

## APPENDIX 1 PRO-FORMA FOR THE INITIAL ASSESSMENT

<b>Service Area</b> Planning		<b>Section</b> Development Control	<b>Person responsible for the assessment</b> Shawn Fleet		
<b>Name of the Policy to be assessed</b>	Development Control Committee Meetings	<b>Assessment date</b>	16 March 2009	<b>Is this a new or existing policy?</b>	Existing
				<b>Does this policy have either a time limit or a date for review?</b>	Review Oct 2010

<b>1. Describe the aims, objectives and purpose of the policy/plan/procedure/strategy</b>	<i>Please continue on a separate sheet if necessary</i> The aim of the policy is to establish an appropriate time for the North and South Area Development Control meetings and the Strategic Board Meeting.				
<b>2. Please note any associated objectives of the policy</b>	Associated objectives are the site visit protocol for Members and Public Speaking at Committee.				
<b>3. Who is intended to benefit from the policy and in what way?</b>	The policy is intended to benefit two groups. Members of the public especially neighbours and those directly affected by development and secondly, members of the Planning Committee.				
<b>4. What outcomes are wanted from this policy?</b>	To ensure that all members of the community can be involved in the planning process and their concerns listened to.				
<b>5. What factors/forces could contribute/detract from the outcomes?</b>	Availability and location of meeting room. Flexibility for individuals to attend meetings during normal working hours or evenings. Child or family care commitments. Accessibility to public transport.				
<b>6. Who are the main stakeholders in the policy?</b>	The Council (Members and Officers) and the public.	<b>7. Who implements the policy and who is responsible for the policy?</b>	The policy is to be implemented and managed jointly by Members, Committee Services and planning officers.		

<b>8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?</b>	<b>Y</b>	<b>N</b>	
What existing evidence (either presumed or otherwise) do you have for this?	It is felt that the time of the meeting would not have a differential impact on any racial group.		
<b>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</b>	<b>Y</b>	<b>N</b>	
What existing evidence (either presumed or otherwise) do you have for this?	Due to the predominance of households that are structured around a working male, meetings based during the daytime it could be difficult for some men to attend.		
<b>10. Are there concerns that the policy <u>could</u> have a differential impact due disability?</b>	<b>Y</b>	<b>N</b>	
What existing evidence (either presumed or otherwise) do you have for this?	There is a concern that the lack of public transport and reduced care arrangements may limit the potential for disabled people to attend evening meetings especially for those people who do not drive (partially sighted, mobility issues etc.)		
<b>11. Are there concerns that the policy <u>could</u> have a differential impact on people due to sexual orientation?</b>	<b>Y</b>	<b>N</b>	
What existing evidence (either presumed or otherwise) do you have for this?	It is felt that the time of the meeting would not have a differential impact on any group.		
<b>12. Are there concerns that the policy <u>could</u> have a differential impact on people due to their age</b>	<b>Y</b>	<b>N</b>	
What existing evidence (either presumed or otherwise) do you have for this?	It is felt that late evening meetings may dissuade some elderly people from attending public meetings especially during the winter. Lack of access to a private car and reliance on public transport would compound these challenges.		

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<b>13. Are there concerns that the policy <u>could</u> have a differential impact on people due to their religious belief?</b>	<b>Y</b>	<b>N</b>	
What existing evidence (either presumed or otherwise) do you have for this?	It is felt that the time of the meeting would not have an impact on peoples religious beliefs.		
<b>14. Are there concerns that the policy <u>could</u> have a differential impact on people due to them having dependants/caring responsibilities?</b>	<b>Y</b>	<b>N</b>	
What existing evidence (either presumed or otherwise) do you have for this?	Whilst daytime meetings would place a challenge on parents or carers looking after very young children, late afternoon or evening meetings would impact on people looking after older school age children or other dependants.		
<b>15. Are there concerns that the policy <u>could</u> have a differential impact on people due to their offending past</b>	<b>Y</b>	<b>N</b>	
What existing evidence (either presumed or otherwise) do you have for this?	It is felt that the time of the meeting would not have a differential impact on any individual.		
<b>16. Are there concerns that the policy <u>could</u> have a differential impact on people due to them being transgendered or transsexual</b>	<b>Y</b>	<b>N</b>	
What existing evidence (either presumed or otherwise) do you have for this?	It is felt that the time of the meeting would not have a differential impact on any group.		

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<b>17. Are there concerns that the policy could have a differential impact on people due issues surrounding poverty</b>	<b>Y</b>	<b>N</b>	
What existing evidence (either presumed or otherwise) do you have for this?	Where people do not have access to a private car and have to rely on public transport, later times for meetings may prove difficult with limited availability of transport especially on the return journey possibly necessitating the use of expensive taxis.		
<b>18. Is there <i>potential</i> for the policy to have either a positive <u>OR</u> a negative impact on children (aged 0-19)?</b>	<b>Y</b>	<b>N</b>	Leave blank
18a. If <b>yes</b> please describe the nature and level of the impact (Also consider impact both now and in the future)	The time of meetings may affect childcare. Whilst later meetings may benefit parents with very young children and who have access to baby-sitting facilities, earlier meetings will assist parents of school aged children.		
18b If <b>yes</b> , please also describe any consultation undertaken with children and their families to inform this policy (please state if none carried out)	None		
18c. If <b>no</b> , please describe why there is considered to be no impact / significant impact on children			

  

<b>19. Could the differential impact identified in questions 8-18 amount to there being the potential for <u>adverse</u> impact in this policy?</b>	<b>Y</b>	<b>N</b>	<i>Please explain</i> Although accessibility to the meeting might vary for different groups, it is not felt that the time of the meeting will actually have a detrimental impact on any person or group.
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<b>20. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?</b>			<p><i>Please explain for each relevant area (questions 8-18), using a separate sheet of paper if necessary</i></p> <p>Whilst earlier meetings may result in their being some adverse impact on people who work traditional 9:00 to 5:00 hours this is felt to be more than off set by the difficulties that would be faced by people who have children or who have a carer role from a later meeting.</p> <p>One of the key problems that may be faced by a number of different people, will be the lack of public transport during evenings which may limit the availability of most people without a private car to attend the meeting.</p> <p>In respect of daytime meetings being difficult to attend during normal working hours, it should be remembered that the process of commenting on a planning application is an infrequent event for most people and except with a few occurrence, most people would be able to take leave to allow them to attend the meeting during the day.</p> <p>On balance, it is felt that earlier meetings during the daytime would result in the largest number of people being able to attend the Planning Committee, and for those people who may be inconvenienced by the time, the problem would not, in the main, be too difficult to overcome.</p>				
<b>21. Should the policy proceed to a partial impact assessment?</b>	<p>Y</p>	<p>N</p>	<b>22. If Yes, is there enough evidence to proceed to a full EIA?</b>	<p>Y</p>	<p>NA</p>	<b>23. Date on which Partial or Full impact assessment to be completed by</b>	<p>N.A.</p>

Signed (completing officer) \_\_Shawn Fleet\_\_\_\_\_

Signed (Lead Officer) \_\_\_\_\_

SIGNED EQUALITY OFFICER \_\_\_\_\_

**DATE APPROVED BY EQUALITY WORKING GROUP** \_\_\_\_\_