

## Impact Assessment template

### Step 1: Screening for relevance

<b>Name of a policy / procedure / function / project / decision:</b>	<b>Planning enforcement</b>
<b>Directorate / Service:</b>	<b>Area and Communities</b>
<b>Date:</b>	<b>August 2010</b>
<b>Lead Officer:</b>	<b>Nial Casselden</b>
External Challenger:	Equality and Diversity
Other members of team undertaking Impact Assessment:	Angela Gregory (Senior Plan Processing Officer)

**Main aims, purpose and outcomes and how does it fit in with the wider aims of the organisation:**

Planning enforcement is responsible for ensuring developments are carried out with the appropriate permission (where it is required) and that any planning conditions and obligations are adhered to. Planning enforcement also aims to make sure that building work, changes of use are acceptable and/or have the right sort of planning permission

# Cheshire West & Chester Council

Is the above relevant to equality and diversity?

Yes  No

Exit the process if you answered No to all of the above questions, otherwise please continue.

Please delete guidance notes (*in italic*) after completion

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## Step 2: Scoping

**What do you already know about the policy (decision etc), what are the main issues you need to consider:**

*(Prompts: promotion of equality in the areas of age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, or human rights; meeting the needs of different communities and groups; outcomes of any relevant consultation already undertaken; examples of good practice in this area)*

Target group / area	Main issues ( <i>bullet points</i> )	Evidence and data currently available ( <i>qualitative &amp; quantitative</i> )	Consultation / involvement carried out	Further information needed to undertake the assessment
<b>Race and Ethnicity</b> <i>(including Gypsy and Travellers; migrant workers, asylum seekers etc.)</i>	Challenging issues with regard to the Gypsy and Travellers and the local public (relation)	Comments, complaints, compliments system  Awareness raising workshops G&T liaison officer	Y	
<b>Disability</b> <i>(as defined by the DDA: ..."someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities)</i>	Adaptation due to physical impairment with no planning consent  Understanding the enforcement officers and information  Accessibility of information published on the planning website	Web accessibility (Shaw Trust)  Comments, complaints, compliments system	Y	
<b>Gender / Gender reassignment</b>	N/A		Y/N	
<b>Religion and belief</b>	N/A		Y/N	
<b>Sexual orientation</b> <i>(inc. heterosexual, lesbian, gay, bi-sexual)</i>	N/A		Y/N	
<b>Age</b>	Adaptation due to physical impairment with no planning	Web accessibility (Shaw Trust)	Y	

Please delete guidance notes (*in italic*) after completion

<b>Rural communities</b>	Possibly more lenient approach (due to small population density less likely to be reported) Once reported, the same process apply	Comments, complaints, compliments system	N	
<b>Areas of deprivation</b>	People can't pay enforcement fine.	Comments, complaints, compliments system	N	

### Step 3: Assessing impact and strengthening the policy

Target group / area	Is the policy (function etc.) likely to have an adverse impact on any of the groups? If yes please comment <i>Please start by considering the aspects below</i>	Are there any particularly positive impacts of the policy (function etc.) on any of the groups you would like to highlight?	Please rate the impact taking into account any measures already in place to reduce the potential impact highlighted in the previous column. <b>High</b> -significant potential impact, risk of exposure, history of complaints, no mitigating measures in place or no evidence available, urgent need for consultation with service users, general public, employees <b>Medium</b> -some potential impact, some mitigating measures in place but no evidence available how effective they are, would be beneficial to consult with service users, general public etc. but not urgent <b>Low</b> -almost bordering with non relevance to the EIA process (heavily legislation led - very little discretion exercised, limited public facing aspect)			Future actions that may need to take place to further reduce the impact.
			High	Medium	Low	
<b>Race and Ethnicity</b> <i>(including Gypsy</i>	Challenging issues with regard to the Gypsy and Travellers and the local	Awareness raising sessions G&T liaison officer		X		Training for Officers and working closely with colleagues in other relevant

