

## Equality Impact Assessment Form

### [screentip-sectionA](#)

### 1. Document Control

#### Control Details:

Title: <b>If this is a budget EIA please ensure the title is the same as the title used within the budget booklet</b>	Statement of Community Involvement May 2022 (Draft for Consultation)
Author:	Karen Shaw/Matthew Grant
Director:	Paul Seddon
Department:	Development and Growth
Service Area:	Planning and Regeneration
Contact details:	Karen Shaw 0115 8763969 Peter McAnespie 0115 8762561
Strategic Budget EIA: Y/N (Does this EIA have an impact on the budget)  <b>If yes, please include the reference number</b>	N
Exempt from publication: Y/N (All EIA's are published on Nottingham Insight for public viewing unless specified. Exemption criteria is available on the EIA section on the Intranet)	N

### 2. Document Amendment Record:

Version	Author	Date	Approved
1	Karen Shaw/Peter McAnespie	13/04/22	✓
2	Karen Shaw/Peter McAnespie	17/05/22	✓
2	Karen Shaw/Matthew Grant	28/04/23	✓

**3. Contributors/Reviewers** (Anyone who has contributed to this document will need to be named):

Name	Position	Date
Rosey Donovan	Equality and Employability Consultant	19/04/2022 / 02/05/2023
Steve Ryder	Planning Policy officer	10/05/2022

**4. Glossary of Terms**

Term	Description
Local Plan	Statutory development plan containing planning policies and site specific land allocations against which planning application decisions will be judged. In Nottingham the Local Plan comprises 3 documents: the Nottingham City Aligned Core Strategy, the Land and Planning Policies Document, and the Nottinghamshire and Nottingham Waste Core Strategy.
Supplementary Planning Documents	Documents that give further guidance to policies from the Local Plan.
Planning Application Process	The process by which applications requesting planning permission for property developments are received and decided on.
Statement of Community Involvement (SCI)	This document sets out how the public are consulted during the preparation of planning policies and planning applications.
Equality Impact Assessment (EqIA)	An Equality Impact Assessment (EIA) is a way of measuring the potential impact (both positive and negative) that a policy function or service may have on different groups.

**screeintip-sectionB**

**5. Summary**

(Please provide a brief description of proposal / policy / service being assessed)

The Draft Statement of Community Involvement (SCI) sets out how the City Council proposes to engage with the public during the planning process. It has been prepared, taking into account the Equality Impact Assessment (EqIA) prepared for the Local Plan, and will be subject

to a 6-week consultation period and amended accordingly before being finalised. This SCI replaces the SCI previously adopted by the Council in November 2019, as well as the June 2020 Interim SCI which contained temporary amendments in response to the COVID 19 pandemic.

[screentip-sectionC](#)

**6. Information used to analyse the effects on equality:**

(Please include information about how you have consulted/ have data from the impacted groups)

An extensive EqIA was carried out during the preparation of the Local Plan to look at the profile of Nottingham’s population and investigate the impact of planning policies upon different sections of the population. This has been referred to during the preparation of the Draft Statement of Community Involvement.

**7. Impacts and Actions:**

<a href="#">screentip-sectionD</a>	Could particularly benefit X	May adversely impact X
People from different ethnic groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Men	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Women	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disabled people or carers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy/ Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People of different faiths/ beliefs and those with none.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lesbian, gay or bisexual people.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Older	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Younger	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b><i>Please underline the group(s) /issue more adversely affected or which benefits.</i></b>		

<p style="text-align: right;"><a href="#"><u>screeintip-sectionE</u></a></p> <p><b>How different groups could be affected</b> (Summary of impacts)</p>	<p style="text-align: right;"><a href="#"><u>screeintip-sectionF</u></a></p> <p><b>Details of actions to mitigate, remove or justify negative impact or increase positive impact</b> (or why action isn't possible)</p>
<p>Provide details for impacts / benefits on people in different protected groups.</p> <p>Note: the level of detail should be proportionate to the potential impact of the proposal / policy / service. Continue on separate sheet if needed (click and type to delete this note)</p> <p>The SCI is relevant to everyone who will live, work and visit the District. It is not intended to benefit any one particular group above others.</p> <p><b>People from different ethnic groups.</b></p>	<p>Continue on separate sheet if needed (click and type to delete this note)</p> <ul style="list-style-type: none"> <li>In accordance with the City Council's Equality and Diversity Policy, planning officers will make information simple and easy to understand, accessible to all citizens of Nottingham, providing alternative formats where necessary.</li> </ul>

