

# Equality Impact Assessment (EIA)

## 1. Topic of assessment

<b>EIA title</b>	<b>Draft Statement of Community Involvement June 2019</b>
<b>EIA author</b>	Maureen Prescott

## 2. Approval

	<b>Name</b>	<b>Date approved</b>
<b>Approved by</b>	Paul Sanderson	25 June 2019

## 3. Quality control

<b>Version number</b>	0.2	<b>EIA completed</b>	
<b>Date saved</b>	25/06/2019	<b>EIA published</b>	

## 4. EIA team

<b>Name</b>	<b>Job title</b>	<b>Organisation</b>	<b>Team role</b>
Paul Sanderson	Minerals and Waste Policy Team Leader	Surrey County Council	
Maureen Prescott	Planning Technician	Surrey County Council	

## 5. Explaining the matter being assessed

<p><b>What policy, function or service is being introduced or reviewed?</b></p>	<p><b>Draft Statement of Community Involvement June 2019</b></p>
<p><b>What proposals are you assessing?</b></p>	<p>Surrey County Council is currently reviewing the adopted Statement of Community Involvement (SCI) which was published in 2015.</p> <p>It is a legal requirement for the council to have an adopted SCI.</p> <p>The Draft SCI 2019 sets out the councils strategy for involving the local community and other stakeholders in:</p> <ul style="list-style-type: none"> <li>• The development of minerals and waste plans and supplementary planning documents; and</li> <li>• The determination of planning applications for minerals and waste developments and the county council's own developments such as schools and libraries.</li> </ul> <p><b>Overall Approach</b></p> <p>The adopted SCI is based on principles which promote equality of opportunity and ensures that a wide range of people are consulted with regard to planning matters.</p> <p>The Draft revised SCI will carry this forward by:</p> <ol style="list-style-type: none"> <li>a. Encouraging everyone who may be directly or indirectly affected by planning decisions to get involved;</li> <li>b. Encouraging involvement at the earliest stage and throughout the planning process;</li> </ol>

- c. Using ways of involvement that suit different people and are appropriate to the stage of the planning process
- d. Making sure that all information relevant to plans or planning applications is as accessible to as many people as possible;
- e. Ensuring that the process of consultation is open and transparent;
- f. Giving feedback so that those involved are aware of the contribution they have made to the process; and
- g. Making sure that the limits of what we can realistically achieve is fully understood.

**Proposed Changes to the adopted SCI**

The changes proposed in the Draft SCI 2019 have been shaped by views received during the recent determination of planning applications and plan making, legislation, government advice and good practice.

**Engagement and consultation on minerals and waste plans**

No changes are proposed in the draft SCI with regard to our engagement and consultation on minerals and waste plans.

Since the existing SCI was adopted, the council has prepared a new waste local plan that will be subject to a Public Examination in September 2019.

An analysis of responses received during the plan preparation process suggest that engagement with residents was been broadly successful, although the level of engagement with residents from younger age groups and some ethnic groups was low compared with the demography of Surrey.

We will continue to explore whether we can make any realistic improvements to try to ensure that future engagement is as good as can reasonably be expected.

**Engagement and consultation on development management**

In the draft SCI the protocol for consulting residents and other statutory and non-statutory consultees in respect of planning applications remains broadly unchanged.

We are proposing some changes to the way that we publicise minor applications and some other applications, e.g., applications relating to planning conditions.

Currently our level of publicity on these applications exceeds statutory requirements. In practice often the responses that we receive do not justify this and are not cost effective.

The Draft SCI proposes that in future case officers will be able to decide what level of publicity is appropriate taking into account the nature of the proposal, whether residents are likely to be affected and the level of public interest.

**Engagement and consultation on Neighbourhood Plans**

The Draft SCI sets out the county council's policies for supporting the neighbourhood planning process. This helps to ensure that neighbourhood plans take into account the council's statutory responsibilities, to the benefit of Surrey's communities.

