

# Equality Impact Assessment / Equality Analysis

<b>Title of service or policy</b>	Adoption of character appraisals, boundary changes and management proposals for Midsomer Norton/Welton, Saltford and Queen Charlton conservation areas.
<b>Name of directorate and service</b>	Place, Development Management
<b>Name and role of officers completing the EIA</b>	John Davey, Conservation Consultant – Planning and Conservation
<b>Date of assessment</b>	10 January 2018

Equality Impact Assessment (or 'Equality Analysis') is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The primary concern is to identify any discriminatory or negative consequences for a particular group or sector of the community. Equality impact Assessments (EIAs) can be carried out in relation to service delivery as well as employment policies and strategies.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis on a policy, service or function. It is intended that this is used as a working document throughout the process, with a final version including the action plan section being published on the Council's website.

1.	<b>Identify the aims of the policy or service and how it is implemented.</b>	
	<b>Key questions</b>	<b>Answers / Notes</b>
1.1	<p>Briefly describe purpose of the service/policy including</p> <ul style="list-style-type: none"> <li>● How the service/policy is delivered and by whom</li> <li>● If responsibility for its implementation is shared with other departments or organisations</li> <li>● Intended outcomes</li> </ul>	<p>Conservation area character appraisals and management proposals have been prepared by the Development Management Service for the Midsomer Norton/Welton, Saltford and Queen Charlton Conservation Areas, involving internal liaison with the relevant council services and external liaison with the relevant town and parish councils.</p> <p>Public consultation has taken place on the draft appraisals and management proposals. Following comments received amendments where appropriate, have been made to the documents.</p> <p>Once finalised the appraisals will enable better informed development management decisions to be made regarding the conservation and enhancement of local character, and will inform current and future council strategies.</p>
1.2	<p>Provide brief details of the scope of the policy or service being reviewed, for example:</p> <ul style="list-style-type: none"> <li>● Is it a new service/policy or review of an existing one?</li> <li>● Is it a national requirement?).</li> <li>● How much room for review is there?</li> </ul>	<p>The appraisals relate to existing designated conservation areas in Bath and North east Somerset. Best practice guidance issued by Historic England strongly advises reviewing existing conservation areas using the appraisal process. This includes reviewing the existing boundaries and identifying management proposals for such areas.</p> <p>The work supplements policy HE1 of the adopted B&amp;NES Placemaking Plan.</p>
1.3	<p>Do the aims of this policy link to or conflict with any other policies of the Council?</p>	<p>The guidance supports the Council's existing and proposed planning policies.</p>

## 2. Consideration of available data, research and information

Monitoring data and other information should be used to help you analyse whether you are delivering a fair and equal service. Please consider the availability of the following as potential sources:

- **Demographic** data and other statistics, including census findings
- Recent **research** findings (local and national)
- Results from **consultation or engagement** you have undertaken
- Service user **monitoring data** (including ethnicity, gender, disability, religion/belief, sexual orientation and age)
- Information from **relevant groups** or agencies, for example trade unions and voluntary/community organisations
- Analysis of records of enquiries about your service, or **complaints** or **compliments** about them
- Recommendations of **external inspections** or audit reports

	Key questions	Data, research and information that you can refer to
2.1	What is the equalities profile of the team delivering the service/policy?	The guidance will primarily be used by planning and conservation officers in the Development Management Service. The complete service has a ratio of about 50% male to 50% female, and a mixture of ethnicity and disability.
2.2	What equalities training have staff received?	Training has been provided through the corporate training programme.
2.3	What is the equalities profile of service users?	Service users include the population of Bath and North East Somerset and particularly of Bath and the surrounding area. It also includes neighbouring authorities, and visitors. The equality profile of service users is therefore difficult to ascertain. However for the whole population of Bath & North East Somerset the 2011 census information can be found at this link: <a href="http://www.bathnes.gov.uk/sites/default/files/siteimages/census_2011_first_release_-_bath_and_north_east_somerset_briefing_note.pdf">http://www.bathnes.gov.uk/sites/default/files/siteimages/census_2011_first_release_-_bath_and_north_east_somerset_briefing_note.pdf</a>
2.4	What other data do you have in terms of service users or staff? (e.g results of	There is no additional data available other than that for the whole population of Bath & North East Somerset:

