

Service Impact Assessment

BASILDON COUNCIL

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Creating Opportunity, Improving Lives

When should I complete an SIA – You must complete a Service Impact Assessment at the same time you start a Project, Policy or make significant changes to Policy or procedure.

A Service Impact Assessment (SIA) is an assessment tool that helps to ensure that the Council promotes equality and does not discriminate against our staff, service users or residents. It is a way of making sure that teams and services think carefully about the impact of functions, policies, projects, decisions, strategies, service provision, activities etc. on different groups based on their protected characteristics. These protected characteristics (also known as protected groups) are listed under the Equality Act 2010 as race, sex, religion/belief, disability, sexual orientation, gender reassignment, pregnancy & maternity, marriage & civil partnerships and age. SIAs also help the authority to demonstrate 'due regard' when making decisions. This is a requirement of the equalities legislation and is currently the area the council is most likely to receive a challenge on equalities grounds. In Basildon we also use SIAs to address other issues such as Human Rights, Community Cohesion, socio-economic, health inequalities, issues relating to part time workers, carers etc. as part of best practice.

There are 5 sections to complete in total, (See Flow Chart Appendix 1, Page 11)

Section 1 is purely information required on those who are likely to be affected.

Section 2 requires you to enter baseline data,

Section 3 requires you to assess against the protected groups, community cohesion, Human Rights

Section 4 & 5 requires you act on your outcomes and finalise your decision based on consultation outcomes following findings of negative impact.

The SIA is a live document which can be updated at anytime during the development and implementation stages of your project, policy, strategy, service provision etc. The best time to undertake an SIA is when you have a draft policy, project proposal or outline of service provision. You should use the SIA to inform the final end product. If a project changes direction, it is also critical to review the SIA to make sure the new direction does not adversely impact on the protected groups.

What is meant by impact?

There are three possible impacts that can happen:

1. A **negative or adverse impact** is when the impact of a policy/project could disadvantage one of the groups mentioned above. This could be differential, where the negative impact on one group is likely to be bigger than on another. For example, if an event is held in a building with no access for people with mobility difficulties, this could have a negative or adverse impact on attendees who have mobility difficulties, such as wheelchair users, people with pushchairs, people with Zimmer frames etc.

2. An impact that will benefit an equality target group is a **positive impact**. This could improve equal opportunities or community cohesion. There may also be a differential impact, where the positive impact on one particular group is likely to be greater than on another. For example, a health programme targeting Somali residents would have a positive differential impact on Somali people compared to other ethnic groups, but it would not have a negative impact on other groups.

3. A **neutral impact** where there is no likely change and therefore no potential impact on any of the protected groups

What do you require to undertake an SIA?

Baseline data: This is any data that relates to the people who are likely to be impacted by your service, functions, policy, project etc. It could include their profile based on the protected characteristic, feedback from consultations/surveys and any information including anecdotal that is available

Joint Arrangements and Partnership Working

When working on joint policies, it is the service lead that should be ultimately responsible for the SIA. Even in partnership arrangements, we must be able to demonstrate that Basildon Borough Council as an organisation is fulfilling our duties even where we are not the lead organisation. When contractors are delivering services on our behalf, we have to ensure that they are delivering accessible, discrimination free services. 'Due regard' is non-delegable and the onus remains with us as a council.

SECTION 1

| | |
|--|---|
| Service Impact Assessment for | Statement of Community Involvement: Third Revision October 2020 |
| Department: | Planning Strategy and Implementation |
| Service area: | Planning Services |
| Name of lead assessing officer: | Adeola Awolola |
| Job title: | Principal Planner |
| Telephone number | 01268 533333 |

What are you assessing?

Policy/Strategy.....

New or Proposed.....

Project.....

Changing/Updating

Service.....

Review of existing

Function.....

Decision.....