**Who is affected by the proposals outlined above?**

The SCI affects everyone who may be directly or indirectly affected by the County Council's planning decisions including:

- Residents
- Business
- Statutory Consultees
- Community organisations
- Members
- Surrey County Council Staff
- Developers

## 6. Sources of information

### Engagement carried out

- Public Consultation on the Draft SCI 2019
- Public consultations during the waste plan preparation process
- Discussions with relevant county council officers

### Data used

- Analysis of responses to the consultation on the draft SCI 2019
- Analysis of responses to the Draft Surrey Waste Local Plan consultation

## 7. Impact of the new/amended policy, service or function

### Impact of the proposals on residents and service users with protected characteristics

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
All	<p><b>Minerals and waste plans</b> The SCI gives people opportunities to provide local knowledge and influence:</p> <ul style="list-style-type: none"> <li>• The types of facilities that are provided;</li> <li>• Where facilities are located;</li> <li>• The policies and conditions that protect people from potential negative impacts of development, e.g., noise, dust and traffic impacts.</li> </ul>		<p>The county council's plan preparation process complies with legislation and government guidance.</p> <p>Responses to public consultations on the new waste local plan have helped to shape the plan</p> <p>The council publishes statements that set out how we have considered responses to draft minerals and waste plans.</p>
All	<p><b>Development management</b> The SCI gives people opportunities to provide local knowledge and to give their views on planning applications.</p>		<p>The county council's development management process complies with legislation and government guidance.</p> <p>Historically there has been a high of level of public involvement on significant planning applications.</p>

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
All	<p><b>Development management continued</b></p> <p>The proposed changes to the protocol for publicising minor applications and some other approvals will make the development management process more efficient and allow officers to focus on more complex planning applications which potentially have wider ranging impacts and can be of wider concern.</p>	<p>Some residents will no longer be notified directly on minor applications and some other approvals.</p> <p>However there will still be opportunities for all residents to view and comment on all applications.</p> <p>The SCI sets out the variety of other methods that are used to consult and engage people.</p>	<p>The county council's development management process complies with legislation and government guidance.</p>

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
<b>Age</b>	<p>Using social media and electronic communication may make our engagement with younger people more effective.</p> <p>Handling applications electronically and using the internet and email as our main methods of consulting may improve access to the planning process for people who are less mobile or have impaired sight or hearing difficulties.</p> <p>By using accessible premises and facilities such as hearing loops, we make it easier for people with limited mobility, impaired sight or hearing difficulties to take part in consultation events, local plan examinations and public inquiries</p>	<p>Some people may lack familiarity with or be unable able to access the internet and may not have the same opportunity to consider draft minerals or waste plans or applications.</p> <p>The SCI sets out the variety of other methods that are used to consult and engage people.</p> <p>The County Council does consider requests for making documents available in a variety of formats to make engagement easier, e.g., large print, Braille.</p>	
<b>Disability</b>	As for age above.	As for age above.	

<b>Gender reassignment</b>	No specific impacts expected.	No specific impacts expected	
<b>Pregnancy and maternity</b>	Handling applications electronically and using the internet and email as our main methods of publicising and consulting can improve access to the planning process or people who would find it difficult to travel to County Hall, or district and borough council offices to view documents	None	
<b>Race</b>	Where possible we use plain English in county council documents and provide non-technical summaries of key documents.  Surrey County Council also considers requests for making documents available in a variety of languages.  This practice may benefit people whose first language is not English.		
<b>Religion and belief</b>	No specific impacts expected	No specific impacts expected	
<b>Sex</b>	No specific impacts expected	No specific impacts expected	
<b>Sexual orientation</b>	No specific impacts expected	No specific impacts expected	
<b>Marriage and civil partnerships</b>	No specific impacts expected	No specific impacts expected	
<b>Carers (protected by association)</b>	Handling applications electronically and using the internet and email as our main methods of publicising and consulting can improve access to the planning process or people who would find it difficult to travel to County Hall, or district and borough council offices to view documents		