<i>and Travellers; migrant workers, asylum seekers etc.)</i>	public (relation), however, this is not driven or caused by the policy					teams, particularly Regulatory Services and Housing to ensure a consistent approach.
<b>Disability</b> <i>(as defined by the DDA: ..."someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities)</i>	Understanding the enforcement officers and information  Accessibility of information published on the planning website		x			Resolve the existing access issue with regard to publishing of notices on the website
<b>Gender / Gender reassignment</b>	N/A					
<b>Religion and belief</b>	N/A					
<b>Sexual orientation</b> <i>(includes heterosexual, lesbian, gay, bi-sexual)</i>	N/A					
<b>Age</b> Children and young people	Understanding the enforcement officers and information		x			As above with regard to the disability strand
Adults	Accessibility of information					

	published on the planning website					
Younger older people						
Older older people						
<b>Rural communities</b> Service availability (access)	Possibly more lenient approach (due to small population density less likely to be reported) Once reported, the same process apply				X	
Cost of service delivery and costs to community to access the service						
Impact on quality and character of the natural rural landscape and residents						
Impact on people wishing to visit the countryside						
<b>Areas of deprivation</b>	People can't pay enforcement fine.	Individual's financial situation is taken into consideration when punishment is given. Fines can only be implied by the Court. The			X	

		priority is always to come to a mutually agreeable solution and only use the Court as the last resort				
<b>Human rights</b>	Human rights principles are observed when delivering this function (Right to fair trial)		<b>No Rating Needed</b>			

#### Step 4: Health and wellbeing

This policy has no adverse impact on individual's health or wellbeing

	Race and Ethnicity	Disability	Gender / Gender reassignment	Religion and belief	Sexual orientation	Rural communities	Areas of deprivation	Age
Is the policy (function etc.) likely to have the potential to impact on human health (pls. comment). If yes please specify.								
Will there be a significant impact on any of the following lifestyle related variables? Pls. Comment <b>No impact</b>	<b>Physical activity</b>							
	<b>Smoking, Drugs or alcohol use</b>							
	<b>Sexual behaviour</b>							
	<b>Accidents and stress at home or work</b>							
	<b>Diet</b>							
Is there likely to be a significant demand on any of the following	<b>Social services Primary care</b>							
	<b>Community services</b>							

	Race and Ethnicity	Disability	Gender / Gender reassignment	Religion and belief	Sexual orientation	Rural communities	Areas of deprivation	Age
health and social care services? <b>No impact</b>	<b>Primary / hospital care/ A&amp;E / Need for medicines etc.</b>							

### Step 5: Procurement and partnership

Is this project due to be carried out wholly or partly by contractors?	Planning enforcement is part of a statutory service and is provided in-house, with contractors only involved in certain specific areas e.g. legal support, service of court documents etc.
If yes, what steps did you take to ensure that any partner organisation you work with complies with equality and human rights legislation, specifically in relation to:	Any contractor used will be monitored to ensure that they comply with any necessary regulations.
• tendering and specifications	
• awards process	
• contract clauses	
• monitoring and performance measures	

### Step 6: Making a decision and actions

What practical actions do you recommend to reduce, justify or remove any adverse/negative impact? <b>Reflect these actions in the E&amp;D part of the Directorate Business plans.</b>		
Action	Lead Officer	Deadline
Resolve web access issue of publishing notices	N. Casselden	May 2011 (and amend retrospectively)



### Step 7: Monitoring and review

How will you monitor the impact and effectiveness of this policy (function etc.)?	Policy is monitored on an ongoing basis. When enforcement action is required, the Officer Decision Notice will have to deal with equality requirements and it will need to be shown that implications have been fully considered when a decision is made.
Next review of the policy (function etc.)	See above

### Step 8 Signing off; Overview and Scrutiny involvement; Publishing

Lead Officer:	N. Casselden	
Approved by Head of Service:	Fiona Edwards	
<b>Overview and Scrutiny involvement</b>		
Date:		
Comments / Actions emerging from challenge session	Lead Officer	Deadline

**All Impact Assessments are publicly available from a designated area of the Council's website, please forward the completed EIA to the Equality and Diversity Managers for publishing.**