

# APPENDIX 3

## Tameside Council Equality Impact Assessment Form

<b>Subject / Title</b>	Tameside Statement of Community Involvement
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<b>Service Unit</b>	<b>Service Area</b>	<b>Directorate</b>
Planning Policy	Development, Growth and Investment	Place

<b>Start Date</b>	<b>Completion Date</b>
02/06/2016	

<b>Lead Officer</b>	Peter Taylor Planning Policy Team Leader
<b>Service Unit Manager</b>	Paul Moore Head of Planning
<b>Assistant Executive Director</b>	Damien Bourke AED Development, Growth and Investment

<b>EIA Group</b> (lead contact first)	<b>Job title</b>	<b>Service</b>
Peter Taylor	Planning Policy Team Leader	Planning Policy
Simon Pateman	Senior Planning Officer	Planning Policy
Graham Holland	Planning Officer	Planning Policy
Jody Stewart	Policy, Research and Improvement Manager	Policy and Communications

### **PART 1 – INITIAL SCREENING**

*An Equality Impact Assessment (EIA) is required for all Key Decisions that involve changes to service delivery. All other changes, whether a Key Decision or not, require consideration for the necessity of an EIA.*

*The Initial Screening is a quick and easy process which aims to identify:*

- those projects, policies, and proposals which require a full EIA by looking at the potential impact on any of the equality groups*
- prioritise if and when a full EIA should be completed*
- explain and record the reasons why it is deemed a full EIA is not required*

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*A full EIA should always be undertaken if the project, policy or proposal is likely to have an impact upon people with a protected characteristic. This should be undertaken irrespective of whether the impact is major or minor, or on a large or small group of people. If the initial screening concludes a full EIA is not required, please fully explain the reasons for this at 1e and ensure this form is signed off by the relevant Service Unit Manager and Assistant Executive Director.*

1a.	<b>What is the project, policy or proposal?</b>	The Council is in the process of revising its adopted Statement of Community Involvement. Consultation on a draft SCI document ran 1 <sup>st</sup> July to 29 <sup>th</sup> July. The EIA covers the SCI document for adoption. More detail regarding the consultation process on the draft SCI is given below and in the summary provided in part 2.
1b.	<b>What are the main aims of the project, policy or proposal?</b>	The Statement of Community Involvement (SCI) is an update on the current version adopted in 2006. The revised version of the SCI takes into account changes to the regulations guiding plan making and decision taking on planning applications. The SCI sets out how the Council will engage in community involvement in relation to all areas of planning that need consultation.

<p><b>1c. Will the project, policy or proposal have either a direct or indirect impact on any groups of people with protected equality characteristics?</b></p> <p><b>Where a direct or indirect impact will occur as a result of the policy, project or proposal, please explain why and how that group of people will be affected.</b></p>				
Protected Characteristic	Direct Impact	Indirect Impact	Little / No Impact	Explanation
Age		<b>X</b>		<p>The SCI is expected ensure that elderly people will have equal opportunity to be involved in the preparation of planning policy documents or decisions on planning applications to ensure views can be fully considered through open consultation.</p> <p>Where appropriate through the production of planning policy documents, specific efforts will be made to engage such groups via a range of consultation</p>

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				<p>methods and organisation detailed below.</p> <p>Range of potential consultation methods:</p> <ul style="list-style-type: none"> <li>• Direct letter or email to Local Plan database contacts;</li> <li>• Press notice;</li> <li>• Press release;</li> <li>• Website content;</li> <li>• Use of the Council’s ‘Big Consultation’ web portal; and</li> <li>• Deposit of documents at libraries and the customer contact centre.</li> </ul> <p>The SCI sets out how the Council will consult on planning policy documents and planning applications. A wide range of techniques will be engaged to ensure that all elements of the Tameside community are informed and consulted with. For example, specific contacts included on the Local Plan Consultation Database include:</p> <ul style="list-style-type: none"> <li>• Age UK;</li> <li>• Age UK Tameside;</li> <li>• Community Volunteer Action Tameside (CVAT); and</li> <li>• Borough wide Community and Residents Associations.</li> </ul>
Disability		<b>X</b>		<p>The SCI is expected ensure that disabled people will have equal opportunity to be involved in the preparation of planning policy documents or decisions on planning applications to ensure views can be fully considered through open consultation.</p> <p>Where appropriate through the production of planning policy documents,</p>