	customer satisfaction surveys, consultation findings). Are there any gaps?	<a href="http://www.bathnes.gov.uk/sites/default/files/jsna_equalities_v.1.2.pdf">http://www.bathnes.gov.uk/sites/default/files/jsna_equalities_v.1.2.pdf</a>
2.5	What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results?	The draft appraisals were prepared in consultation with the relevant town and parish councils and internal consultees.  Certain groups and organisations were specifically informed of the public consultation to ensure they were made aware, including local amenity groups and organisations. Drop-in events were held in each area to provide further access to the appraisals and to encourage local engagement, and the consultation and events were widely advertised locally. Officers from relevant departments were also consulted. Overall the external and internal response to each of the draft appraisals was positive.
2.6	If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equalities considerations within this?	Any projects resulting from this work will ensure that equality is fully considered.

### 3. Assessment of impact: 'Equality analysis'

	Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy: <ul style="list-style-type: none"> <li>Meets any particular needs of equalities groups or helps promote equality in some way.</li> <li>Could have a negative or adverse impact for any of the equalities groups</li> </ul>		
		<b>Examples of what the service has done to promote equality</b>	<b>Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this</b>
3.1	<b>Gender</b> – identify the impact/potential impact of the policy on women and men.	The service has undertaken equalities training and is aware	The associated documents are considered to be neutral. They seek to provide greater
3.2	<b>Pregnancy and maternity</b>		

		of equalities issues in the provision of services	certainty and consistency of decisions by providing publicly available information and guidance for assessing applications in relation to development proposals in and adjoining the three conservation areas.
3.3	<b>Transgender</b> – – identify the impact/potential impact of the policy on transgender people		The appraisals will support the objective of a clear and consistent approach by the Council when dealing with these matters in the three conservation areas.
3.4	<b>Disability</b> - identify the impact/potential impact of the policy on disabled people (ensure consideration both physical and mental impairments)		
3.5	<b>Age</b> – identify the impact/potential impact of the policy on different age groups		
3.6	<b>Race</b> – identify the impact/potential impact on different black and minority ethnic groups		
3.6	<b>Sexual orientation</b> - identify the impact/potential impact of the policy on lesbians, gay, bisexual & heterosexual people		
3.7	<b>Marriage and civil partnership</b> – does the policy/strategy treat married and civil partnered people equally?		
3.8	<b>Religion/belief</b> – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.		
3.9	<b>Socio-economically disadvantaged</b> – identify the impact on people who are disadvantaged due to factors like family background, educational attainment,		

	neighbourhood, employment status can influence life chances		
<b>3.10</b>	<b>Rural communities</b> – identify the impact / potential impact on people living in rural communities		

#### **4. Bath and North East Somerset Council & NHS B&NES Equality Impact Assessment Improvement Plan**

Please list actions that you plan to take as a result of this assessment. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

<b>Issues identified</b>	<b>Actions required</b>	<b>Progress milestones</b>	<b>Officer responsible</b>	<b>By when</b>
	Ongoing training in Equalities	Officers 6 monthly review of own training needs	Individual officers	Ongoing
	Address any comments on the EqIA			

#### **5. Sign off and publishing**

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equalities Team ([equality@bathnes.gov.uk](mailto:equality@bathnes.gov.uk)), who will publish it on the Council's and/or NHS B&NES' website. Keep a copy for your own records.

**Signed off by:** Lisa Bartlett  
**Date:** 02 02 2018

(Divisional Director or nominated senior officer)