

Equality Impact Assessment

Details of the assessment	
Name of Function/Policy/ Service being assessed	Sevenoaks District Council Community Draft Charging Schedule
Date of assessment: January 2013	Commenced: January 2012 Completed: January 2013
Directorate & Service	Planning Policy
Policy Owner	Steve Craddock - Principal Planning Officer
Name of Officer(s) carrying out assessment:	Helen French – Planning Officer

Step 1	Initial Screening for:					
	<ul style="list-style-type: none"> • New/revised policies/strategies • policy decisions • considering partnership working arrangements • procurement/commissioning activities <p>(For assessments identified within the Equality Impact Assessment Timetable please go straight to Step 2).</p>					
	Key Questions	Answers/Notes				
1	What are you looking to achieve in this activity?	Assess the charging schedule which once adopted, will set out a standard rate that developers will need to pay when undertaking different types of development in different parts of the District. Funds collected through CIL must be spent on infrastructure required to support development of the area. This schedule will help to deliver sustainable development and creating sustainable communities.				
2	Who in the main will benefit?	Communities surrounding new development.				
3	Does the activity have the potential to cause adverse impact or discriminate against different groups in the community?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Yes <input type="checkbox"/></td> <td>Please explain:</td> </tr> <tr> <td>No <input checked="" type="checkbox"/></td> <td>Please explain: The CIL charging schedule will help to fund infrastructure requirements for the local community surrounding any new development. This will have a positive impact on all aspects of the community, as the fund will help to address any deficiencies.</td> </tr> </table>	Yes <input type="checkbox"/>	Please explain:	No <input checked="" type="checkbox"/>	Please explain: The CIL charging schedule will help to fund infrastructure requirements for the local community surrounding any new development. This will have a positive impact on all aspects of the community, as the fund will help to address any deficiencies.
Yes <input type="checkbox"/>	Please explain:					
No <input checked="" type="checkbox"/>	Please explain: The CIL charging schedule will help to fund infrastructure requirements for the local community surrounding any new development. This will have a positive impact on all aspects of the community, as the fund will help to address any deficiencies.					

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Step 1	Initial Screening for:		
	<ul style="list-style-type: none"> New/revised policies/strategies policy decisions considering partnership working arrangements procurement/commissioning activities (For assessments identified within the Equality Impact Assessment Timetable please go straight to Step 2).		
	Key Questions	Answers/Notes	
		Note: if the answer is 'yes' then a full equality impact assessment is required – see step 2.	
4	Does the activity have potential to make a positive contribution to equalities?	Yes <input checked="" type="checkbox"/>	Please explain: The CIL charging schedule will help to fund infrastructure requirements for the local community surrounding any new development. This will have a positive impact on all aspects of the community, as the fund will help to address any deficiencies.
		No <input type="checkbox"/>	Please explain:
		Note: if the answer is 'yes' then a full equality impact assessment is required – see step 2.	

Where the screening has identified the need for a full impact assessment, this must:

- be commenced during the drafting stages of a new policy/strategy and fully completed following any consultation period before submitting for committee approval
- carried out before any policy decision is taken
- completed in the planning stages of any procurement exercise

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	Key Questions	Answers/Notes	
Step 2	Scoping the assessment		
1.	What is the overall aim, or purpose of the function/ policy/service?	Once adopted, the Community Infrastructure Charging Schedule will set out a standard rate that developers will need to pay when undertaking different types of development in different parts of the District. Funds collected through CIL must be spent on infrastructure required to support development of the area.	
2.	What outcomes do you want to achieve with this function/ policy/service and for whom?	Funds collected through CIL will be spent on providing community infrastructure required to support the development in that area.	
3.	Who will be affected?	Communities which are located around new development will benefit through new infrastructure.	
4.	Who defines or defined the function/service/ policy?	This document is prepared by the Sevenoaks Planning Policy Team, infrastructure providers and the general public through continued consultation in accordance with the CIL Regulations and the principles set out in the adopted Statement of Community Involvement.	
5.	Who implements the function/service/policy?	Sevenoaks District Council and other partner organisations operating within the district area will have a role in implementation.	
6.	How do the outcomes of the function/service/policy meet or hinder other policies, values or objectives of the public authority (if applicable)?	Please indicate which of the Councils core values / promises (as set out in the Vision) these outcomes relate to:	
		We will provide value for money	x
		We will work in partnership to keep the District of Sevenoaks safe	x
		We will continue to collect rubbish efficiently and effectively	
		We Will protect the Green Belt	x
		We will support and develop the local economy	x
		Fairness	x
		Integrity	x
Quality	x		
7.	What factors could contribute or detract from the outcomes identified	Factors at play include budget; the current state of the economy; and suitable land availability.	