Other please specify _____ Statement of Community Involvement _____

Has this been through an SIA Challenge Yes No
 (Contact Inclusion & Diversity for information on challenge)

SECTION 1 – INFORMATION ON ITEM UNDER ASSESSMENT

Section 1a) Please give a brief description of the item being assessed

- Brief description: The Statement of Community Involvement (SCI) has been prepared to ensure that communities and stakeholders are consulted in planning and development matters. Planning affects everyone in the community. The SCI therefore sets out how and when anyone with an interest in planning in the Borough can have their say on applications for planning permission for development (planning applications); planning appeals; planning enforcement; and policies prepared by the Council for the future development and/or protection of the area (including the Local Plan). The SCI will be used as a framework for consultations by the Council.
- Aims and Objectives: The aim of the document is to help guide Basildon Borough Council's approach to public consultations, in order to achieve positive engagement and involvement processes, whilst complying with relevant legislation.
- Who will it impact on? (Include reference to impact on staff if relevant): It will apply to anyone with an interest in planning in the Borough and include any person, community groups, consultation bodies, corporate body, property owner, landlord and tenant in the Borough.

Section 1b) Has any other local authority or similar service provider implemented the item under assessment?

Yes No

If yes we strongly advise that you contact that authority/service provider and obtain a copy of their impact assessment and monitoring data outlining equalities related successes or concerns.

Section 1c) Will this item be carried out wholly or partly by contractors/subcontractors

Yes No

If yes have you included Equality & Human Rights considerations into the contract?

Equality Yes No

Human Rights Yes No N/A

Section 1d) Have those identified in question Q1a been consulted or involved in the development of the item under assessment?

Yes

No

If Yes, can you give details of the consultation including methods and outcomes

If No, when are you going to involve or consult those identified in Q1? (add this as an action in your Improvement plan 1, stating timescales and consider whether you have enough information to complete the impact assessment)


The Draft Basildon Borough Statement of Community Involvement: Third Revision 2018 was informed by informal discussions with stakeholders including other departments within the Council. The document was discussed at the Council's Strategic Planning and Infrastructure Committee on 22 November 2018, where it was approved for public consultation.

The draft SCI was subject to a six week public consultation which launched on 01 August 2019, and closed at 5pm on 12 September 2019. A Statement of Consultation has been prepared which sets out how Basildon Borough Council carried out its consultation process on the draft SCI. The report explains how the consultation was promoted, how people were engaged and how information was made available for residents and other stakeholders. It also summarises the results of the consultation and identifies the main issues that were raised.


The Council adhered to publicity requirements of the adopted SCI, in order to ensure the best possible engagement was achieved. This included direct notification, media engagement, social media activity, and Focus Group Discussions aimed at local councils and 'Hard to Reach' groups. There are 87 summaries of issues in total, emerging from 19 contributing consultees. In addition, four targeted workshops were held with three community groups.

The collective SCI consultation responses raised no issues that cannot be resolved through minor re-wording. The SCI is therefore recommended for adoption following some wording changes. All comments submitted during the consultation period have been carefully considered in preparing the final SCI document for adoption.

SECTION 2 –BASELINE DATA

| Section 2) In relation to those identified in Q1a do you have any data on the protected equality groups or other groups that will be affected by the item under assessment? | | |
|---|---|---|
| Groups | Baseline data staff | Baseline data community |
| | <p>https://www.basildon.gov.uk/media/7943/Basildon-Council-Workforce-Profile-2016-17/pdf/Basildon_Council_-_Workforce_Profile_-_2016-17.pdf?m=636524755015770000</p> <ol style="list-style-type: none"> 1. Use the Ctrl key and click on the above link for the employee workforce data. 2. Click OK when the message box comes up, to confirm that the information is from a trustworthy source. |  <p>Double click on the above document for community data – 2019 Joint Strategic Needs Assessment (JSNA)</p> <p>This document can only be opened in the first row 3rd column of SECTION 2</p> |
| i) People from different racial ethnic groups (gypsies & travellers, refugees& asylum seekers) | N/A | as per attached profile |
| ii) people of different sex (male or female) | N/A | as per attached profile |
| iii) People from different religions or beliefs | N/A | as per attached profile |
| iv) Disabled People (for example, physically disabled: (including wheelchair user), sensory impairment, mental health conditions, learning difficulties | N/A | as per attached profile |

Section 2) In relation to those identified in Q1a do you have any data on the protected equality groups or other groups that will be affected by the item under assessment?

| Groups | Baseline data staff | Baseline data community |
|--|---|---|
| v) People of different ages | <p>https://www.basildon.gov.uk/media/7943/Basildon-Council-Workforce-Profile-2016-17/pdf/Basildon_Council_-_Workforce_Profile_-_2016-17.pdf?m=636524755015770000</p> <ol style="list-style-type: none"> 1. Use the Ctrl key and click on the above link for the employee workforce data. 2. Click OK when the message box comes up, to confirm that the information is from a trustworthy source. |  <p>Double click on the above document for community data – 2019 Joint Strategic Needs Assessment (JSNA)</p> <p>This document can only be opened in the first row 3rd column of SECTION 2</p> |
| vi) People of various sexual orientation (lesbian, gay, bisexual and heterosexual) | N/A | as per attached profile |
| vii) People who have undergone or are undergoing gender-reassignment | N/A | as per attached profile |
| viii) Marriage & Civil Partnership | N/A | as per attached profile |
| ix) Pregnancy or maternity | N/A | as per attached profile |

Section 2) In relation to those identified in Q1a do you have any data on the protected equality groups or other groups that will be affected by the item under assessment?


| Groups | Baseline data staff | Baseline data community |
|---|---------------------|-------------------------|
| x) Carers | N/A | N/A |
| xi) Part time workers | N/A | N/A |
| xii) Other (Socio Economic issues, ex-offendersetc) | N/A | as per attached profile |

Baseline data staff

https://www.basildon.gov.uk/media/7943/Basildon-Council-Workforce-Profile-2016-17/pdf/Basildon_Council_-_Workforce_Profile_-_2016-17.pdf?m=636524755015770000

1. Use the Ctrl key and click on the above link for the employee workforce data.
2. Click OK when the message box comes up, to confirm that the information is from a trustworthy source.

Baseline data community



Double click on the above document for community data – 2019 Joint Strategic Needs Assessment (JSNA)

This document can only be opened in the first row 3rd column of SECTION 2

SECTION 3 – ASSESS LIKELY IMPACT ON EQUALITY GROUPS, HUMAN RIGHTS AND COMMUNITY COHESION

Section 3 a) Could the item under assessment in the way it is implemented/applied have a negative impact on any protected equality groups or other groups think about community and staff?



Issues to consider, please click on document

| Group | <i>Describe any negative impact or inequality to the best of your knowledge</i> | <i>Identify any possible solutions to eliminate or reduce negative impact</i> | <i>Describe any positive impact</i> | <i>Describe and neutral impact</i> | <i>Don't know (consultation required – add to Initial Assessment Plan)</i> |
|------------------|--|--|---|--|---|
| Race and culture | No negative impact. | N/A | The SCI includes consultation methods designed to reach all groups, including 'hard to reach' community groups such as Gypsy and Traveller communities, Young people, Older people, Disabled people etc. within Basildon Borough. | N/A | |
| Sex | No negative impact. | N/A | N/A | This document informs anyone with an interest in planning in the Borough how the council will consult on planning matters. | |
| Disability | There may be issues relating to physical access to | The document states that accessibility for | The SCI provides the opportunity to use a range of platforms to | N/A | |

Section 3 a) Could the item under assessment in the way it is implemented/applied have a negative impact on any protected equality groups or other groups think about community and staff?



Issues to consider, please click on document

| Group | <i>Describe any negative impact or inequality to the best of your knowledge</i> | <i>Identify any possible solutions to eliminate or reduce negative impact</i> | <i>Describe any positive impact</i> | <i>Describe and neutral impact</i> | <i>Don't know (consultation required – add to Initial Assessment Plan)</i> |
|--------------------|--|---|--|--|---|
| | buildings for consultation events. These would be assessed when choosing a location and avoided where possible. Other suitable consultation methods would also be available. | disabled people or those with pushchairs will need to be considered when choosing a consultation venue. | gain access to planning documents and consultations. Additionally, all planning documents can be made available in large copy print, audio cassette, braille or languages other than English on request. | | |
| Sexual Orientation | No negative impact. | N/A | N/A | This document informs anyone with an interest in planning in the Borough how the council will consult on planning matters. | |
| Religion | No negative impact. | N/A | N/A | This document informs anyone with an interest in planning in the Borough how the council will consult on planning matters. | |

Section 3 a) Could the item under assessment in the way it is implemented/applied have a negative impact on any protected equality groups or other groups think about community and staff?



Issues to consider, please click on document

| Group | <i>Describe any negative impact or inequality to the best of your knowledge</i> | <i>Identify any possible solutions to eliminate or reduce negative impact</i> | <i>Describe any positive impact</i> | <i>Describe and neutral impact</i> | <i>Don't know (consultation required – add to Initial Assessment Plan)</i> |
|---------------------|--|--|---|--|---|
| Age | No negative impact. | N/A | The SCI outlines how the Council will engage with the entire community and recognises that certain groups have traditionally been under represented, known as 'hard to reach' groups. Potential 'hard to reach' community groups include both young people and vulnerable older groups. The SCI outlines the Council's commitment to ensure everybody has the opportunity to be involved in planning matter and encourages their participation. | N/A | |
| Gender Reassignment | No negative impact. | N/A | N/A | This document informs anyone with an interest in | |

Section 3 a) Could the item under assessment in the way it is implemented/applied have a negative impact on any protected equality groups or other groups think about community and staff?



Issues to consider, please click on document

| Group | <i>Describe any negative impact or inequality to the best of your knowledge</i> | <i>Identify any possible solutions to eliminate or reduce negative impact</i> | <i>Describe any positive impact</i> | <i>Describe and neutral impact</i> | <i>Don't know (consultation required – add to Initial Assessment Plan)</i> |
|------------------------------|---|--|--|--|---|
| | | | | planning in the Borough how the council will consult on planning matters. | |
| Marriage & Civil Partnership | No negative impact. | N/A | N/A | This document informs anyone with an interest in planning in the Borough how the council will consult on planning matters. | |
| Pregnancy & Maternity | There may be issues relating to physical access to buildings for consultation events. These would be assessed when choosing a location and avoided where possible. Other suitable consultation methods would also be available. | The document could state that accessibility for disabled people or those with pushchairs will need to be considered when choosing a consultation venue | N/A | This document informs anyone with an interest in planning in the Borough how the council will consult on planning matters. | |

Section 3 a) Could the item under assessment in the way it is implemented/applied have a negative impact on any protected equality groups or other groups think about community and staff?




Issues to consider, please click on document

| Group | <i>Describe any negative impact or inequality to the best of your knowledge</i> | <i>Identify any possible solutions to eliminate or reduce negative impact</i> | <i>Describe any positive impact</i> | <i>Describe and neutral impact</i> | <i>Don't know (consultation required – add to Initial Assessment Plan)</i> |
|----------------|--|--|--|--|---|
| Carers | No negative impact. | N/A | N/A | This document informs anyone with an interest in planning in the Borough how the council will consult on planning matters. | |
| Socio-economic | No negative impact. | N/A | N/A | This document informs anyone with an interest in planning in the Borough how the council will consult on planning matters. | |
| Health | No negative impact. | N/A | N/A | This document informs anyone with an interest in planning in the Borough how the council will consult on planning matters. | |
| Human Rights | No negative impact. | N/A | N/A | This document informs anyone with an interest in | |

Section 3 a) Could the item under assessment in the way it is implemented/applied have a negative impact on any protected equality groups or other groups think about community and staff?