## 7b. Impact of the proposals on staff with protected characteristics

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
<b>Age</b>	As for residents and service users above.		
<b>Disability</b>	As for residents and service users above		
<b>Gender reassignment</b>	As for residents and service users above		
<b>Pregnancy and maternity</b>	As for residents and service users above		
<b>Race</b>	As for residents and service users above		
<b>Religion and belief</b>	As for residents and service users above		
<b>Sex</b>	As for residents and service users above		
<b>Sexual orientation</b>	As for residents and service users above		
<b>Marriage and civil partnerships</b>	As for residents and service users above		
<b>Carers (protected by association)</b>	As for residents and service users above		

## 8. Amendments to the proposals

Change	Reason for change
<p>No changes are proposed but we will remind officers of the need to consider all stakeholders and take the necessary steps to include hard to reach groups by ensuring that:</p> <ul style="list-style-type: none"> <li>the appropriate support and information is available to help planning officers identify and address any equalities issues that arise</li> <li>Planning officers apply a consistent approach with regard to equalities issues</li> </ul>	<p>Not applicable</p>

## 9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
	<p>No changes are proposed but we will remind officers of the need to consider all stakeholders and take the necessary steps to include hard to reach groups by ensuring that:</p> <ul style="list-style-type: none"> <li>the appropriate support and information is available to help planning officers identify and address any equalities issues that arise</li> <li>Planning officers apply a consistent approach with regard to equalities issues</li> </ul>	<p>Regular reminders at DM team meetings</p>	<p>Caroline Smith</p>

## 10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
<p>Not applicable.</p>	<p>Not applicable.</p>

## 11. Summary of key impacts and actions

<p><b>Information and engagement underpinning equalities analysis</b></p>	<ul style="list-style-type: none"> <li>a. Public consultation on the Draft SCI</li> <li>b. Public consultation for the waste plan preparation process</li> <li>c. Discussions with relevant county council officers</li> <li>d. Analysis of responses to the Draft SCI consultation</li> <li>e. Equality analysis of residents' responses to the Draft Surrey Waste Local Plan consultation</li> </ul>
<p><b>Key impacts (positive and/or negative) on people with protected characteristics</b></p>	<p><b>Minerals and waste plans</b>  The SCI gives all residents opportunities to provide local knowledge and influence:</p> <ul style="list-style-type: none"> <li>• The types of facilities that are provided;</li> <li>• Where facilities are located;</li> <li>• The policies and conditions that protect people from potential negative impacts of development, e.g., noise, dust and traffic impacts.</li> </ul> <p><b>Neighbourhood Plans</b>  The Draft SCI sets out the county council's policies for supporting the neighbourhood planning process. This helps to ensure that neighbourhood plans take into account the council's statutory responsibilities, to the benefit of Surrey's communities.</p> <p><b>Development management</b>  The SCI gives all residents opportunities to provide local knowledge and give their views on planning applications.</p> <p>The proposed changes to the protocol for publicising minor applications and some other approvals will make the development management process more efficient and allow officers to focus on more complex planning applications which potentially have wider ranging impacts and can be of wider concern.</p> <p>The proposed changes to the protocol for publicising minor applications and some other approvals will mean that some residents are will no longer be consulted directly but there will still be opportunities for all residents to view and comment on all planning applications.</p>

<p><b>Changes you have made to the proposal as a result of the EIA</b></p>	<p>No changes are proposed but we will remind officers of the need to consider all stakeholders and take the necessary steps to include hard to reach groups by ensuring that:</p> <ul style="list-style-type: none"> <li>• the appropriate support and information is available to help planning officers identify and address any equalities issues that arise</li> <li>• Planning officers apply a consistent approach with regard to equalities issues</li> </ul>
<p><b>Key mitigating actions planned to address any outstanding negative impacts</b></p>	<p>Not applicable</p>
<p><b>Potential negative impacts that cannot be mitigated</b></p>	<p>Not applicable</p>

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