

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 **EqIA 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 plans and activities will affect equality outcomes for different groups of employees (where the activity is employment related) OR for different communities (where the activity is related to service delivery or the exercise of our functions). 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.**

Using this Full EqIA Template (pp.3 – 6) to carry out a thorough and considered EqIA will ensure that the Council remains compliant with PSED requirements **and** help ensure we avoid or mitigate / minimise adverse impacts on certain groups.

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.

Governance

- Key Decision Reports (KDRs) MUST always have either an initial screening assessment OR a full EqIA, which 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 EqIA, which must be signed off by Head of Service

General points

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

- **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 EqIA is not always necessary, but this may not be immediately obvious. Use the EqIA Screening 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 more might be needed to give proper consideration.
- **Breadth:** Where dealing with obvious equalities issues e.g. changing services to specific groups such as disabled people or children for example, care must be taken not to lose sight of other less obvious issues for other protected characteristic groups.
- **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 EqIA process, any impacts identified and what we plan to do as a result.

Failure to fully consider the above when conducting an EqIA (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).

If your EqIA does not require you to carry out additional consultation (with either employees or community groups), please omit section 04.

Further advice and guidance **should** be accessed from the separate EqIA Guidance document as well as from your service or borough lead:

RBKC

For external facing EqIAs: Corporate Equalities Officer: angela.chaudhry@rbkc.gov.uk Tel: 020 7361 2654

For internal facing EqIAs: Strategic ED&I Lead (HR): amanda.rice@rbkc.gov.uk Tel: xxxxxxxxxxxxxxx

Equality Impact Analysis

Section 01: Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	2021 Q2
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 Greening Supplementary Planning Document</p> <p>The Supplementary Planning Document (SPD) provides guidance on all facets of planning that can contribute towards the reduction of carbon emissions and promote a healthier Borough.</p> <p>The SPD is aimed at planning applicants and developers and provides technical guidance on how new developments in the Borough can provide the highest environmental standards possible. It also provides guidance and advice to householders on upgrading their homes with suitable guidance for buildings in and out of conservation areas and listed buildings.</p> <p>The SPD will operate alongside relevant policies of the adopted Local Plan (2019).</p>
Lead Officers (i.e. those responsible for /managing the proposed activity)	<p>Name: Preeti Gulati Tyagi Position: Planning Policy Team Leader Email: Preeti.GulatiTyagi@rbkc.gov.uk Telephone No: 07739314997</p>
Single or BI-Borough	Single Borough - RBKC
Date of completion of final Full EqIA	N/A

Section 02	Scoping of Full EqIA
Plan for completion	<p>Timing: The SPD is due to be adopted in May 2021. 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 Planning Policy Team.</p>
Analyse the impact of the proposed activity	<p>The RBKC Greening SPD provides detailed guidance on how policy relating to energy, climate change and sustainability found in Chapter 24 – Respecting Environmental Limits of the RBKC 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.</p> <p>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</p>

reports that policies which aim to encourage non-car modes of transport (generally) promote inclusiveness. Policy CT1 includes a requirement that step free access is delivered at all Underground and rail stations by 2028, and for new developments to contribute toward step-free access and ensure it is delivered at Underground and rail stations. Policy CT2 provides an opportunity to improve public transport access, which again, is generally a positive for equality for those who cannot drive or do not have access to a car for any reason. CE1 can influence equality through the relative cost of utilities, the standard of heating in homes and planning which minimise reliance on the private car. CE2 has the potential to avoid generating inequality or worsening inequality, by ensuring new developments do not pass flood risk onto neighbouring sites or elsewhere. Policies C1 and CR5 can help to ensure that adequate facilities (including open space) and infrastructure are put in place to avoid effects on existing communities – e.g. services not having sufficient capacity.

Therefore, the overarching policy that the SPD is providing guidance on have been subject to 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	The guidance in the SPD will work alongside the Local Plan 2019 to help reduce carbon emissions in the Borough. It will not have direct equality impacts on this target group.	Neutral
Disability	The guidance in the SPD will work alongside the Local Plan 2019 to help reduce carbon emissions in the Borough. It will not have direct equality impacts on this target group.	Neutral
Gender reassignment	The guidance in the SPD will work alongside the Local Plan 2019 to help reduce carbon emissions in the Borough. It will not have direct equality impacts on this target group.	Neutral
Marriage and Civil Partnership	The guidance in the SPD will work alongside the Local Plan 2019 to help reduce carbon emissions in the Borough. It will not have direct equality impacts on this target group.	Neutral
Pregnancy and maternity	The guidance in the SPD will work alongside the Local Plan 2019 to help reduce carbon emissions in the Borough. It will not have direct equality impacts on this target group.	Neutral
Race	The guidance in the SPD will work alongside the Local Plan 2019 to help reduce carbon emissions in the Borough. It will not have direct equality impacts on this target group.	Neutral
Religion/belief (including non-belief)	The guidance in the SPD will work alongside the Local Plan 2019 to help reduce carbon emissions in the Borough. It will not have direct equality impacts on this target group.	Neutral
Sex	The guidance in the SPD will work alongside the Local Plan 2019 to help reduce carbon emissions in the Borough. It will not have direct equality impacts on this target group.	Neutral
Sexual Orientation	The guidance in the SPD will work alongside the Local Plan 2019 to help reduce carbon emissions in the Borough. It will not have direct equality impacts on this target group.	Neutral

Section 02	<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	The guidance in the SPD will work alongside the Local Plan 2019 to help reduce carbon emissions in the Borough. It will not have direct equality impacts on this target group.	Neutral
	Geographical	The guidance in the SPD will work alongside the Local Plan 2019 to help reduce carbon emissions in the Borough. It will not have direct equality impacts on this target group.	Neutral
	Carers	The guidance in the SPD will work alongside the Local Plan 2019 to help reduce carbon emissions in the Borough. It will not have direct equality impacts on this target group.	Neutral
	Other relevant groups:	The guidance in the SPD will work alongside the Local Plan 2019 to help reduce carbon emissions in the Borough. It will not have direct equality impacts on this target group.	Neutral
<p>Human Rights & Children's Rights</p>			
<p>Does your proposal impact on Human Rights as defined by the Human Rights Act 1998? (See guidance for more information on this)</p> <p>No</p>			
<p>Does your proposal impact on the rights of children as defined by the UN Convention on the Rights of the Child?</p> <p>No</p>			
<p>If your decision has the potential to affect Human Rights or Children's Rights, please contact your Borough Lead for advice.</p>			

Section 03	<p>Analysis of relevant data Examples of data include census data; customer satisfaction surveys; customer complaints data workforce demograpinc data. Data should involve specialist data and information and, where possible, should be disaggregated by different protectd characteristics.</p>
Documents and data reviewed	<p>National Planning Policy Framework, Planning Practice Guidance, London Plan (2021), RBKC Local Plan (2019).</p>
New research	<p>N/A</p>

Section 04	Consultation
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	Complete this section if you have decided to supplement existing data by carrying out additional consultation with a) employees b) local communities
Consultation	The Council published a draft of the SPD for a six-week consultation from 12 January to 23 February 2021. 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 fifty responses were received through the consultation method 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 of consultation outcomes	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	Analysis of impact and outcomes
Analysis	The Greening SPD will be used as a material consideration in determining planning applications. Analysis of the impacts and outcomes of the SPD on equalities is undertaken as part of the process of determining a planning application.

Section 06	Reducing any adverse impacts and recommendations
Outcome of Analysis	The Greening SPD will be used as a material consideration in determining planning applications. As such the impacts are not expected to change. If as part of determining planning applications any equalities issues arise, these will be taken into consideration by the Planning Policy team.

Section 07	Action Plan
Action Plan	Please see section 05 and 06 above.

Section 08	
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: 9 / June / 2021 Key equalities issues have been included and the EqIA presented alongside the KDR: Yes
Lead ED&I Officer (where involved)	Name: Ilina Sen Position: Interim Head of Corporate Strategy

	Date advice / guidance given: 25/05/2021 Email: ilina.sen@rbkc.gov.uk Telephone No: 07843370409
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Review Date/s Recommended at: 3 months; 6 months and 12 months	1st Review: 3 months after adoption 2nd Review: 6 months after adoption 3rd Review: 12 months after adoption
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