

## Appendix 1 EQUALITY IMPACT ASSESSMENT FORM

This form is to be used in conjunction with the Equality Impact Assessment Guidelines. Please refer to these before starting; if you require further guidance contact [community.planning@west-dunbarton.gov.uk](mailto:community.planning@west-dunbarton.gov.uk)

<b>Section 1: Policy/Function/Decision (PFD) Details</b>	
A <b>PFD</b> is understood in the broad sense including the full range of functions, activities and decisions the council is responsible for.	
Name of PFD:	West Dunbartonshire Local Development Plan - Main Issues Report
Lead Department & other departments/ partners involved:	Housing, environmental and economic development department
Responsible Officer	Alan Williamson
Impact Assessment Team	Ricardo Rea, Claire Burton, Alan Williamson
Is this a new or existing PFD?	New and Existing
Start date: (the assessment should be started prior to PFD development/drafting or at the early stages of review): 6/02/12	
End date (this should allow for the assessment to inform decision-making): 22/02/12	
What are the main aims of the <b>PFD</b> ?	The aim of the Main Issues Report is to inform the preparation of the Local Development Plan for West Dunbartonshire. The document will set out the issues to be addressed by the Local Development Plan and the options available for addressing these.
Who are the main target groups/ who will be affected by the <b>PFD</b> ?	People who live and work in West Dunbartonshire, developers, landowners, local businesses/investors.
Relevance (of <b>PFD</b> to the general equality duties and equality groups, also record if there is no relevance giving reasons/ evidence)	
Yes: Relevant as the document will be used to inform the Local Development Plan (LDP), which is the Council's land use plan. The Main Issues Report is part of the process to the LDP and is a consultative document.	
	If yes, complete all sections, 2-9
	If no, complete only sections 8-9
	If don't know, complete sections 2& 3 to help assess relevance

## Section 2: Evidence

Please list the available evidence used to assess the impact of this PFD, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.

### Available evidence:

Consultation/ Involvement with community, including individuals or groups or staff as relevant	<p>Development Plan Scheme and Participation Statement is produced and updated every year (most recently at March 2011). This document is available online to raise awareness of the process and to encourage engagement.</p> <p>At this stage, we have consulted with the Scottish Government, Key Agencies, land owners, members of the public, Community Councils and other community groups, other Council sections and adjoining/GCVSDPA local authorities. To achieve this we sent out a newsletter and placed it online/in libraries and Council Offices, issued a questionnaire to the Citizens Panel and database participants, constructed a survey via Survey Monkey and placed online, held a visionary workshop event which was attended by a wide range of stakeholders and additional meetings/workshops with developers, landowners, community councils, elected members and other council sections.</p> <p>The Council aims to increase the range and number of stakeholders involved in consultation including those 'hard to reach' groups and this will be factored into forthcoming consultation.</p>
Research and relevant information	<p>Planning etc (Scotland) Act 2006, National Planning Framework 2, Scottish Planning Policy 2010, Planning Advice Notes (including PAN 81), Glasgow &amp; Clyde Valley Strategic Development Plan Main Issues Report and Proposed Plan 2011.</p> <p>Also WDC Social and Economic Profile, WDC disability profile, WDC Equality Scheme 2002-2012, WD Single Outcome Agreement.</p>

Officer knowledge	Professional expertise of council officers who have experience and knowledge of planning policy consultation.
Equality Monitoring information – including service and employee monitoring	We will try to achieve an adequate spread of consultation by ensuring a suitable spread of groups.
Feedback from service users, partner or other organisation as relevant	Feedback from last adopted Local Plan was received that documents need to be clear and easy to understand with minimal Planning jargon. This has been taken on board and this Main Issues Report has been written in as simple a context as possible. Also we will endeavour to make the document available in different translations where requested i.e. large type, Braille etc.
Other	
<b>Are there any gaps in evidence?</b> Please indicate how these will be addressed	
Gaps identified	Consultation with groups which could potentially be affected by future policies/proposals., this will include ethnic minority groups, seniors groups, young people groups and possibly other hard-to-reach groups.
Measure to address these	Factor in engagement with these groups as part of the Main Issues Report consultation stage and taking forward in preparing the Proposed Plan.
<i>Note: Link to Section 6 below Action Plan to address any gaps in evidence</i>	

### Section 3: Involvement and Consultation

Include involvement and consultation relevant to this PFD, including what has already been done and what is required to be done, how this will be taken and results of the consultation.

Please outline details of any involvement or consultation, including dates carried out, protected characteristics. Also include involvement or consultation to be carried out as part of the developing and implementing the policy.

Details of consultations	Dates	Findings	Characteristics
			Race
			Sex
			Gender Reassignment
			Disability
Workshop attendance by reps from seniors groups.	March 2011	No specific issues attributed to these groups attending the workshop but an issue raised in general was an ageing population. This is addressed where it can be through implementation of a flexible housing land supply and town centre focus for retail.	Age
			Religion/ Belief
			Sexual Orientation
			Civil Partnership/ Marriage
			Pregnancy/ Maternity
Future consultation to target groups – Ethnic Minority Association, Ethnic Womens Groups, Senior Forums, Y-Sort-			Cross Cutting/combined groups

It, WDC Equalities liaison Group.			
<i>Note: Link to Section 6 below Action Plan</i>			

**Section 4: Analysis of positive and Negative Impacts**

Protected Characteristic	Positive Impact	Negative Impact	No impact
Race			X
Sex			X
Gender Re-assignment			X
Disability			X
Age			X
Religion/ Belief			X
Sexual Orientation			X
Civil Partnership/ Marriage			X

*Note: Link to Section 6 below Action Plan in terms of addressing impacts*

At this stage no specific equality issues have been raised, and no specific issues have emerged as the result of research/information examined. However this is an early stage in the process and as this progresses more consultation will take

place. The EIA will therefore be updated to ensure that any issues emerging will be addressed and that any opportunities for positive impacts are identified.

**Section 5: Addressing impacts**

Select which of the following apply (use can choose more than one) and give a brief explanation – to be expanded in Section 6: Action Plan

1. No major change	
2. Continue the PFD	X
3. Adjust the PFD	
4. Stop and remove the PFD	

Give reasons:  
 The MIR is a consultative document which will provide the opportunity for people who live and work in West Dunbartonshire and other stakeholders to become involved in the process. It is not a policy document in itself but will be used to inform policies and proposals for the new Local Development Plan.

*Note: Link to Section 6 below Action Plan*

<b>Section 6: Action Plan</b> Please describe any action which will be taken following the assessment in order to;				
<ul style="list-style-type: none"> <li>• reduce or remove any negative impacts,</li> <li>• promote any positive impacts, or</li> <li>• gather further information or evidence or further consultation required</li> </ul>				
<b>Action</b>	<b>Responsible person (s)</b>	<b>Intended outcome</b>	<b>Date for completion</b>	<b>Protected Characteristic</b>
Consult with Ethnic Minority Association group, ELG	<b>Claire Burton/Alan Williamson</b>	To identify any impacts future policies and proposals could have on this group	<b>June 2012</b>	Race
Consult with ELG	<b>Claire Burton/Alan Williamson</b>	To identify any impacts future policies and proposals could have on this group	<b>June 2012</b>	Gender
Consult with ELG	<b>Claire Burton/Alan Williamson</b>	To identify any impacts future policies and proposals could have on this group	<b>June 2012</b>	Gender Reassignment
Consult with ELG and/or disability access Panel	<b>Claire Burton/Alan Williamson</b>	To identify any impacts future policies and proposals could have on this group	<b>June 2012</b>	Disability
Consult with seniors groups and Y-Sort-It	<b>Claire Burton/Alan Williamson</b>	To identify any impacts future policies and proposals could have on this group	<b>June 2012</b>	Age
Consult with ELG	<b>Claire Burton/Alan Williamson</b>	To identify any impacts future policies and proposals could have on this group	<b>June 2012</b>	Religion/ Belief
Consult with ELG	<b>Claire Burton/Alan Williamson</b>	To identify any impacts future policies and proposals could have on this group	<b>June 2012</b>	Sexual Orientation
Consider this area by reference to nationally available information or research	<b>Claire Burton/Alan Williamson</b>	To identify any impacts future policies and proposals could have on this group	<b>June 2012</b>	Civil Partnership/ Marriage
Consider this area by reference to nationally	<b>Claire Burton/Alan</b>	To identify any impacts future policies and proposals could have on this group	<b>June 2012</b>	Pregnancy/ Maternity

available information or research	<b>Williamson</b>			
				Other e.g. cross cutting
<b>Are there any negative impacts which cannot be reduced or removed?</b> please outline the reasons for continuing PFD				
None indicated at this stage				
<b>Section 7: Monitoring and review</b>				
Please detail the arrangements for review and monitoring of the policy				
How will the PFD be monitored? What equalities monitoring will be put in place?	The Main Issues Report is a consultative document which will be used to inform the Proposed Plan. It is not a draft Plan and therefore does not have policies which require to be monitored at this stage.			
When will the PFD be reviewed?	The Main Issues Report is due to be published at the end of March 2012 and any representations received will be used to inform the Proposed Plan, due to be published in January 2013.			
Is there any procurement involved in this PFD?	No			
<b>Section 8: Signatures</b>				
The following signatures are required:				
Lead/ Responsible Officer:	Signature: Claire Burton		Date:	
EIA Trained Officer:	Signature: Alan Williamson		Date:	
<b>Section 9: Follow up action</b>				
<b>Publishing:</b> Forward to Community Planning and Policy for inclusion on intranet/ internet pages	Signature:		Date:	
<b>Service planning:</b> Link to service planning/ covalent – update your service	Signature:		Date:	



plan/ covalent actions accordingly		
Give details: <b>Insert name and number of covalent action and or related PI</b>		
<b>Committee Reporting:</b> complete relevant paragraph on committee report and provide further information as necessary	Signature:	Date:
<b>Completed form:</b> Pass completed forms retained within department and copy passed to Equality Policy Development Officer within Community Planning and Policy	Signature:	Date: