

## Draft Equality Impact Assessment Form

The Equality Act 2010 includes a public sector equality duty (the 'general duty'), replacing the separate duties on race, disability and gender equality. This came into force on 5 April 2011. The aim of the general duty is to ensure that public authorities and those carrying out a public function consider how they can positively contribute to a fairer society through advancing equality and good relations in their day-to-day activities. The duty ensures that equality considerations are built into the design of policies and the delivery of services, and that they are kept under review. This will achieve better outcomes for all.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The guidance refers to these three elements as the three 'aims' of the general duty and so when we discuss the general duty we mean all three aims.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The Act describes fostering good relations as tackling prejudice and promoting understanding between people who share a protected characteristic and those who do not. Meeting the duty may involve treating some people more favourably than others, as long as this does not contravene other provisions within the Act.

The following principles are drawn from case law on the previous equality duties, and will continue to be relevant in relation to the new duty. To meet the general duty, a public authority must ensure:

- **Knowledge:** those who exercise its functions (its staff and leadership) are aware of the duty's requirements. Meeting the duty involves 'a conscious approach and state of mind'. Decision-makers should therefore be aware of the implications of the duty when making decisions about their policies and practices.
- **Timeliness:** the duty arises before and at the time that a particular policy is under consideration and a decision is taken. A public authority cannot satisfy the duty by justifying a decision after it has been taken.
- **Meaningful consideration:** consideration of the three aims of the general duty must form an integral part of the decision-making process. This is not a 'tick box' exercise – it must be exercised with rigour, with an open mind in such a way that influences the final decision.
- **Sufficient information:** the decision-maker must consider what information s/he has as well as what further information might be needed to give proper consideration to the general duty.
- **Review:** public bodies must have due regard to the aims of the general duty not only when a policy is developed and decided upon, but also when it is implemented and reviewed. The general duty is a continuing duty.
- **Non-delegation:** Anyone exercising public functions on behalf of a public body is required to meet the duty. This is because the duty rests with the public authority even if they have delegated any functions to another organisation.

The Equality and Human Rights Commission has produced guidance for the performance of the general duty in Wales, known as the specific duties in Wales. The specific duties include guidance on impact assessment and engagement that are both relevant to this process. Copies of the guidance are available on the Commission's website and via the equality section of StaffNet.

An impact assessment is a systematic way of finding out the impact of a policy on different protected groups. Officers who are responsible for policies are required to identify the likely impacts that may result from the introduction of a policy.

This impact assessment form has been developed to ensure that these groups are neither directly nor indirectly discriminated against in the planning and delivery of our services, nor by the decisions that we make.

An equality impact assessment must be carried out at a formative stage so that it is an integral part of the development of the policy, not a later justification of a measure that has already been determined.

### How should you assess impact?

1. Identify **the objectives** of your policy and how it will work.
2. Examine local and national **data and research**.
3. Assess **the likely impact** on the protected groups.
4. **Consult and involve** people who are likely to be affected by your policy.
5. Make arrangements to **monitor and review** the impact of your proposal.
6. **Publish** the assessment.

**It is the responsibility of the relevant Head of Service or Operational Manager to ensure that an assessment has been completed for the policy, practice, procedure or decision identified.**

Complete form electronically and return to the Equalities Section: [tsgreaves@valeofglamorgan.gov.uk](mailto:tsgreaves@valeofglamorgan.gov.uk). For support, ring: 01446 709446

<b>Title and Description of Policy, Procedure, Practice or Decision (referred to as “policy” throughout form).</b>	Vale of Glamorgan Deposit Local Development Plan (2011 – 2026)
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### Who is responsible for developing and implementing the policy?

<b>Name</b>	Emma Harvey / John Dent
<b>Job Title</b>	Operational Manager, Planning and Transportation Policy
<b>Directorate</b>	Directorate of Environmental and Economic Regeneration
<b>Division</b>	Planning and Transportation Policy

## 1. Background and screening:

### Who will be affected by this document?

Please ✓

Vale of Glamorgan residents



Internal department(s) (please state which):



Development Control, Planning Appeals and Enforcement, Public Housing Services, Economic Regeneration, Countryside and Environment and Visible Services

Customers/residents in a specific geographical location



Specify location:

The Deposit Plan contains site specific policies as well as policies which apply across whole of the Vale of Glamorgan.

Development opportunities are generally concentrated within the LDP Strategy Area set out in Section 5 of the Written Statement (pages 23 to 29). This includes development in the South East Zone (including Barry, Penarth, Sully and Dinas Powys), development at the St Athan Strategic Opportunity Area, Cardiff Airport and other sustainable settlements (including Cowbridge, Llantwit Major, St Athan, Rhoose, Wenvoe and the minor rural settlements identified in the LDP Settlement Hierarchy).

Specific group of customers



Specify group (for example, a particular age group or gender, gypsy / traveller children in education, people with dementia):

Two broad groups identified: (i) gypsies and travellers and (ii) disabled, elderly and mobility impaired groups relating to accessible environments.

Others



Please specify:

### What research or baseline information do you have about how your service is used by various groups of people?

- Local Housing Market Assessment [LHMA] (November 2010)
- Assessment of Gypsy Traveller Accommodation (August 2008)
- Relevant baseline information within the Sustainability Appraisal / Strategic Environmental Assessment (SA/SEA) Scoping Report (July 2007) and Sustainability Appraisal Report (November 2011) e.g. health and wellbeing statistics such as the Welsh Index of Multiple Deprivation.

**Will this policy have a significant effect on how services are delivered?**

Yes  No

Please detail:

The Local Development Plan allocates land for specific uses over the next 15 years and will therefore have an impact upon local service provision in certain areas e.g. housing, education provision and community facilities and public transport.

**Will this policy have a significant effect on how other organisations operate?**

Yes  No

Please detail:

Other organisations such as utilities companies, transport operators will have to base their future operations on the policies and land allocations in the Plan.

**Does the policy involve a significant commitment of resources?**

Yes  No

Please detail:

The LDP is being prepared by planning officers within the Planning and Transportation Division within existing budgets.

**Does the policy relate to an area where there are known inequalities (for example, disabled peoples' access to public transport, the gender pay gap, racist or homophobic bullying in schools, educational attainment of Gypsies Travellers)?** Please detail:

Yes  No

The Deposit LDP contains design policies requiring access for all (Policies MD 2: Place Making and MD 3: Design of New Development refers). It also contains policies on the provision of gypsy and traveller accommodation (Policies MD 12: Gypsy and Traveller Accommodation and MG 9: Gypsy and Traveller Site refers) which seek to address existing and future need. The LDP seeks to facilitate good access to services and facilities by allocating new development opportunities in sustainable locations which are served by public transport.

**What are the intended outcomes of the document (outcomes to be specific, measurable, achievable, results oriented, time-based)?** Please detail:

The Plan aims to achieve well designed high quality environments which are accessible for all and will be monitored through the monitoring framework and Sustainability Appraisal monitoring proposals at Section 9 of the Written Statement (page 164).

**How will these be measured?**

Please detail:

The Deposit Plan contains a monitoring framework and Sustainability Appraisal monitoring proposals at Section 9 of the Written Statement (page 164) which will be considered as part of the Annual Monitoring Report (AMR) of the Local Development Plan. The effectiveness and relevance of policies will be reviewed every four years.

**Will the document impact upon other policies or practices?**

Yes  No

Please detail:

Once adopted the Local Development Plan will replace the Unitary Development Plan as the statutory development plan upon which all future land use planning applications will be assess against. Any policy or procedure which utilises land will therefore be affected by the adoption of the Local Development Plan.

**What data or research is available on the document (for example, statistics, survey results, best practice advice)?**

Please detail:

There are a number of background documents for the Deposit Local Development Plan which can be viewed at:

[www.valeofglamorgan.gov.uk/ldp](http://www.valeofglamorgan.gov.uk/ldp)

The most relevant documents in terms of equalities impacts are:

- The Sustainability Appraisal Scoping Report (July 2007)
- Sustainability Appraisal Report (November 2011)
- The Local Housing Market Assessment (November 2010)
- Assessment of Gypsy Traveller Accommodation (August 2008)
- Sustainable Settlements Appraisal (November 2011)

**Are there any gaps in data which necessitate further research or consultation?**

Yes  No

Please detail:

An integral element to the production of the Local Development Plan is the Test of Soundness. Test CE2 requires the Plan to be founded on a robust and credible evidence base. It is considered that the Deposit Local Development Plan is supported by a sound evidence base and there is sufficient information to reasonably consider specific equalities impacts considered within this assessment.