Issues to consider, please click on document

| Group | <i>Describe any negative impact or inequality to the best of your knowledge</i> | <i>Identify any possible solutions to eliminate or reduce negative impact</i> | <i>Describe any positive impact</i> | <i>Describe and neutral impact</i> | <i>Don't know (consultation required – add to Initial Assessment Plan)</i> |
|---|--|--|--|--|---|
|  Human Rights Standards.p | | | | planning in the Borough how the council will consult on planning matters. | |
| Other (Offenders, parts-time workers etc, low literacy, geographical position) | No negative impact. | N/A | N/A | This document informs anyone with an interest in planning in the Borough how the council will consult on planning matters. | |

SECTION 3b) – COMMUNITY COHESION

| | |
|--|---|
| <p>Section 3b) How will the item under assessment help to foster good relations? Explain.</p> | <p>By clearly setting out how anyone with an interest in the Borough will be consulted on planning matters and how they can register their opinion, it will encourage a good relationship with the Council and help the Council work towards positively transforming the Borough.</p> |
|--|---|

SECTION 4: OUTCOMES OF YOUR ASSESSMENT

| | |
|---|--|
| <p>Outcome 2:</p> <p>Potential (negative impact) to one or more protected characteristics has been found but you can easily adjust or amend item to remove the barrier.</p> <p>There may be issues relating to physical access to buildings for consultation events. These would be assessed when choosing a location and avoided where possible. Other suitable consultation methods would also be available.</p> | <p>Next steps: (To be entered into SIA Action Plan with timescales)</p> <ul style="list-style-type: none">• The Council will ensure that everyone has the same access to consultation events by ensuring that venues are accessible for disabled people and people with pushchairs.• This is always part of the venue selection criteria and does not require monitoring. If the venue does not have suitable access for disabled people or people with pushchairs then the event would not be held therefore there would not be a negative impact. |
|---|--|

SECTION 5 – MAKING A FINAL DECISION

Section 5a). What consultation have you undertaken in relation to the negative impact/no data available (include Human rights, community cohesion where relevant).

Consultation undertaken on negative impact or where there has been no data:
A public consultation on the SCI has been completed.

Findings:

The collective SCI consultation responses raised no issues that cannot be resolved through minor re-wording.

List evidence of consultation and state where this can be found: (For example minutes of meetings, questionnaires, presentations etc):

Statement of Consultation for the Draft Statement of Community Involvement: Third Revision, January 2020

<https://www.basildon.gov.uk/article/2012/Timetable-and-Consultation-Standards>

Q5b) Based on the consultation what changes will be made to the item under assessment to address negative impact? If no changes can be made, *you must justify why* and provide any relevant evidence.

Changes made as a result of consultation:

Wording changes to improve the clarity and effectiveness of the SCI document.

No changes can be made: N/A

Justification: N/A

Section 5c) Taking everything into account what is your final decision?

The SIA has been reviewed and updated following the analysis of responses received during the public consultation. The public consultation enabled an understanding as to whether specific groups or demographic variables are discriminated against.

5 d) NEXT STEPS

Next steps:

- Any final amendments to be entered into Final Assessment improvement plan with timescales
- Communicate your final decision
- Monitor item under assessment to ensure that there is no future impact on protected groups and others
- Set a review date to ensure

Service Impact Assessment Action Plan. List the nature of any adverse impact (issues) and recommendations (actions) that you plan to implement as a result of this assessment. This should include Community Cohesion findings if relevant.

Department: Planning Strategy and Implementation

Title of Service Impact Assessment: Basildon Borough Statement of Community Involvement: Third Revision, October 2020

Lead assessing officer responsible: Adeola Awolola

| Issues identified (Outcomes) | Actions Required | Timescale | Costs | Officer Responsible | Comments | Date Completed |
|------------------------------|------------------|-----------|-------|---------------------|----------|----------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |

Final Assessment Sign off

Approval of I & D department (please allow two weeks turnaround) :

I & D team signature:

Date

Name and Signature of Service Manager/Assistant Director:

Date

If an Action Plan is required at this stage, please ensure that the I & D Department approves the SIA and improvement plan prior to sign off

APPENDIX 1

