

Equality, Diversity, and Community Impact Screening

As a public authority we should ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

This form should be read in conjunction with the Equality Diversity and Community Impact Assessment Toolkit

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment

Project Name/Service Area: *Statement of Community Involvement*

Lead person: *Paula Craddock*

Contact number: *x42096*

1. Title:

Statement of Community Involvement (September 2020)

Is this

A Strategy or Policy

A change to a service or function

Other (specify)

Updated version of Statement of Community Involvement

2. Please provide a brief description of what you are screening

The existing Statement of Community Involvement was adopted in 2007. A review and revision was needed to ensure that this document remains relevant and up to date to meet the requirements of changes to Planning Legislation and guidance.

Selby District Council is the Local Planning Authority for the whole of the District of Selby. Local Planning Authorities are required to prepare a statement setting out how it will involve those with an interest in development in the area under the following legislation:

- *the Planning and Compulsory Purchase Act 2004 (section 18) (as amended by the Planning Act 2008, the Localism Act 2011 and the Neighbourhood Planning Act 2017)*
- *The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 includes a duty on Local Planning Authorities (LPAs) to review their Statement of Community Involvement every five years*

- *The Neighbourhood Planning Act 2017 has specifically introduced a requirement on Local Planning Authorities to include within the Statement of Community Involvement the policies for giving advice or assistance on making and modifying Neighbourhood Development Plans and on making Neighbourhood Development Orders.*

This screening assessment applies to the Statement of Community Involvement (2020). The Statement of Community Involvement is a statutory planning document and applies to the whole of the Selby District Council area.

The Statement of Community Involvement (2020) sets out:

- *how the Council will involve the community and other stakeholders in Planning matters including:*
 - *how and when the community can influence new planning policy documents*
 - *how and when the community can comment on planning applications, as well as other forms of application for development such as Listed Buildings and prior notifications submitted to Selby District Council*
- *the role of elected Councillors, Parish and Town Councils and voluntary and community groups in planning matters*
- *Who the community can contact for assistance in planning matters and*
- *What will be expected of the community when making comments*

Implications of Covid19

The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020 make temporary changes to how documents are required to be available for public inspection at the authority’s principal office and at such other places as the authority considers appropriate. Documents are still required to be made available on the local planning authority’s website. This modification will apply until 31 December 2020.

3. Relevance to equality, diversity, and community impact

All the council’s strategies/policies, services/functions affect service users and the wider community – district wide or more local.

The effects may have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant EDCI is to your proposals.

When considering these questions think about the protected characteristics : age, disability, gender reassignment, pregnancy or maternity, race, religion or belief, sex, sexual orientation, and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background, caring responsibilities and education or skills levels).

| Questions | Yes | No |
|------------------------------------------------------------------|------------|-----------|
| Does the proposal have (or could it have) a different impact for | x | |

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|
| people with protected equality characteristics? | | |
| Have there been or is there likely to be any public concern about the policy or proposal? | x | |
| Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom? | x | |
| Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations | x | |

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity and community impact within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity and community impact within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity and community impact

If you can demonstrate you have considered how your proposals impact on equality, diversity and community impact you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity and community impact?**

(think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

The Planning Service believes that everyone, the “community”, should have the opportunity to be involved in decisions that could affect them and their wider community. This includes the individuals, groups, organisations, businesses, Parish and Town Councils, Statutory and non-statutory agencies, landowners, developers and agents that live, work, visit, operate or have an interest in Selby District. Recognition is also made of hard to reach groups and the identification of potential barriers to consultation. To remove these, the Planning Service will tailor different approaches to different audiences in line with the Royal Town Planning Institute (RTPI) guidelines.

Availability of documents and information

All documentation will be available on the Council’s website in line with the latest legislation and guidance. The use of any electronic formatting facilities available in software is encouraged to assist in accessing the documents to meet any visual or language requirements. Similarly the documents will be available upon request in alternative formats.

Consultation and Engagement on the draft Statement of Community Involvement

(November 2019)

The Planning Service advertised the availability of the draft Statement of Community Involvement (November 2019) on its website and notified those registered on the extensive Planning Policy Consultation portal / database. This includes local residents, businesses, agents, Parish and Town Councils and equality groups.

The Planning Service is trying to be as accessible as possible in line with the Corporate Plan, the Selby Customer Strategy and the Statement of Community Involvement itself. To ensure that as many people as possible had the opportunity to be involved in the planning service and this consultation:

- *Details of the consultation as well as the document, the July 2019 Equality Scoping report and comment form were available on the Council's website.*
- *All documentation was checked for plain English*
- *Copies of the documentation was available at Access Selby and all libraries in the District (all of which have disabled access)*
- *Parish Councils were asked to publicise the availability of the document*

- **Key findings**

(think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

An up to date Statement of Community Involvement will ensure that consultation and engagement with the planning service meets legislation requirements for equality, diversity and inclusivity.

Being involved in planning allows the "community" to potentially influence the way the District will change over time. The Planning Service encourages early engagement with the Council's Planning Officers for both draft policy documents and pre-application advice for submitting applications for planning permission. The Statement of Community Involvement (2020) also encourages contacting the Ward Councillors, Parish and Town Councillors, the Community Engagement Forums and the use of independent Planning Consultants and Planning Aid as necessary and relevant to the planning issue.

The Statement of Community Involvement (2020) sets out that in line with legislation requirements the Planning Service will use a range of methods of advertising the opportunities to be involved in the planning service for the preparation of planning policy documents to submitting applications for planning permission, commenting upon applications for planning permission and for informing the planning service of potential breaches of planning control.

- **Actions**

(think about how you will promote positive impact and remove/ reduce negative impact)

The Statement of Community Involvement (2020) sets out the various processes for being involved with the planning service. It shows that planning is an open, transparent and accessible service available to everyone. Planning Officers are accessible through email, telephone and letter

Hard to reach groups and equality groups will be contacted and encouraged to be

involved in planning. Through this consultation exercise it is hoped to continue to build upon their involvement and responses.

The Statement of Community Involvement requires that consultation documents will be made publicly available on the Council's website. It is recognised that not everyone has access to the internet and therefore where possible hard copies of consultation documents will also be made available in public locations such as libraries and at the Civic Centre.

The Statement of Community Involvement (2020) sets out measures for the monitoring and review of the document and engagement processes in planning. The draft Statement of Community Involvement (November 2019) consultation and engagement itself was monitored. In line with the measures set out for monitoring and review, it was considered that there was no need to potentially review of the Statement of Community Involvement itself before adoption. Those on the Local Plan database were invited to comment on the draft document and any changes suggested by those who responded were considered and taken on board as necessary. Other changes made to the document involved changing references to Access Selby in the town centre to the Civic Centre and/or the "contact-us" email. In addition, the Statement of Community Involvement (2020) was not considered to need revising as a result of the temporary changes necessary to planning documents and consultation as a result of the Covid19 pandemic.

5. If you are **not already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment.****

| | |
|------------------------------------------------------------------------|------------|
| | <i>n/a</i> |
| Date to scope and plan your impact assessment: | <i>n/a</i> |
| Date to complete your impact assessment | <i>n/a</i> |
| Lead person for your impact assessment (Include name and job title) | <i>n/a</i> |

6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

| Name | Job title | Date |
|-----------------|-------------------------|-------------|
| Caroline Skelly | Planning Policy Manager | July 2020 |

7. Publishing

This Equality, Diversity, and community impact screening will act as evidence that due regard to equality and diversity has been given.

If this impact assessment relates to a **Key Delegated Decision or Executive or full Council** or a **Decision** a copy should be emailed to Democratic Services and will be published along with the relevant report.

A copy of **all other** Equality and Diversity and community impact assessments should be kept on the project file (but need not be published).

Date screening completed July 2020