the Equality Impact Assessment you are encouraged to consider other disadvantaged or socially excluded communities or groups e.g. carers, the homeless, rural communities, priority neighborhoods, ex-forces personnel etc., who are likely to be affected by the proposal. **The evidence** also needs recording to demonstrate that consideration has been given.

Title of the policy	Pre Submission draft Melton Local Plan 2011-2036, Regulatory Services
Is it new or existing?	New Local Plan for the Borough to supersede the existing adopted 1999 Local Plan
Date	28th Sept 2016
Officer undertaking EIA	Ripple Gupta
Who else is involved in undertaking this assessment?	Jim Worley

1. Overview of policy/function being assessed

A. Outline: What is the purpose of this policy? (Specify the aims and objectives.) Please also state why the policy has been introduced or changed.

As the Local Planning Authority we have to meet the statutory requirement of preparing a Local Plan that sets out planning policies for the area. The Local Plan guides decisions on planning applications for development as well as set out the strategic direction of the area on social, economic and environmental matters. Key roles of the plan are to set out the amount of new homes needed for the plan period, make provision for employment development and identify the infrastructure which might be needed to support them. The plan also identifies areas of land which should be protected. In addition, the plan sets out who will work together to deliver the plan and what, where, how and when development will be delivered in the Borough.

The new Local Plan will supersede the existing adopted 1999 Local Plan which is now outdated.

B. Who are the people/groups affected and what is the intended change or outcome for them?

Local Plan policies are designed for the wider group of people including the residents, public, workers, visitors and those interested in the Borough as well as the wider area with the positive growth and economic, social and environmental prosperity intended as the outcome for the public / users.

C. Equality implications/obligations

Will this proposal/policy/service etc., meet the Equality Act requirement to have 'due regard' to the need to meet any of the following duties? In this question, consider both the new/current service and the proposed changes.

	Is the equality duty listed in the left hand column relevant to your policy/service etc?		Comments on how it meets the duty or why is not relevant
	Yes	**No**	
(1) Eliminate unlawful discrimination, harassment and victimisation – please complete section 4 of the template.			
(2) Advance equality of opportunity between different groups How does the proposal/policy/service etc ensure that the intended outcomes promote equality of opportunity for users who have protected characteristics? This includes: • Removing or minimising disadvantages for protected groups of people • Taking steps to meet the needs of people from protected groups where	√		The local plan policies intend to promote opportunities for all people and that will include protected groups. For example the objectives and policies aim to achieve social, economic and environmental advancement in the Borough through housing, economic, infrastructure, environmental and design policies that will advance opportunities for

these are different from the needs of other people • Encouraging people from protected groups to participate in public life or in other activities where there participation is disproportionately low e.g. are stakeholders engaged in the process and are there any barriers?			various age groups including elderly, youth, young people and children; as well as promote health and well-being through provision of appropriate and accessible infrastructure in the Borough This should also encourage and facilitate participation from people in protected groups. The Local Plan invites people to participate and get involved in the plan making process through Reference Groups and other consultation exercises.
(3) Foster good relations between different groups (tackling prejudice and promoting understanding). Does the service contribute to good relations or to broader community cohesion objectives? How does it achieve this aim? This could include: *(The following are examples and so you do not need to answer all the bullet points below.)* • Building services around people and communities and involving them • Considering if there are strong and positive relationships between groups/communities affected by this policy. Does the policy/service bring together groups of people not used to interacting with each other? If so will it raise any issues that need to be addressed? • Tackling myths and misinformation. If the service is seen as unfair by certain groups, how do you tackle the myths and communicate this?	√		Again, as mentioned above the local plan policies will help achieve social, environmental and economic objectives and help create sustainable communities. This will contribute in wider community objectives through helping build services around people and communities. Provision of services and facilities promote social cohesion and social inclusion between existing and new communities. Impact on various groups that is currently not known will be covered in future EIAs of the Local Plan Reviews.

D. Which groups have been consulted as part of the creation or review of the policy? Did they identify any barriers?
The Local Plan database that includes most stakeholders that have an interest in the Borough as well as the community has been consulted earlier in the plan preparation process on various occasions (Issues and Options and Emerging Options). These include all residents in the Borough including the protected groups as the consultation process was robust e.g. we invited and encouraged the residents to participate in the local plan process through events in villages, supermarkets, market days and launch events apart from encouraging community and stakeholders to participate through letters, online comments etc. Melton Mail was sent out to all residents in the Borough informing them of the consultation. These were done over last couple of years since 2014-2016 from the onset of the Local Plan process. Issues identified and raised as part of the Issues and Options as well as Emerging Options Local Plan were and have been addressed through responding to them and outlining a recommended action. These were taken to Members and the Full Council in.

Details of these are available on www.melton.gov.uk.

2. What we already know and where there are gaps

A. What existing information/data do you have/monitor about different diverse groups in relation to this policy? This could consist of previous EIA's, reports, consultation, surveys, demographic profiles etc.
The Local Plan consultation database including the stakeholders and the community that have interest in the Local Plan and the Borough apart from as mentioned above the residents who are invited to participate and comment on the local plan through adverts in press and Melton Mail. As such the Council holds Census information (2011) and mid-year estimates that are used in different sections of the Local Plan [Portrait, different evidences, and the Authority Monitoring Report (AMR)]. Local Plan policies are informed by the demographic and economic data in the Borough.
B. What does this information/data tell you about diverse groups? If you do not hold or have access to any data/information on certain/all diverse groups, what do you need to begin collating/monitoring? (please list)
Although the Local Plan captures information on ethnic diversity in the Borough in the AMR and other evidences, most data is available at Melton Observatory, and statistical information from various sources including the Census and other Council wide studies and records (database). The Local Plan being a wider policy document intends to benefit the wider public through its aims and objectives and does not specifically disadvantage any particular group. Therefore monitoring information with respect to particular groups has not been collected before. However as mentioned, if needed this information can be accessed from other services and studies across the Council. As mentioned, the Local Plan policies are informed by demographic and economic data.   In the future, it may be useful to contact voluntary organisations representing specific groups to participate in the Local Plan consultation.

3. Do we need to seek the views of others and if so, who?

A. In light of the answers you have given in question 1D & 2 do you need to consult with specific groups? If not please explain why.
As the Local Plan does not target any specific group, nor does it disadvantage any group, it encourages and promotes equality for all. As such it is not necessary to consult specific groups. If at all, it would be useful to consult the youth groups, which has been briefly done during the Emerging Options stage with people dealing with these groups. It may be useful to consult any organisations that work for people with disabilities etc to get their views on the local plan. As such it must be noted that the environmental, economic and design policies along with other policies promote and encourage participation from all groups in the Borough. It will be useful to involve 'hard to reach' groups including young/older and disabled people which can be done by inviting voluntary organisations to participate in the consultation.

4. Assessing the impacts

	In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has an actual or potential positive or negative impact on the groups specified and whether there is evidence of discrimination. Please read the guidance that accompanies this template. **If you have identified actual or potential negative impact or discrimination that is *illegal,* you are required to take action to remedy this immediately.** **If you have identified negative impact or discrimination that is justifiable or legitimate please give your reasons. You will need to consider what can be done to mitigate its effect on those groups of people.**

| Diversity Groups | Provide an explanation for your decisions | | | |
	Positive impacts (Actual or Potential)	Negative impacts (Including any barriers) (Actual or Potential)	Is there evidence of direct/indirect discrimination? (Is it illegal or legitimate/ justifiable?)	Mitigation Where there are potential barriers, negative impacts identified and/or the barriers or impacts are unknown, please outline how you propose to minimise or remove all negative impact or discrimination.
Age	Actual and potential	None	NA	NA
Disability (physical, visual, hearing, learning disability, mental health)	Potential	None	NA	NA
Gender / Sex	Potential	None	NA	NA
Religious Belief	None	None	NA	NA
Racial Group	None	None	NA	NA
Sexual Orientation	None	None	NA	NA
Gender reassignment/ Transgender	None	None	NA	NA
Other protected groups (pregnancy & maternity, marriage & civil partnership)	None	None	NA	NA
Other socially excluded groups (low literacy, offenders, priority neighbourhoods, ex forces personnel etc)	Actual and Potential positive impacts on 'other' protected groups including homeless, rural communities etc from the EIA guidance.	None	NA	NA

5. Action Plan

Please include any identified concerns/actions/issues in this action plan: *The issues identified should inform your 'One Council Delivery Plan' and, if appropriate, your Consultation Plan*			
Question Number (Ref)	**Action**	**Responsible Officer**	**Target Date**
1	It may be useful to invite organisations dealing with 'hard to reach' groups to participate in the consultation.	JW	Future consultations

2	EIAs to continue to be done for Local Plan Reviews	JW	Local Plan Review

6. Who needs to know about the outcomes of this assessment and how they will they be informed

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Internally (employees & Check & Challenge group)	√	Meeting, email, Corporate Messenger update
Externally (service users, stakeholders, private sector householders, landlords etc)	√	Publish on website.
Others		
To ensure ease of access, what other communication needs/concerns are there?		

7. Internal Scrutiny (to be completed and signed by a member of the check and challenge group).

Please delete as appropriate
I agree / with this assessment / action plan
If *disagree*, state action/s required
Signed (Check and challenge): Martyn Bowen
Date: 06/10/16

8. Conclusion (to be completed and signed by the Head of Service)

Please delete as appropriate
I agree / disagree with this assessment / action plan
If *disagree*, state action/s required, reasons and details of who is to carry them out with timescales:
Signed (Head of Service):

Date: