

Full Equality Impact Analysis Template – Introduction

This **Full EqIA Template** should be read in conjunction with the [EqIA Guidance Document](#) which supports completion of all EqIA related documentation.

A separate [Initial Scoping Screening Template](#) is also available. This can be used to determine whether a full EqIA is necessary, as this may be unclear initially.

Conducting an Equality Impact Assessment (EqIA)

We use an Equality Impact Assessment (EqIA) to help us determine whether our policies, processes or procedures will affect equality outcomes for different groups of service users or communities (where the proposed activity is related to service delivery or the exercise of our functions) OR impact on different groups of employees (where the proposed activity is employment related). It helps assess whether the impacts will be positive, negative, or unlikely to have a significant impact on each protected characteristic¹ group.

The core purpose of carrying out an EqIA is therefore to:

- a) **analyse a proposed activity** i.e., policy/ strategy/ process/ function / service/ restructure/ programme etc (hereafter referred to as *proposed activity*) against the three specific requirements of the Duty (above) and
- b) **use the outcomes of that analysis** to inform further decision/s and action aimed as mitigating potential adverse impacts, or else to provide clear justification for continuing with a proposed course of action.

The Public Sector Equality Duty (PSED) states that a public authority **must**, in the exercise of its functions, have due regard to the need to:

1. **Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited under this Act.**
2. **Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.**
3. **Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.**

¹ People who share one (or more) of 9 *protected characteristics* (PCs) are protected from unlawful discrimination, victimisation, and harassment under the Equality Act (2010). These groups are referred to as 'protected characteristic groups' in this and related documentation. The 9 PCs are: Age; Disability; Ethnicity; Gender re-assignment; Marriage & Civil Partnership; Pregnancy & Maternity; Religion/ belief; Sex; Sexual orientation.

Using this Full EqlA Template to consider the potential impact of our proposed activity will assist with the Council's compliance with PSED requirements **and** help to avoid or mitigate / minimise adverse impacts on certain groups.

When you need to complete an EqlA

- Key Decision Reports (KDRs) MUST always have either an initial screening assessment OR a full EqlA completed. The EqlA must be signed off by Head of Service and Lead Member and be submitted alongside the KDR for approval and scrutiny. Any equalities issues should be fully addressed and cross referenced as appropriate in the Report
- Budget proposals MUST always have either an initial screening assessment OR a full EqlA, which must be signed off by Head of Service
- Policy changes. When there is a new policy being developed, substantial revisions to existing policy or when there is a minor policy change which may have major impacts on a particular group of service users or employees. This must be signed off by Head of Service
- Service changes. When there is a new service or when there is a service review (including the decommissioning of a service). The assessment should also be carried out when there is a minor change to the service which may have a major impact on a particular group of service users or employees. This must be signed off by Head of Service

General points

The following principles should be borne in mind when conducting an EqlA

- **Timeliness:** the duty to assess potential impacts **applies at the time of considering proposals** and **before** a final decision is taken.
- **Consideration:** the duty to assess and consider must be an integral and rigorous part of your decision-making and influence the process.
- **Initial Screening:** a full EqlA is not always necessary, but this may not be immediately obvious. Use the [Initial Screening Scoping Template](#) if you are unsure, to help you determine what level of assessment is needed. The initial scoping must still be recorded as evidence of 'due regard'.
- **Sufficient Information:** we must evaluate what information we have and think about what additional data/information might be needed to give proper consideration.
- **Review:** The Equality Duty is a 'continuing duty'. This means it continues to apply **after** proposals are implemented/reviewed. Monitoring is key.
- **Record Keeping:** we must keep records of the EqlA process, any impacts identified and what we plan to do as a result.

Failure to fully consider the above when conducting an EqlA (and in any decision based on that), may leave the Council open to legal challenge, cause considerable delay and lead to financial and/or reputational damage

If you already know that your decision is likely to be of high relevance to equality and/or be of high public interest, you should contact the relevant ED&I Officer/ Lead for support and advice (see below).

Further advice and guidance **should** be accessed from the separate [EQIA Guidance Document](#) our ED&I Leads as well as from your service area [Diversity Champions](#):

RBKC

For internal facing EqlAs: Strategic ED&I Lead (HR): amanda.rice@rbkc.gov.uk or charlaine.nkum@rbkc.gov.uk

For external facing EqlAs: Corporate Equalities Officer: angela.chaudhry@rbkc.gov.uk

Equality Impact Analysis Template

Section 01: Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	2022-23 Q4
Name & details of proposed activity (i.e., the policy/ strategy/ process/ function / service/ restructure/ programme etc) to be assessed - hereafter referred to as ' <i>proposed activity</i> '	<p>RBKC Trees and Development Supplementary Planning Document (SPD)</p> <p>The Supplementary Planning Document (SPD) sets out the Council's requirements in relation to any proposed development with trees on or near the site. It includes guidance/recommendations on how to consider existing trees at the design stage and successfully incorporate them into a development. It also provides guidance on new tree planting.</p> <p>This is a review of the existing SPD which was adopted in 2010.</p>
Lead Officers (i.e., those responsible for /managing the proposed activity)	<p>Name: Jonathan Wade/Angus Morrison</p> <p>Position:</p> <p>Email:</p> <p>Telephone No:</p>
Single or BI-Borough	Single borough: RBKC
Date of completion of final Full EqIA	24 January 2023
Section 02	Scoping of Full EqIA
Plan for completion	<p>Timing: The SPD is due to be adopted in May 2023. On adoption, it will become a material consideration in planning decisions.</p> <p>Resources: The SPD will be prepared within the existing staff and budget resources of the Arboricultural Team.</p>

Analyse the impact of the proposed activity

Trees and Development SPD provides detailed guidance on how policy relating to trees found in Chapter 21 – An Engaging Public Realm of the Council’s Local Plan (2019) will be implemented in the Borough. The Local Plan was subject to an Integrated Impact Assessment (IIA), which assessed the impact of its policies on equalities. The IIA is set out in Section 9 of the submission report. The baseline information on which equalities assessment was based is set out in the IIA Scoping Report at Section 7.6.

Section 9.4 of the IIA explains how equalities groups have been considered and summarises the assessment on equalities of the Local Plan policies. The residual effect of Local Plan policies is that it will have a positive effect on equalities. The IIA reports that Policy CR6 concerns the protection and provision of trees and providing high-quality green areas with amenity benefits, thus being capable of mitigating potential negative impacts of development.

Therefore, the overarching policy that the SPD is providing guidance on has been subject to an equalities assessment. An overall appraisal of the positive, negative or neutral impact of the SPD is set out below.

Protected characteristic	Borough Analysis	Impact: Positive, Negative, Neutral
Age	Trees provide greenery and shade, support biodiversity and improve air quality. The guidance in the SPD will work alongside the Local Plan 2019 to help mitigate and adapt to climate change and ensure that negative impacts of the development on existing trees is minimised, while opportunities for new tree provision are maximised. Strengthening the guidance in this way may have a positive impact on age as it may help create a better environment for spending time outdoors for all ages.	Positive
Disability	Trees provide greenery and shade, support biodiversity and improve air quality. The guidance in the SPD will work alongside the Local Plan 2019 to help mitigate and adapt to climate change and ensure that negative impacts of the development on existing trees is minimised, while opportunities for new tree provision are maximised. Strengthening the guidance in this way may have a positive impact on people with disability as it may help create a better environment for spending time outdoors.	Positive
Gender reassignment	Trees provide greenery and shade, support biodiversity and improve air quality. The guidance in the SPD will work alongside the Local Plan 2019 to help mitigate and adapt to climate change and ensure that negative impacts of the development on existing trees is minimised, while opportunities for new tree provision are maximised. Strengthening the guidance in this way is likely to have a neutral impact on gender reassignment characteristic.	Neutral
Marriage and Civil Partnership	Trees provide greenery and shade, support biodiversity and improve air quality. The guidance in the SPD will work alongside the Local Plan 2019 to help mitigate and adapt to climate change and ensure that negative impacts of the development on existing	Neutral

	trees is minimised, while opportunities for new tree provision are maximised. Strengthening the guidance in this way is likely to have a neutral impact regarding marriage and civil partnership characteristic.	
Pregnancy and maternity	Trees provide greenery and shade, support biodiversity and improve air quality. The guidance in the SPD will work alongside the Local Plan 2019 to help mitigate and adapt to climate change and ensure that negative impacts of the development on existing trees is minimised, while opportunities for new tree provision are maximised. Strengthening the guidance in this way is likely to have a neutral impact regarding pregnancy and maternity characteristic.	Neutral
Race	Trees provide greenery and shade, support biodiversity and improve air quality. The guidance in the SPD will work alongside the Local Plan 2019 to help mitigate and adapt to climate change and ensure that negative impacts of the development on existing trees is minimised, while opportunities for new tree provision are maximised. Strengthening the guidance in this way is likely to have a neutral impact on race characteristic.	Neutral
Religion/belief (including non-belief)	Trees provide greenery and shade, support biodiversity and improve air quality. The guidance in the SPD will work alongside the Local Plan 2019 to help mitigate and adapt to climate change and ensure that negative impacts of the development on existing trees is minimised, while opportunities for new tree provision are maximised. Strengthening the guidance in this way is likely to have a neutral impact on religion/belief characteristic.	Neutral
Sex	Trees provide greenery and shade, support biodiversity and improve air quality. The guidance in the SPD will work alongside the Local Plan 2019 to help mitigate and adapt to climate change and ensure that negative impacts of the development on existing trees is minimised, while opportunities for new tree provision are maximised. Strengthening the guidance in this way is likely to have a neutral impact on sex characteristic.	Neutral
Sexual Orientation	Trees provide greenery and shade, support biodiversity and improve air quality. The guidance in the SPD will work alongside the Local Plan 2019 to help mitigate and adapt to climate change and ensure that negative impacts of the development on existing trees is minimised, while opportunities for new tree provision are maximised. Strengthening the guidance in this way is likely to have a neutral impact on sexual orientation characteristic.	Neutral
<p>The following groups are not specifically protected by the Equality Act, but RBKC considers them as part of our broader approach to supporting equal outcomes for communities that may be disadvantaged, marginalised, or excluded. Please consider whether they may be impacted.</p>		