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			<p>specific efforts will be made to engage such groups via a range of consultation methods and organisation detailed below.</p> <p>Range of potential consultation methods:</p> <ul style="list-style-type: none"> <li>• Direct letter or email to Local Plan database contacts;</li> <li>• Press notice;</li> <li>• Press release;</li> <li>• Website content;</li> <li>• Use of the Council’s ‘Big Consultation’ web portal; and</li> <li>• Deposit of documents at libraries and the customer contact centre.</li> </ul> <p>The SCI sets out how the Council will consult on planning policy documents and planning applications. A wide range of techniques will be engaged to ensure that all elements of the Tameside community are informed and consulted with. For example, specific contacts included on the Local Plan Consultation Database include:</p> <ul style="list-style-type: none"> <li>• The Disabled Persons Transport Advisory Committee;</li> <li>• Tameside Deaf Association;</li> <li>• Tameside Sight;</li> <li>• Community Volunteer Action Tameside (CVAT);</li> <li>• Greater Manchester Coalition of Disabled People; and</li> <li>• Borough wide Community and Residents Associations.</li> </ul>
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Ethnicity		X		<p>The SCI is expected ensure that people of different ethnicities will have equal opportunity to be involved in the preparation of planning policy documents or decisions on planning applications to ensure views can be fully considered through open consultation.</p> <p>Where appropriate through the production of planning policy documents, specific efforts will be made to engage such groups via a range of consultation methods and organisation detailed below.</p> <p>Range of potential consultation methods:</p> <ul style="list-style-type: none"> <li>• Direct letter or email to Local Plan database contacts;</li> <li>• Press notice;</li> <li>• Press release;</li> <li>• Website content;</li> <li>• Use of the Council’s ‘Big Consultation’ web portal; and</li> <li>• Deposit of documents at libraries and the customer contact centre.</li> </ul> <p>The SCI sets out how the Council will consult on planning policy documents and planning applications. A wide range of techniques will be engaged to ensure that all elements of the Tameside community are informed and consulted with. For example, specific contacts included on the Local Plan Consultation Database include:</p> <ul style="list-style-type: none"> <li>• Association of Ukrainians;</li> <li>• Shree Bharatiya Mandal (Indian Association);</li> <li>• Bangladesh Welfare Association;</li> </ul>
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				<ul style="list-style-type: none"> <li>• Tameside Racial Equality Council Ltd;</li> <li>• Tameside African Refugee Association (TARA);</li> <li>• Traveller Law Reform Project;</li> <li>• The Gypsy Council for Education, Culture, Welfare &amp; Civil Rights;</li> <li>• The National Federation of Gypsy Liaison Groups;</li> <li>• The Gypsy Council (Romani Kris);</li> <li>• Community Volunteer Action Tameside (CVAT);</li> <li>• UK Association of Gypsy Women;</li> <li>• Community Volunteer Action Tameside (CVAT); and</li> <li>• Borough wide Community and Residents Associations.</li> </ul>
Sex / Gender		<b>X</b>		The SCI is expected ensure that people regardless of their sex/gender will have equal opportunity to be involved in the preparation of planning policy documents or decisions on planning applications to ensure views can be fully considered through open consultation.
Religion or Belief		<b>X</b>		<p>The SCI is expected ensure that people regardless of different religions or beliefs will have equal opportunity to be involved in the preparation of planning policy documents or decisions on planning applications to ensure views can be fully considered through open consultation.</p> <p>Where appropriate through the production of planning policy documents, specific efforts will be made to engage</p>

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				<p>such groups via a range of consultation methods and organisation detailed below.</p> <p>Range of potential consultation methods:</p> <ul style="list-style-type: none"> <li>• Direct letter or email to Local Plan database contacts;</li> <li>• Press notice;</li> <li>• Press release;</li> <li>• Website content;</li> <li>• Use of the Council’s ‘Big Consultation’ web portal; and</li> <li>• Deposit of documents at libraries and the customer contact centre.</li> </ul> <p>The SCI sets out how the Council will consult on planning policy documents and planning applications. A wide range of techniques will be engaged to ensure that all elements of the Tameside community are informed and consulted with. For example, specific contacts included on the Local Plan Consultation Database include:</p> <ul style="list-style-type: none"> <li>• Denton Council of Churches;</li> <li>• Muslim Welfare Society (Tameside);</li> <li>• Catholic Women’s League (Ashton);</li> <li>• Community Volunteer Action Tameside (CVAT); and</li> <li>• The Church of England National Offices.</li> </ul>
Sexual Orientation		<b>X</b>		The SCI is expected ensure that people of different sexual orientation will have equal opportunity to be involved in the preparation of planning policy documents

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				<p>or decisions on planning applications to ensure views can be fully considered through open consultation.</p> <p>Where appropriate through the production of planning policy documents, specific efforts will be made to engage such groups via a range of consultation methods and organisation.</p>
Gender Reassignment		<b>X</b>		<p>The SCI is expected ensure that gender reassigned people will have equal opportunity to be involved in the preparation of planning policy documents or decisions on planning applications to ensure views can be fully considered through open consultation.</p> <p>Where appropriate through the production of planning policy documents, specific efforts will be made to engage such groups via a range of consultation methods and organisation.</p>
Pregnancy & Maternity		<b>X</b>		<p>The SCI is expected ensure that pregnant women and those on maternity will have equal opportunity to be involved in the preparation of planning policy documents or decisions on planning applications to ensure views can be fully considered through open consultation.</p> <p>Where appropriate through the production of planning policy documents, specific efforts will be made to engage such groups via a range of consultation methods and organisation.</p>
Marriage & Civil Partnership		<b>X</b>		<p>The SCI is expected ensure that people who are married or in a civil partnership will have equal opportunity to be involved in the preparation of planning policy documents or decisions on planning applications to ensure views can be fully</p>



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				<p>considered through open consultation.</p> <p>Where appropriate through the production of planning policy documents, specific efforts will be made to engage such groups via a range of consultation methods and organisation.</p>
<p><b>Are there any other groups who you feel may be impacted, directly or indirectly, by this project, policy or proposal? (e.g. carers, vulnerable residents, isolated residents)</b></p>				
Group (please state)	Direct Impact	Indirect Impact	Little / No Impact	Explanation
No	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>	<p>Anyone who makes themselves known to the Local Planning Authority can be added to the Local Plan Consultation Database. Alternatively they can submit contact details through the Council's website that will be added to the Local Plan Consultation Database.</p> <p>Additionally any person is able to make representation on a planning application or during the development of planning policy documents should they wish as detailed within the SCI.</p>

*Wherever a direct or indirect impact has been identified you should consider undertaking a full EIA or be able to adequately explain your reasoning for not doing so. Where little / no impact is anticipated, this can be explored in more detail when undertaking a full EIA.*

1d.	Does the project, policy or proposal require a full EIA?	Yes	No
		X	
1e.	What are your reasons for the decision made at 1d?	<p>The initial screening highlights the potential for indirect impact upon the protected characteristic groups if the SCI were not prepared in such a way that it allows for equal opportunity to involved in the planning process. It is therefore prudent to undertake a full EIA in part 2 below to explore of the implementation of the SCI will ensure consultation is undertaken appropriately.</p>	

*If a full EIA is required please progress to Part 2.*

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### PART 2 – FULL EQUALITY IMPACT ASSESSMENT

#### 2a. Summary

Consultation in the planning process is vital as it can bring significant benefits by:

- Strengthening the evidence base for plan making and decision taking;
- Ensuring community commitment to the future development of an area;
- Promoting regeneration and investment; and
- Increasing ownership and strengthening delivery.

The current Statement of Community Involvement (SCI) was adopted and published in 2006 in order to comply with the requirements of the Planning and Compulsory Purchase Act 2004.

Since that version of the SCI was published there have been a considerable number of changes to planning legislation that have altered the way in which consultation on plan making should be undertaken:

- The Conservation of Habitats and Species Regulations 2010
- Town and Country Planning (Local Planning) Regulations 2012
- National Planning Practice Guidance 2014
- Town and Country Planning Development Management Procedure Order 2015

It is timely that a revision of the SCI is undertaken because it needs to reflect the up-to-date approach which is needed for consultation on both the Tameside Local Plan and the Greater Manchester Spatial Framework (GMSF). The objective of the revised SCI is to provide clear and concise guidance on how, who and when consultation will take place on these planning matters.

Consultation on the draft SCI involved the Council's standard consultation approach to ensure all, including those falling within protected characteristic groups have an opportunity to respond between Friday 1 June and Friday 29 July 2016. This was achieved by using such methods of consultation as being hosted on the Big Conversation to ensure access for all. Responses could also be directly e-mailed or provided in writing, hard copies were available at all library / customer service centre and can also be downloaded electronically from the Councils website.

#### 2b. Issues to Consider

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The SCI sets out a commitment to consult and engage with residents and stakeholders in relation to planning policy documents and planning applications via a range of methods. It is important to ensure that any protected characteristic groups are able to fully engage with any consultation.

The following groups, are included on the Councils Local Plan Consultation Database and when appropriate will be consulted on any relevant policy documents:

### Age

- Age UK;
- Age UK Tameside;
- Community Volunteer Action Tameside (CVAT); and
- Borough wide Community and Residents Associations.

### Disability

- The Disabled Persons Transport Advisory Committee;
- Tameside Deaf Association;
- Tameside Sight;
- Community Volunteer Action Tameside (CVAT);
- Greater Manchester Coalition of Disabled People; and
- Borough wide Community and Residents Associations.

### Ethnicity

- Association of Ukrainians;
- Shree Bharatiya Mandal (Indian Association);
- Bangladesh Welfare Association;
- Tameside Racial Equality Council Ltd;
- Tameside African Refugee Association (TARA);
- Traveller Law Reform Project;
- The Gypsy Council for Education, Culture, Welfare & Civil Rights;
- The National Federation of Gypsy Liaison Groups;
- The Gypsy Council (Romani Kris);
- Community Volunteer Action Tameside (CVAT);
- UK Association of Gypsy Women;
- Community Volunteer Action Tameside (CVAT); and
- Borough wide Community and Residents Associations.

### Religion or Belief

- Denton Council of Churches;
- Muslim Welfare Society (Tameside);

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- Catholic Women's League (Ashton);
- Community Volunteer Action Tameside (CVAT); and
- The Church of England National Offices.

The Local Plan consultation database will be continually updated to ensure the above list is reflective of current circumstances and ensure bodies which are connected to protected characteristic groups are included.

The SCI also sets out how the Council will consult on all valid Planning applications, where in the case of all valid application the Council will always consult with neighbouring properties by notification letter. In addition a weekly list of planning applications is available to view via the Councils website where the supporting documentation associated with an application can also be viewed.

The 4 week period of public consultation undertaken between 1 July and 29 July 2016 allowed for representation to be made by any interested party on the Consultation Draft SCI. Representations made have been considered and where appropriate amendments made to the SCI, this for instance has resulted in the introduction of a glossary. Amendments made are considered in the schedule of consultation responses.

### 2c. Impact

Introduction of the SCI will have a positive impact as it will ensure wide reaching engagement and consultation on future planning policy documents and planning applications. This will help to ensure the needs of all protected characteristic groups are considered.

### 2d. Mitigations *(Where you have identified an impact, what can be done to reduce or mitigate the impact?)*

As detailed above the SCI is only positive in ensuring there is clarity about, who and when and how the Council will seek to involve in consulting on planning applications and preparing planning policy, mitigation measures are not considered to be necessary.

### 2e. Evidence Sources

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The current Statement of Community Involvement (SCI) was adopted and published in 2006 in order to comply with the requirements of the Planning and Compulsory Purchase Act 2004. The 2006 SCI having established how the Council currently consults on planning applications and planning policy documents form the basis for this review.

Since the 2006 version of the SCI was published there have been a considerable number of changes to planning legislation that have altered the way in which consultation on plan making should be undertaken:

- The Conservation of Habitats and Species Regulations 2010
- Town and Country Planning (Local Planning) Regulations 2012
- National Planning Practice Guidance 2014
- Town and Country Planning Development Management Procedure Order 2015

It is therefore timely that a revision of the SCI is undertaken because it needs to reflect the up-to-date approach which is needed for consultation on both the Tameside Local Plan and the Greater Manchester Spatial Framework (GMSF). The objective of the revised SCI is to provide clear and concise guidance on how, who and when consultation will take place on these planning matters.

The 4 week period of public consultation undertaken between 1 July and 29 July 2016 allowed for representation to be made by any interested party on the Consultation Draft SCI. Representations made have been considered and where appropriate amendments made to the SCI, this for instance has resulted in the introduction of a glossary. Amendments made are considered in the schedule of consultation responses.

### 2f. Monitoring progress

Issue / Action	Lead officer	Timescale
Ensure Local Plan Consultation Database is kept updated.	Peter Taylor	Ongoing
Ensure Development Management are abreast of any legislative changes concerning when to consult statutory consultees.	Jason Dugdale	Ongoing

Signature of Service Unit Manager	Date
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<b>Signature of Assistant Executive Director</b>	<b>Date</b>