<p>It is recognised that there may be challenges in engaging all ethnic groups due to language barriers, or cultural differences.</p> <p><b>Men</b> The SCI is inclusive of all gender groups. Equality of opportunity for all is an overall aim of the Local Plan and the SCI. The Local Plan includes themes which are relevant to gender such as employment, accessibility, transport links and crime.</p> <p><b>Women</b> The SCI is inclusive of all gender groups. Equality of opportunity for all is an overall aim of the Local Plan and the SCI. The Local Plan includes themes which are relevant to gender such as employment, accessibility, transport links and crime.</p> <p><b>Trans</b> The SCI is inclusive of all gender groups. Equality of opportunity for all is an overall aim of the Local Plan and the SCI. The issues of personal safety, crime and fear of crime may be particularly relevant to transgender people. These can be influenced through engagement with the planning process whether through the Local Plan or the Development Management process</p> <p><b>Disabled people or carers.</b> Availability of information online may help reduce barriers to involvement for those with physical disabilities. Offices, public exhibitions/road shows and documents will be accessible to disabled people. This approach would also apply, as necessary,</p>	<ul style="list-style-type: none"><li>• Regularly update the Statement of Community Involvement to reflect changes in consultation procedures or feedback from citizens, informed by the EIA process.</li><li>• Local Plan consultation database maintained and updated to ensure that it contains accurate contact details for a range of different organisations and representatives from different groups who will be notified of consultations.</li><li>• To address identified challenges to engagement, the Local Plan consultation database includes contact details for a range of different organisations representing different ethnic groups who will be notified of consultations.</li><li>• The SCI includes consultation methods designed to reach all groups including 'hard to reach' groups. Community organisations representing ethnic groups are also included as organisations that should be consulted wherever appropriate.</li><li>• Particularly focussed consultation with groups will take place as part of the consultation on the Local Plan, if appropriate.</li><li>• Consultation and planning application documents can be made available on request in alternative formats, where necessary.</li><li>• Officers can meet individuals and talk issues through as appropriate. Planning officers will make information simple and</li></ul>
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<p>to subsequent consultation documents that are prepared in the plan making process.</p> <p><b>Pregnancy/ Maternity</b> No equality impacts have been identified at this stage that are specific to this equality group.</p> <p><b>People of different faiths/ beliefs and those with none.</b> The SCI is inclusive of all religions/beliefs and includes consultation methods designed to reach all groups including 'hard to reach' groups</p> <p><b>Lesbian, Gay, bisexual people.</b> Equality of opportunity for all is an overall aim of the Local Plan and the SCI. The issues of personal safety, crime and fear of crime may be particularly relevant to these groups. These can be influenced through engagement with the planning process whether through the Local Plan or the Development Management process.</p> <p><b>Older</b> The SCI includes consultation methods aimed at older people that can be used when appropriate. The use of the internet, emails and online consultation may be less accessible to some older people may.</p> <p><b>Younger</b> The SCI includes consultation methods aimed at younger people that can be used when appropriate. The use of the internet and</p>	<p>easy to understand, accessible to all citizens of Nottingham, providing alternative formats where necessary.</p> <ul style="list-style-type: none"><li>• Should equality impacts be identified this EIA will be updated, and mitigation proposed to address the impact</li><li>• The SCI identifies religious bodies and these are included as organisations that should be consulted wherever appropriate.</li><li>• Particularly focussed consultation with groups will take place as part of the consultation on the Local Plan if appropriate.</li><li>• Other more traditional forms of communication such as physical documentation, postal correspondence, along with local meetings and forums, and officer assistance where appropriate will ensure that all age groups, including older people are catered for.</li></ul>
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<p>emails and online consultation may make it more accessible to younger people.</p> <p><b>Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).</b> No equality impacts have been identified at this stage that are specific to these groups.</p>	<ul style="list-style-type: none"> <li>• Where improved levels of engagement on planning matters are identified, bespoke methods may be used. This will be considered in detail taking into account the subject matters and geographic scope of each new stage of plan making, and in respect of planning applications.</li> </ul>
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**8. Arrangements for future monitoring of equality impact of this proposal / policy / service:**

Regularly update the Statement of Community Involvement to reflect changes in consultation procedures or feedback from citizens.

**9. Outcome(s) of equality impact assessment:**

<input checked="" type="checkbox"/>	No major change needed	<input type="checkbox"/>	Adjust the policy/proposal
<input type="checkbox"/>	Adverse impact but continue	<input type="checkbox"/>	Stop and remove the policy/proposal

**10. Approved by (manager signature) and Date sent to equality team for publishing:**

<p><b>Approving Manager:</b> Karen Shaw/Peter McAnespie Nottingham City Council</p> <p>0115 8763969/8764068</p>	<p><b>Date sent for advice:</b> Send document or Link to: <a href="mailto:equalities@nottinghamcity.gov.uk">equalities@nottinghamcity.gov.uk</a></p>
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[matthew.grant@nottinghamcity.gov.uk](mailto:matthew.grant@nottinghamcity.gov.uk)

The assessment must be approved by the manager responsible for the service/proposal. Include a contact tel & email to allow citizen/stakeholder feedback on proposals.

**Approving Manager Signature:**

**Date of final approval:**

**Before you send your EIA to the Equality and Employability Team for advice, have you:**

1. Read the guidance and good practice EIA's  
<http://intranet.nottinghamcity.gov.uk/media/1924/simple-guide-to-eia.doc>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user-friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly, when this is going to happen.
7. Clearly cross-referenced your impacts with SMART actions.

**PLEASE NOTE: FINAL VERSION MUST BE SENT TO EQUALITIES OTHERWISE RECORDS WILL REMAIN INCOMPLETE.**