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	Key Questions	Answers/Notes
	earlier?	
Step 3 Consideration of data and information		
8.	What do you already know about who uses this function/service/ policy?	Everyone who works and lives in the district will be affected by the proposals of the strategy, as will organisations and individuals who wish to promote development within the district.
9.	Has any consultation with service users already taken place on the function/service/ policy and if so what were the key findings?	<p>Yes –</p> <p>June-Aug 2012 Consultation on Preliminary Draft Charging Schedule</p> <p>The consultation took place in accordance with the CIL Regulations and the principles set out in the Statement of Community Involvement (SCI), including consultation with a wide number of community groups: statutory stakeholders; other agencies; service providers; business sector; local communities; developers and landowners. These are all identified within the SCI.</p> <p>The Planning Policy team has reconsidered the approach proposed in the Charging Schedule, as a result of responses received during this consultation, Government guidance, further additions to the evidence base and experience from other local planning authorities. The Council is now consulting on the CIL Draft Charging Schedule.</p>
10.	What, if any, additional information is needed to assess the impact of the function/service/policy?	Further consultation will take place prior to the submission of the draft charging schedule to the Secretary of State.
11.	How do you propose to gather the additional information?	The draft charging schedule pre-submission Consultation to take place in accordance with the SCI in Spring 2013.
Step 4 Assessing the Impact		

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Key Questions		Answers/Notes
12.	Based on what information you already know, in relation to each of the following groups consider whether a) there is anything in the function/service/policy that could discriminate or put anyone at a disadvantage b) for an existing function/service/policy, how it is actually working in practice for each group	
a.	Equality groups	Age
b.		No direct impact on this group.
c.		Disability
d.		No direct impact on this group.
e.		Carers
f.		No direct impact on this group.
g.		Gender
h.		No direct impact on this group.
i.		Race
j.		No direct impact on this group.
k.		Religion/Belief
	Sexual Orientation	
	Marital / Civil Partnership status	
	Pregnancy and maternity	
	Gender reassignment	
	General <i>i.e</i> affecting all of the above /other <i>e.g.</i> socio-economic	The CIL charging schedule will help to fund infrastructure requirements for the local community surrounding any new development. This will have a positive impact on all aspects of the community, as the fund will help to address any deficiencies.
Step 5 Reviewing and scrutinising the Impact		
13.	Have you identified any differential impact and does this adversely affect any groups in the community?	There are no adverse differential impacts.
14.	Can we make any changes?	
15.	If there is nothing you can do, can the reasons be fairly justified?	

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	Key Questions	Answers/Notes
16.	Do any of the changes in relation to the adverse impact have a further adverse affect on any other group?	

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Step 5 continued...	Actions to be inserted into Equality Action Plans			
Based on your answers in Step 5, please finalise your actions here. These actions will then be incorporated into our equality action plans.				
Equality Strand	Action	Outcome/monitoring information and targets	Date for Completion	Responsible Officer
If an adverse impact was found or unmet needs identified, which actions will you put in place to address this:				
If the impact is still unclear, list the actions you will put in place to gather the information you need:				
If you did not find any evidence of unmet needs or adverse impact, list the actions you will put in place to maintain good practice:				

Step 6 Decision making and future monitoring		
	Key questions	Answers / notes
17.	Which decision making process do these changes need to go through i.e. do they need to be approved by a committee/Council?	<p>These changes need to proceed through the following Timetable: Draft charging schedule consultation Spring 2013; Submission Apr/May 2013; Examination August/Sept 2013; Adoption Early 2014.</p> <p>The Draft Charging Schedule will be approved for consultation and submission for Examination by Council.</p>
18.	How will you continue to monitor the impact of the function/service/ policy on diverse groups?	<p>Through public consultation in accordance with the CIL Regulations and the principles of the SCI including consultation a wide number of community groups: statutory stakeholders; other agencies; service providers; business sector; local communities; developers and landowners.</p> <p>After adoption: through monitoring the use of CIL receipts on an annual basis.</p>
19.	When will you review this equality impact assessment?	Following the consultation on the Draft Charging Schedule and when undertaking any review of the CIL Charging Schedule.

Final steps
<p>For an existing function/service/policy:</p> <ul style="list-style-type: none"> ▪ Submit the EqlA to your Departmental Management Team for approval. ▪ Send your assessment to the West Kent Equalities Officer for publication on the website. ▪ Update Covalent. <p>For a new function/service/ policy:</p> <ul style="list-style-type: none"> ▪ Summarise your findings in the committee report. ▪ Ensure planned consultations address the findings of the impact assessment.

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