Socio-economic	Trees provide greenery and shade, support biodiversity and improve air quality. The guidance in the SPD will work alongside the Local Plan 2019 to help mitigate and adapt to climate change and ensure that negative impacts of the development on existing trees is minimised, while opportunities for new tree provision are maximised. Strengthening the guidance in this way is likely to have a neutral impact on socio-economic characteristics.	Neutral
Geographical	Trees provide greenery and shade, support biodiversity and improve air quality. The guidance in the SPD will work alongside the Local Plan 2019 to help mitigate and adapt to climate change and ensure that negative impacts of the development on existing trees is minimised, while opportunities for new tree provision are maximised. Strengthening the guidance in this way is likely to have a neutral impact on geographical characteristics.	Neutral
Carers	Trees provide greenery and shade, support biodiversity and improve air quality. The guidance in the SPD will work alongside the Local Plan 2019 to help mitigate and adapt to climate change and ensure that negative impacts of the development on existing trees is minimised, while opportunities for new tree provision are maximised. Strengthening the guidance in this way may have a positive impact on carers as it may help create a better environment for spending time outdoors for people with caring responsibilities.	Positive
Other relevant groups:	Trees provide greenery and shade, support biodiversity and improve air quality. The guidance in the SPD will work alongside the Local Plan 2019 to help mitigate and adapt to climate change and ensure that negative impacts of the development on existing trees is minimised, while opportunities for new tree provision are maximised. Strengthening the guidance in this way is likely to have a neutral impact on other relevant groups.	Neutral

Human Rights & Children's Rights

Does your proposal impact on Human Rights as defined by the Human Rights Act 1998? (See guidance for more information on this)
No
Does your proposal impact on the rights of children as defined by the UN Convention on the Rights of the Child?
No

	If your decision has the potential to affect Human Rights or Children’s Rights, please contact your Borough Lead for advice.
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Section 03	Analysis of relevant data Examples of data include census data; customer satisfaction surveys; customer complaints data workforce demographic data. Data should involve specialist data and information and, where possible, should be disaggregated by different protected characteristics.
Documents and data reviewed	National Planning Policy Framework, Planning Practice Guidance, London Plan (2021), RBKC Local Plan (2019).
Additional research	N/A

Section 04	Consultation
	Complete this section if you have decided to supplement existing data by carrying out additional consultation with a) service users/local community groups b) employees
Consultation	The Council published a draft of the SPD for an eight-week consultation from 14 November 2022 to 9 January 2023. The consultation was undertaken by direct mail out to the Planning Policy database (which includes about 2,500 residents’ associations, individuals, planning agents, statutory consultees and other stakeholders. A total of 18 responses were received to the consultation via letter, email or the on-line response form through the Council’s planning consultation portal. However, most did not respond to every question in the response form and instead chose to respond to a select number of questions that were of particular interest to them.
Analysis and Outcomes of consultation	Almost all responses were very supportive of SPD, its objectives and contents and only made suggestions for additions rather than objections. No comments related to equalities or the protected characteristics were raised. There were no further findings relevant to the EqIA Screening.

Section 05	Action Plan
Action Plan	The Trees and Development SPD will be used as a material consideration in determining planning applications and no equalities issues have been identified.

	Issue identified	Action (s) to be taken	When	Lead officer and borough	Expected outcome	Date added to business/service plan

Section 06	
Director/ Head of Service sign-off	Name: Amanda Reid Position: Director, Planning and Place Email: amanda.reid@rbkc.gov.uk Telephone No: 07790363868
Key Decision Report (If relevant)	Name of Lead/ Cabinet Member: LT/EMT Meeting Date of report to Lead/Cabinet Member: 2 / May / 2023 The equality implications section has been completed within the KDR and the EqIA is ready to be submitted alongside it: Yes
Lead ED&I Officer (where involved)	Name: Position: Date advice / guidance given: Email: Telephone No:
Review Date/s Recommended at: 3 months; 6 months and 12 months	1st Review: 3 months after adoption 2 nd Review: 6 months after adoption 3rd Review: 12 months after adoption