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Basildon Borough Council

Service Impact Assessment Template



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	Basildon Borough Council Local Plan
Department:	Planning Policy, Regeneration and Housing Strategy
Service area:	Regeneration and Economic Development
Name of lead assessing officer:	Stephanie Kober
Job title:	Planning Officer
Telephone number	01268 208191
<p>What are you assessing?</p> <p>Policy/Strategy..... <input checked="" type="checkbox"/> New or Proposed..... <input type="checkbox"/></p> <p>Project. (SIA to be completed on Verto) <input type="checkbox"/> Changing/Updating <input checked="" type="checkbox"/></p> <p>Service..... <input type="checkbox"/> Review of existing <input type="checkbox"/></p> <p>Function..... <input type="checkbox"/></p> <p>Decision..... <input type="checkbox"/></p> <p>Other please specify _____</p>	
<p>Has this been through an SIA Challenge <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Contact Inclusion & Diversity for information on challenge)</p>	

SECTION 1 – INFORMATION ON ITEM UNDER ASSESSMENT

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

- Brief description: The Local Plan (formally known as the Core Strategy) aims to maximise the positive social, environmental and economic impacts of development for the benefit for the community as a whole. Building on the current spatial and policy context in which Basildon Borough sits, the Council has sought to articulate a vision for the future of the Borough, to be delivered through this plan and related strategies and programmes.
- Aims and Objectives: The Local Plan aims to maximise the positive social, environmental and economic impacts of development for the benefit of the community as a whole.
- Who will it impact on? (Include reference to impact on staff if relevant): It will apply to the whole Borough and has the benefit to impact anyone who lives or works within the area, as well as those who choose to visit and invest in its future.

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

Some elements of the Local Plan's evidence base have been produced by specialist contractors, although the Local Plan's policies will be produced by the Council's Planning Policy Team.

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)



Public consultation and engagement on the Local Plan's progressive development will occur in a stages prior to submission to Government in accordance with the Planning and Compulsory Purchase Act 2004 (as amended) and Regulations It is a statutory requirement to carry out consultation on the Local Plan, and it must be carried out in accordance with the Council's Statement of Community Involvement. Whilst the final details of the public consultation are still being finalised, it is expected that these will include a series of public roadshows, meetings, focus groups and special events during the consultation to try and encourage as many people as possible to consider the Local Plan's proposals and respond with their views. Efforts will be made to reach out and encourage hard to reach groups, including businesses to participate in the consultation, allowing a wider range of information to be collated from the Borough's diverse communities.



SECTION 2 –BASELINE DATA

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

Groups	Baseline data staff	Baseline data community
	 Staff Workforce Profile 2012-13.pdf	 Community Baseline data 2013.pdf
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

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

Groups	Baseline data staff  Staff Workforce Profile 2012-13.pdf	Baseline data community  Community Baseline data 2013.pdf
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
v) People of different ages	N/A	as per attached profile
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
x) Carers	N/A	N/A

Section 2) In relation to those identified in Q1a do you have any data the protected equality groups or other groups that will be affected by the item under assessment?		
Groups	Baseline data staff  Staff Workforce Profile 2012-13.pdf	Baseline data community  Community Baseline data 2013.pdf
xi) Part time workers	N/A	N/A
xii) Other (Socio Economic issues, ex-offenders, etc)	N/A	as per attached profile

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	The Local Plan is only able to secure the provision of around 119 new pitches to meet the full accommodation needs for the Borough's projected Gypsy, Traveller and Travelling Showpeople, leaving approximately a 136 pitch shortfall.	The Local Plan policy setting out the Gypsy, Traveller and Travelling Showpeople Accommodation Strategy will state that the Council will work with other Essex local planning authorities to secure the unmet provision in their authority areas.	The Local Plan will facilitate the allocation of Gypsy Traveller and Travelling Showpeople resident growth (providing 255 pitches by 2034) through a comprehensive Gypsy, Traveller and Travelling Showpeople Accommodation Strategy, and through working with other authorities in Essex		
Sex	N/A		N/A		

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Disability	N/A		The Local Plan includes policies that will facilitate elective standards for a proportion of new homes built in the Borough to comply with Part M of the Building Regulations. (Category 2 - Accessible and adaptable dwellings and Category 3 – Wheelchair user dwellings) This will ensure future residents of these dwellings can sustain their independence appropriate to their circumstances for		

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			<p>as long as possible with adaptable houses.</p> <p>There are also policies specific to develop education and skills opportunities in the Borough, as well as promoting the provision and improvement of open space in the Borough including new developments which can assist in mental health and well-being.</p> <p>The Local Plan will be available in alternative formats on request, which</p>		

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			will be clearly advertised on the rear cover.		
Sexual Orientation	N/A		N/A		
Religion	N/A		<p>The Local Plan will set aside land for strategic developments to provide additional community services, where necessary, which can include places of worship.</p> <p>The Local Plan will aim to ensure that adequate resources are available to deliver new and enhanced provision of community</p>		

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			facilities to meet the changing needs of the community through Planning Obligations, Unilateral Undertakings or Community Infrastructure Levy		
Age	N/A		The Local Plan is designed to benefit people of all ages. There are policies relating to the provision of land, buildings or extensions of early years learning, social care, primary and secondary and further education facilities,		

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Issues to consider, please click on document

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			employment, health care and the to enable a housing mix to cater for the Borough's growing older population.		
Gender Reassignment	N/A		N/A		
Marriage & Civil Partnership	N/A		N/A		
Pregnancy & Maternity	N/A		The Local Plan requires that in strategic developments, improvements/extensions to existing health care or the addition of new facilities will be required which would help pregnant women or people with		

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Issues to consider, please click on document

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			<p>young children.</p> <p>The Local Plan includes policies that will facilitate the application of elective standards for a proportion of new homes to comply with Part M of the building Regulations. (Category 2 - Accessible and adaptable dwellings and Category 3 – Wheelchair user dwellings) This will ensure residents sustain their independence appropriate to their circumstances.</p>		

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Carers	N/A		N/A		
Socio-economic	N/A		N/A		
Health	N/A		<p>The Local Plan will provide policies on suitable housing mix (type, tenure size), housing estate renewal, affordable housing provision, education, community leisure and cultural facilities and supporting and sustaining local economy.</p> <p>Following engagement with the NHS and CCG the Local Plan will</p>		

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			<p>require larger strategic developments to contribute to improvements to existing health care facilities or the addition of new facilities.</p> <p>The provision/improvement of open spaces will be required to ensure people have reasonable access to high quality open spaces from where they live.</p> <p>The Local Plan also includes a policy requiring</p>		

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			contributions to facilitate improvements to pedestrian and cycle linkages around the Borough which will help promote the use of these routes for exercise or wellbeing.		
Human Rights  Human Rights Standards.pdf	N/A		The need for provision of education facilities must be considered when required by new development to ensure everyone is given their right to education. The Local Plan seeks to identify		

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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>
			<p>land for future development and not to remove an individual's rights to their home/property/land.</p> <p>Providing for a thriving Borough with improved public facilities and housing as well as creating additional employment opportunities. The total number of new dwellings to be provided over the Plan period (2014-2034) is 16,740 which meets our objectives</p>		

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

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			assessed housing need.		
Other (Offenders, parts-time workers etc, low literacy, geographical position)	N/A		<p>We would scribe for anyone incapable of writing to ensure that everyone would have the opportunity to comment on the Local Plan.</p> <p>We would appoint consultants to meet and interview anyone with poor literacy levels to ensure they understand the content and can comment if they wanted to.</p>		

SECTION 3b) – COMMUNITY COHESION

<p>Section 3b) How will the item under assessment help to foster good relations? Explain.</p>	<p>The Local Plan will seek to provide additional homes, employment, community facilities and services assisting in creating a degree of community cohesion. New development locations will not be concentrated in isolated locations, ensuring new communities are integrated as well as possible into existing communities. All development seeks to meet the needs of the Basildon borough residents regardless of their age, gender, race, religion etc. in order to foster a fairer approach to development in the borough over the next 20 years.</p>
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SECTION 4: OUTCOMES OF YOUR ASSESSMENT

<p>Outcome 1. You do not have enough data on all relevant groups to come to a conclusion. You must seek data or consult with the relevant groups</p>	<p>Next steps: (To be entered into SIA Action Plan with timescales)</p> <ul style="list-style-type: none"> • Collect relevant baseline data • Consult with relevant groups to collect data • Continue undertaking the Impact Assessment
<p>Outcome 2: 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>Next steps: (To be entered into SIA Action Plan with timescales)</p> <ul style="list-style-type: none"> • Give details of how you are going to amend or adjust policy to address the negative impact • Monitor item under assessment to ensure that there is no future impact on protected groups and others • Set a review date to ensure • Communicate the findings of the SIA

<p>Outcome 3:</p> <p>Negative impact has been found. It is not easy to adjust or amend item. You may or may not have options/ideas as to how the negative impact can be amended. Enter the issues found and the planned consultation into the SIA Action Plan.</p> <p>You need to consult with the relevant group and enter any issues/ actions following the consultation into the SIA Action Plan.</p>	<p>Next steps: (Enter consultation information into SIA Action Plan with timescales)</p> <ul style="list-style-type: none"> • Give details of findings and options/ideas • Consult with relevant group on your options/ideas or to establish a solution • Complete Final Assessment Improvement Plan outlining the results of consultation and 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 • Communicate the findings of the SIA
<p>Outcome 4: Unlawful discrimination has been found and the item should be removed, stopped or changed. Seek legal advice or speak to the Inclusion & Diversity team.</p> <p>STOP, change or remove item:</p>	<p>Next steps: (To be entered into SIA Action Plan with timescales)</p> <ul style="list-style-type: none"> • Give details unlawful discrimination and what you will do to remove it and include this in the Initial action plan • Monitor item under assessment to ensure that there is no future impact on protected groups and others • Set a review date to ensure • Communicate the findings of the SIA

SECTION 5 – MAKING A FINAL DECISION

<p>Section 5a). What consultation have you undertaken in relation to the negative impact/no data available (include Human rights, community cohesion where relevant).</p>
<p>Consultation undertaken on negative impact or where there has been no data:</p> <p>Findings:</p> <p>List evidence of consultation and state where this can be found: (For example minutes of meetings, questionnaires, presentations etc)</p>

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:

No changes can be made

Justification

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

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:

Title of Service Impact Assessment:

Lead assessing officer responsible:

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

Final Assessment Sign off

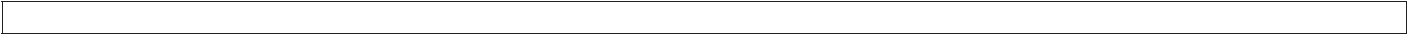
Approval of I & D department (please allow two weeks turnaround) :

I & D team signature: _____ Date _____

Name and Signature of Service Manager: _____ Date _____

Name and Signature of Director / Head of Service: _____ 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 by the



APPENDIX 1

