

## Equality Impact Analysis Tool

Overall Information	Details of Full Equality Impact Analysis
<b>Financial Year and Quarter</b>	2019-2020, Q4
<b>Name and details of policy, strategy, function, project, activity, or programme</b>	<p>Title of EIA: Statement of Community Involvement This document is a review of the existing document Involving People in Planning which was adopted in December 2013.</p> <p>Short summary: The purpose of the Statement of Community Involvement (SCI) is to set out how residents and stakeholders can get involved in the planning process, which is an iterative process. The SCI outlines the principles of engagement and specific procedures to engage with a broad spectrum of people and organisations on all planning matters and at different stages of the Planning process. The aim of the SCI is to make involvement in planning quicker, easier, more accessible and wider so that all our communities feel they have a voice in shaping our places and spaces.</p> <p>The new SCI is also aligned with the Council Plan and new values regarding community engagement.</p>
<b>Lead Officers</b>	<p>Name: Patricia Cuervo Position: Senior Flood and Water Management Officer Email: Patricia.Cuervo@rbkc.gov.uk Telephone No: 07739313757</p>
<b>Date of completion of final Full EIA</b>	12/02/20

<b>Section 02</b>	<b>Scoping of Full EIA</b>
<b>Plan for completion</b>	<p>Timing: The SCI will be adopted in February 2020. On adoption it will guide the way people should be engaged throughout the Planning Process.</p> <p>Resources: The SCI has been prepared within the existing staff and budget resources of the Planning Policy team.</p>
<b>Analyse the impact of the policy, strategy, function, project, activity, or programme</b>	<p>Analyse the impact of the policy on the protected characteristics (including where people / groups may appear in more than one protected characteristic). You should use this to determine whether the policy will have a positive, neutral or negative impact on equality, giving due regard to relevance and proportionality.</p> <p>Producing a Statement of Community Involvement (SCI) is a legislative requirement. It sets out how the Council engages on all aspects of the planning process with a range of stakeholders. The 2013 adopted SCI document (called 'Involving People in Planning' – IPIP) is out of date and needs updating.</p> <p>The SCI is aligned with the Council Plan and new Council values regarding community engagement. It outlines the principles of engagement which include:</p> <ul style="list-style-type: none"> <li>• to go over and above the legislative requirements for engagement;</li> <li>• to reduce jargon;</li> <li>• to pursue a collaborative approach in policy development;</li> <li>• to champion early, proactive and meaningful engagement throughout the Planning Process;</li> <li>• to reach our communities directly and cost-effectively;</li> <li>• to set out clear expectations for developments on how engage with our communities;</li> <li>• to develop new ways for residents to feed back in the post-development phase;</li> <li>• to invite ward councillors to meet with officers and developers as early as possible to articulate their communities' support or concerns regarding major applications.</li> </ul> <p>The SCI also contains specific procedures to engage with a broad spectrum of people and organisations on all planning matters and at different stages of the Planning process. Those procedures include traditional writing methods (website, letters, emails and local press), social media (Facebook, Twitter, Instagram, Nextdoor), face to face (public meetings, workshops, and Citizens' panels), open access (public exhibitions, open days, drop-in sessions, leaflets and canvassing) and site visits. By using a broader range of communications, we are aiming to hear from harder to reach groups, who may not be able to attend traditional consultations. Using digital means (social media) will assist in reaching to a large audience. For example, through Built-id digital platform, the adverts for the consultation on the SCI went to 135,000 people. The pools created by Built-id were easy to respond to.</p> <p>Analyse the impact of the policy on the protected characteristics (including where people / groups may appear in more than one protected characteristic). You should use this to determine whether the policy will have a positive, neutral or negative impact on equality, giving due regard to relevance and proportionality.</p>

Protected characteristic	Borough Analysis	Impact: Positive, Negative, Neutral
Age	The content of the SCI is intended to explain how we will engage with broad spectrum of people and organisations on all planning matters and at different stages of the Planning process. Its aim is to make early and meaningful engagement easier. The SCI will have positive equality impacts for elderly as they can use the traditional methods of face to face and, if they are not able to come for meetings, they can participate online. For younger users, the impact is also positive, as more young people are engaging with the online consultations.	Positive
Disability	The content of the SCI is intended to explain how we will engage with broad spectrum of people and organisations on all planning matters and at different stages of the Planning process. Its aim is to make early and meaningful engagement easier. The SCI will have positive equality impacts for those disable and not able to attend meetings as there is an emphasis on the use of digital tools alongside traditional methods for engagement. We will work with the website team to make the consultation portal as accessible as the rest of the Council's website, aiming to meet level AA of the Web Content Accessibility Guidelines (WCAG 2.1) as a minimum. We will also work with the digital platforms used to increase accessibility.	Positive
Gender reassignment	The content of the SCI is intended to explain how we will engage with broad spectrum of people and organisations on all planning matters and at different stages of the Planning process. Its aim is to make early and meaningful engagement easier. The SCI will not have direct equality impacts on this target group and therefore it is not considered it will have a disproportionate effect on the targeted group.	Neutral
Marriage and Civil Partnership	The content of the SCI is intended to explain how we will engage with broad spectrum of people and organisations on all planning matters and at different stages of the Planning process. Its aim is to make early and meaningful engagement easier. The SCI will not have direct equality impacts on this target group and therefore it is not considered it will have a disproportionate effect on the targeted group.	Neutral
Pregnancy and maternity	The content of the SCI is intended to explain how we will engage with broad spectrum of people and organisations on all planning matters and at different stages of the Planning process. Its aim is to make early and meaningful	Positive

		engagement easier. The SCI could have a positive impact on this target group as those with childcare issues are more likely to be able to engage in the process by participating online.	
	Race	The content of the SCI is intended to explain how we will engage with broad spectrum of people and organisations on all planning matters and at different stages of the Planning process. Its aim is to make early and meaningful engagement easier. The SCI will not have direct equality impacts on this target group and therefore it is not considered it will have a disproportionate effect on the targeted group.	Neutral
	Religion/belief (including non-belief)	The content of the SCI is intended to explain how we will engage with broad spectrum of people and organisations on all planning matters and at different stages of the Planning process. Its aim is to make early and meaningful engagement easier. The SCI will not have direct equality impacts on this target group and therefore it is not considered it will have a disproportionate effect on the targeted group.	Neutral
	Sex	The content of the SCI is intended to explain how we will engage with broad spectrum of people and organisations on all planning matters and at different stages of the Planning process. Its aim is to make early and meaningful engagement easier. The SCI will not have direct equality impacts on this target group and therefore it is not considered it will have a disproportionate effect on the targeted group.	Neutral
	Sexual Orientation	The content of the SCI is intended to explain how we will engage with broad spectrum of people and organisations on all planning matters and at different stages of the Planning process. Its aim is to make early and meaningful engagement easier. The SCI will not have direct equality impacts on this target group and therefore it is not considered it will have a disproportionate effect on the targeted group.	Neutral
<b>Human Rights or Children's Rights</b>			
The contents of the SCI do not have the potential to affect Human Rights or Children's Rights.			

<b>Section 03</b>	<b>Analysis of relevant data</b> Examples of data can range from census data to customer satisfaction surveys. Data should involve specialist data and information and where possible, be disaggregated by different equality strands.
<b>Documents and data reviewed</b>	Relevant Planning legislation, National Planning Policy Framework, National Planning Practice Guidance and the Council Plan.

<b>New research</b>	No new research is required.
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<b>Section 04</b>	<b>Consultation</b>
	Details of the consultation responses are included as Appendices 2, 3 and 4 of the Key Decision report.
<b>Consultation in each borough</b>	<p>There was a preliminary consultation on the Draft SCI which ran from March 2019 to May 2019. A formal consultation on the Draft SCI ran for six weeks from Monday 30 September to Monday 11 November 2019 and included digital consultation through the platform Built-id.</p> <p>The Local Planning Authority has a Local Plan consultation database which has in excess of 2,000 consultees. Local Plan database includes 'general', 'specific', 'prescribed' and 'local' consultation bodies as required by legislation. The 'general consultation' bodies includes bodies which represent the interests of different equalities groups such as Action Disability Kensington and Chelsea, Age Concern, Open Age Charity, a number of religious churches and Black and Minority Ethnic Health Forum.</p>
<b>Analysis of consultation outcomes for each borough</b>	Please see section 05.

<b>Section 05</b>	<b>Analysis of impact and outcomes</b>
<b>Analysis</b>	<p>The main issues raised through the consultations were:</p> <ul style="list-style-type: none"> <li>• Early community engagement at pre-application stage.</li> <li>• Improving the information on the Council's website in respect of planning and engagement and reintroduction of the Planning Bulletin.</li> <li>• Increasing the scope of notification of planning applications.</li> <li>• Recognition of the importance of meaningful and early engagement in the Planning Policy preparation process and strong support for early engagement.</li> <li>• Clarity on how the public can be involved in the plan making process.</li> <li>• Concerns that digital engagement through social media would replace the traditional engagement.</li> <li>• The use of jargon in the SCI, though reduced, is still present in some sections.</li> <li>• Recognition of the importance of the Annual Monitoring Report which is reflected by its inclusion in the SCI.</li> <li>• Technical issues on Neighbourhood Planning.</li> </ul>

	<ul style="list-style-type: none"> <li>• The need to improve the way the Council engages with the community through the website, forums and newsletters.</li> <li>• The need to help residents go through the information for major planning applications.</li> </ul> <p>As a result of the consultations, the following changes were incorporated to the final SCI:</p> <ul style="list-style-type: none"> <li>• Further references to the importance of early and meaningful engagement in Planning.</li> <li>• Clarification that digital engagement through social media will be used alongside traditional methods.</li> <li>• Further information on how the Local Plan, Supplementary Planning Documents, Neighbourhood Plans, and Conservation Area Appraisals are produced.</li> <li>• The addition of information regarding Conservation Area Management Plans to support the section on Conservation Area Appraisals.</li> <li>• Supporting text in the planning advice section to explain the importance of positive and early engagement with developers and our expectations from them. We added a reference to the development of the new planning advice service in early 2020 which will include information on development forums.</li> <li>• Further text around planning performance agreements to explain how useful they are.</li> <li>• Further information about the planning application process including notifications and how decisions are made.</li> <li>• Reduction of jargon.</li> <li>• Addition of a Glossary to provide further information of planning terms.</li> <li>• We will also be reintroducing the Planning Bulletin on a monthly basis. We are currently talking to our colleagues in Media and Communications to implement this action.</li> </ul> <p>These changes have improved the SCI and the way we will involve all our communities throughout the Planning Process. The SCI will not have a likely impact on each of the protected characteristic groups.</p>
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<b>Section 06</b>	<b>Reducing any adverse impacts and recommendations</b>
<b>Outcome of Analysis</b>	There are no adverse impacts and / or unlawful discrimination.

<b>Section 07</b>	<b>Action Plan</b>
<b>Action Plan</b>	Note: N/A

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

<b>Section 08</b>	
<b>Chief Officers' sign-off</b>	Name: Sue Foster Position: Director of Planning and Place Email: Sue.Foster@rbkc.gov.uk Telephone No: 07890604828
<b>Key Decision Report (if relevant)</b>	Date of report to Cabinet/Cabinet Member: 12/02/20 Key equalities issues have been included: Yes/No
<b>Lead Equality Manager (where involved)</b>	Name: Angela Chaudhry Position: Corporate ED&I Lead Date advice / guidance given: 30 January 2020 Email: angela.chaudhry@rbkc.gov.uk Telephone No: 020 7361 2654