**Is there any evidence that there are different levels of service uptake for different protected groups, for example, do men use the policy more than women? Please detail:**

Yes  No

N/A – the Local Development Plan relates to land use policies and allocations rather than the delivery of a specific service

**Is there any evidence that there are barriers that might exclude any of the protected groups from accessing the policy / document?**

Yes

No

**If there are no barriers, what is your evidence to support this?**

Please detail:

From inception, every effort has been made to include all sectors of the community in the LDP process. The revised Delivery Agreement (June 2011) identifies various specific and general consultation bodies which are listed at Appendix C. The Delivery Agreement also contains the Community Involvement Scheme (CIS) which details how and when the various consultation stages of the Local Development Plan will take place.

It is considered that the needs of Gypsies and Travellers, as a protected group, have been met through the inclusion of an appropriate policy and a specific site allocation within the Local Development Plan (please see policies MD 12 and MG 9 noted above).

Other potentially effected protected groups include disability, age and mobility groups relating to accessible environments. It is considered that the Local Development Plan includes appropriate design policies to ensure accessible environments (see polices MD 2: Place Making and MD 3: Design of New Development).

The Council's Equalities Coordinator has been consulted in relation to the public consultation arrangements for the Deposit Local Development Plan and has supplied the LDP team with up-to-date consultee details for relevant protected groups. A specific consultation letter will be sent to the protected groups consultees regarding this Equalities Impact Assessment and the wider public consultation of the Deposit Local Development Plan.

For accessibility purposes consultation documents (such as letters, emails, response forms and non-technical documents) will contain the phrase "This document is available in other formats upon request. Mae'r ddogfen hon ar gael mewn fformatiau eraill drwy holi" in size 16 font where appropriate. In accordance with the Council's Welsh language policy, consultation media / documents (such as letters, emails, posters, adverts, representation forms and non-technical documents) will be available bilingually whenever practical to do so. Complete translations may not be possible due to the technical nature of some documents.



**Is there evidence that any of the protected groups will have different needs or priorities with regard to the proposed policy / document?**

Yes  No

Please detail:

No additional needs other than those identified and provided for under the above mentioned policies and proposals.

**Is there any evidence that the policy / document could discriminate, directly or indirectly, against people in any of the protected groups?**

Yes  No

Please detail:

Given the identification of protected groups and the nature of the land use policies within the Local Development Plan it is considered that the policy does not discriminate directly or indirectly against people in protected groups.

**Can anything be done further to promote equality of opportunity by altering the policy / document?**

Yes  No

Please detail:

The Local Development Plan has been prepared in the context of National Planning Policy from the Welsh Government contained within Planning Policy Wales (February 2011) and all associated Technical Advice Notes, which have regard to the principle of equality of opportunity and the promotion of sustainable development, in accordance with the Government of Wales Act 2006.

The Local Development Plan contains a vision and 10 strategic objectives which build upon the social, economic and environmental themes identified within the Vale of Glamorgan Community Strategy (2011 – 2021). It is considered that the land use policies within the Local Development Plan contain appropriate policies and criteria to meet the needs or mitigate negative impacts of development for protected groups such as those with access needs and gypsies and travellers. In general, as the LDP is a strategic land use planning document which relates to land use policies and allocations rather than the delivery of a specific service, it is considered that the LDP is

non-discriminatory on grounds of gender, race, religion/non-belief, disability, background, sexual orientation or age.

## 2. Relevance

**Is an equality impact assessment relevant to this policy / document?**

Yes  No

Where, as a result of the above screening, the officer responsible for the policy believes that an equality impact assessment is not relevant, they should initially discuss this with the Council's equalities coordinator, and record and explain the decision. Please detail:

Yes - for the above reasons in question 1.

## 3. Gender

**Will the policy / document have a negative impact, directly or indirectly, on women or men?**

Please detail evidence:

N/A - given the nature of the Local Development Plan it is considered the policy will have a neutral effect.

**Will the policy / document have a positive impact, directly or indirectly, on women or men?**

Please detail evidence:

N/A - given the nature of the Local Development Plan it is considered the policy will have a neutral effect.

**Will the policy / document have no gender-specific impact?**

Please detail evidence:

Yes – the land use polices and proposals (including site allocations) within the Local Development Plan are not gender specific and will therefore have a neutral impact.

**What action can you take to mitigate against any negative impact, and/or to have a more positive impact on men or women?**

Please detail evidence:

N/A – see comments above.

#### 4. Race

**Will the policy / document have a negative impact, directly or indirectly, on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s)?**

Please detail evidence:

No – given the nature of the Local Development Plan it is considered the policy will not have a negative effect.

**Will the policy / document have a positive impact, directly or indirectly, on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s)?**

Please detail evidence:

Yes – the Local Development Plan will have a positive impact for Gypsies and Travellers as specific accommodation needs have been identified and met. A site has been identified for this use and there is a criteria based policy to assess planning future applications for needs which cannot be met on this site.

**Will the policy / document have no impact, directly or indirectly, on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s)?**

Please detail evidence:

The LDP will have a positive impact (see above comments). The land use policies and proposals (including site allocations) within the Local Development Plan aim to meet people's housing needs, whilst ensuring good access to essential services and facilities.

**What action can you take to mitigate against any negative impact, and/or to have a more positive impact on people based on their race, colour, nationality (including citizenship) or ethnic or national origin(s)?**

Please detail evidence:

N/A

## **5. Disability**

**A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.**

**Will the policy / document have a negative impact, directly or indirectly, on disabled people?**

Please detail evidence:

No - given the nature of the Local Development Plan it is considered the policy will not have a negative effect.

**Will the policy / document have a positive impact, directly or indirectly, on disabled people?**

Please detail evidence:

The Local Development Plan is likely to have a positive impact on people with mobility needs as it contains strategic objectives and design policies which require accessible environments for all (see LDP Objectives 1, 3, and 5 and policies MD 2: Place Making and MD 3: Design of New Development).

**Will the policy / document have no impact, directly or indirectly, on disabled people?**

Please detail evidence:

No – see above comments.

**What action can you take to mitigate against any negative impact, and/or to have a more positive impact on disabled people?**

Please detail evidence:

N/A

## **6. Welsh language**

**Will the policy / document have a negative impact, directly or indirectly, on the Welsh language?**

Please detail evidence:

N/A – given the nature of the Vale of Glamorgan and the development proposed in the Local Development Plan it is considered the policy will not have a negative effect.

**Will the policy / document have a positive impact, directly or indirectly, on the Welsh language?**

Please detail evidence:

N/A – given the nature of the Vale of Glamorgan and the development proposed in the Local Development Plan it is considered the policy will not have a positive effect.

**Will the policy / document have no impact, directly or indirectly, on the Welsh language?**

Please detail evidence:

Given the nature of the Vale of Glamorgan Council and the development proposed in the Local Development Plan it is considered the policy will not have a negative effect.

**What action can you take to mitigate against any negative impact, and/or to have a more positive impact on the Welsh language?**

Please detail evidence:

In accordance with the Council's Welsh language policy consultation documents / media (such as letters, emails, posters, adverts, representation forms and non-technical documents) will be available bilingually whenever practical to do so. Complete translations may not be possible due to the technical nature of some documents.

## **7. Age**

**Will the policy / document have a negative impact, directly or indirectly, on different age groups (e.g. people over 50, people under 16)?** Please detail evidence:

Although the Local Development Plan is non-discriminatory in terms of age it may impact on various age group needs regarding the delivery of appropriate housing, employment opportunities and accessible environments. It is considered that sufficient land allocations have been made to ensure a range and choice of housing and employment opportunities across the Vale of Glamorgan. Appropriate policy requirements have also been included to ensure safe and accessible environments and that new developments consider community infrastructure needs e.g. see policies MD 1 [Location of New Development], MD 2 [Place Making], MD 3 [Design of New Development] and MD 4 [Community Infrastructure and Planning Obligations].

**Will the policy / document have a positive impact, directly or indirectly, on different age groups?**

Please detail evidence:

Yes - the Local Development Plan is likely to have a positive impact on people in old and young age groups with mobility needs as it contains strategic objectives and design policies which require accessible environments for all (see LDP Objectives 1, 3, and 5 and policies MD 2: Place Making and MD 3: Design of New Development). It is considered sufficient housing and employment land allocations have been made across the Vale of Glamorgan to ensure an adequate supply of housing and employment opportunities.

**Will the policy / document have no impact, directly or indirectly, on different age groups?**

Please detail evidence:

No – see comments above.

**What action can you take to mitigate against any negative impact, and/or to have a more positive impact on people of different age groups?**

Please detail evidence:

See comments above regarding negative and positive impacts. All consultation documents will be available to view in hard copy at Deposit locations (main Council offices and libraries) as well as electronically. Planning officers will also be available at the Dock Office, Barry during the 6 week formal public consultation. As noted earlier, consultation documents / media will contain text in size 16 font explaining they are available in other formats upon request.



## 8. Religion, belief or non-belief

**Will the policy / document have a negative impact, directly or indirectly, on people with different religions, beliefs or non-beliefs?** Please detail evidence:

No - given the nature of the Local Development Plan it is considered the policy will not have a negative effect.

**Will the policy / document have a positive impact, directly or indirectly, on people with different religions, beliefs or non-beliefs?** Please detail evidence:

The Local Development Plan is a land use plan that does not distinguish between different religious / belief groups.

**Will the policy / document have no impact, directly or indirectly, on people with different religions, beliefs or non-beliefs?** Please detail evidence: No – see comments above.

**What action can you take to mitigate against any negative impact, and/or to have a more positive impact for people with different religions, beliefs or non-beliefs?** Please detail evidence:

N/A

## 9. Sexual orientation

**Will the policy / document have a negative impact, directly or indirectly, on lesbians, gays, bisexuals or heterosexual people?**

Please detail evidence:

N/A - given the nature of the Local Development Plan it is considered the policy will have a neutral effect.

**Will the policy / document have a positive impact, directly or indirectly, on lesbians, gays, bisexuals or heterosexual people?**

Please detail evidence:

N/A - given the nature of the Local Development Plan it is considered the policy will have a neutral effect.

**Will the policy / document have no impact, directly or indirectly, on lesbians, gays, bisexuals or heterosexual people?**

Please detail evidence:

Given the nature of the Local Development Plan it is considered the policy will have a neutral effect.

**What action can you take to mitigate against any negative impact, and/or to have a more positive impact for lesbians, gays, bisexuals or heterosexual people?**

Please detail evidence:

N/A

## 10. Gender Reassignment

**Will the policy / document have a negative impact, directly or indirectly, on transgender people?**

Please detail evidence:

N/A - given the nature of the Local Development Plan it is considered the policy will have a neutral effect.

**Will the policy / document have a positive impact, directly or indirectly, on transgender people?**

Please detail evidence:

N/A - given the nature of the Local Development Plan it is considered the policy will have a neutral effect.

**Will the policy / document have no impact, directly or indirectly, on transgender people?**

Please detail evidence:

Yes - given the nature of the Local Development Plan it is considered the policy will have a neutral effect.

**What action can you take to mitigate against any negative impact, and/or to have a more positive impact for transgender people?**

Please detail evidence:

N/A

## 11. Pregnancy and maternity

**Will the policy / document have a negative impact, directly or indirectly, on women during pregnancy or maternity?**

Please detail evidence:

N/A - given the nature of the Local Development Plan it is considered the policy will have a neutral effect.

**Will the policy / document have a positive impact, directly or indirectly, on women during pregnancy or maternity?**

Please detail evidence:

N/A - given the nature of the Local Development Plan it is considered the policy will have a neutral effect.

**Will the policy / document have no impact, directly or indirectly, on women during pregnancy or maternity?**

Please detail evidence:

Yes - given the nature of the Local Development Plan it is considered the policy will have a neutral effect.

**What action can you take to mitigate against any negative impact, and/or to have a more positive impact for women during pregnancy or maternity?**

Please detail evidence:

N/A

## 12. Consultation and involvement

**What consultation and involvement activities have taken place? (For example focus groups, public surveys, public meeting, etc.)** Please detail:

Stakeholder engagement and public consultation has previously taken place on the Local Development Plan, this included:

- Key Stakeholder Sustainability Appraisal Workshop 11/10/2006
- Key Stakeholder Strategy Options Workshop 24/05/2007
- Local Service Board Consultation
- Citizens Panel Consultation
- Six week Public Consultation on the LDP Draft Preferred Strategy and Initial Sustainability Appraisal Report between the 16/01/2008 and 27/02/2008

Consultation reports have been produced for the above workshops / consultations and are available to view on the Council's website at [www.valeofglamorgan.gov.uk/ldp](http://www.valeofglamorgan.gov.uk/ldp). In addition to the above, various meetings / briefings have been held with the following people / organisations which have informed the preparation of the Deposit LDP:

- Officer briefings with key service areas e.g. Development Control,
- Housing, Economic Development, Leisure and Tourism
- Member briefings
- Town and Community Council Forum
- Adjoining local authorities
- Local Major Employers e.g. Dow Corning, Aberthaw Power Station
- Welsh Government
- Welsh Water Dwr Cymru
- Environment Agency
- Countryside Council for Wales
- Local Access Forum
- Vale of Glamorgan Partnership Tourism and Leisure Individual Opportunity Team
- Public Health Wales

A six week public consultation on the Deposit LDP will take place in February / March 2012 and relevant equalities groups, including identified protected groups, will be consulted on this Equalities Impact Assessment.

Further public consultations will take place on the “Alternative Sites”, submitted as part of the Deposit Plan consultation, and on the Council’s proposed “Focused Changes” to the Local Development Plan prior to it being submitted to the Welsh Government for Examination in Public by an independent Planning Inspector.

**What arrangements have been made to consult and involve people and organisations representing the protected characteristics, which have been identified as potentially being affected by the policy?** (for example men, women, parents, carers, the black and minority ethnic community (including asylum seekers, refugees, economic migrants), disabled people, the Welsh speaking community, the lesbian, gay and bisexual community, transgender people, different faith groups, etc.) Please detail:

The revised Delivery Agreement (June 2011) identifies various specific and general consultation bodies which are listed at Appendix C. The Delivery Agreement also sets out the Community Involvement Scheme (CIS) which details how and when consultation of various stages of the Local Development Plan will take place.

There has been consultation with the Council’s Equalities Coordinator regarding Public Consultation arrangements for the Deposit Local Development Plan who has supplied up-to-date Consultee details for relevant protected groups. A specific consultation letter will be sent to Consultees from the identified protected groups regarding this Equalities Impact Assessment and the wider Public Consultation of the Deposit Local Development Plan.

**How have the results of the consultation been implemented?**

Please detail:

Consultation reports have been produced for the above previous stakeholder engagement and consultation events and are available to view on the Council's website at [www.valeofglamorgan.gov.uk/ldp](http://www.valeofglamorgan.gov.uk/ldp). These have highlighted important local issues early in the plan preparation process and informed the Draft Preferred Strategy and Deposit Local Development Plan.

Results of the Public Consultation on the Deposit Plan will be reported to the Council's Cabinet and Planning Committee which will set out the Council's responses to the representations made. In addition, the Council may propose "Focused Changes" prior to the Local Development Plan being submitted to the Welsh Government for Examination.

### 13. Monitoring

**What monitoring data do you intend to collect? (for example the number of disabled people using your service)**

Please detail:

It is considered that no further specific data collection is required as policy relates to land use policies and allocations rather than the delivery of a specific service.

In general the effectiveness of the Local Development Plan in achieving its objectives will be measured against the proposed monitoring framework, which sets out core and local monitoring indicators, at Section 9 of the Written Statement (page 164). This will be considered as part of the Annual Monitoring Reports (AMR) on the Local Development Plan. The appropriateness of specific policies (such as the gypsy and traveller policies) will be reviewed together with all other policies at the time of full plan review (at least every four years).

**How often will you analyse and report this data?**

Please detail:

See comments above.

**Where will you publish the report on this data?**

Please detail:

See comments above.



## 14. Publication of Policy

**How will you publish and publicise the policy / document to ensure equality of access to this information (including raising awareness with minority groups, producing information in accessible formats, etc.)?**

Please detail:

The public consultation on the Deposit Local Development Plan will be advertised in the local press and on the Council's website (home page and planning policy pages). Letters / emails will be sent to all consultees who have requested to be kept informed of the programme on the Local Development Plan. This includes the specific and general consultation bodies identified at Appendix C of the revised Delivery Agreement (June 2011). A specific consultation letter will be sent to consultees from protected groups regarding this Equalities Impact Assessment and the wider public consultation of the Deposit Local Development Plan.

The Plan, together with supporting documents, will be available for viewing at Deposit locations namely at the Council's main offices and libraries as well as electronically on the Council's website. For accessibility purposes consultation documents (such as letters, emails, response forms and non-technical documents) will contain the phrase "This document is available in other formats upon request. Mae'r ddogfen hon ar gael mewn fformatiau eraill drwy holi" in size 16 font where appropriate. In accordance with the Council's Welsh language policy, consultation documents / media (including letters, emails, posters, adverts, response forms and non-technical documents) will be available bilingually whenever practical to do so. Complete translations may not be possible due to the technical nature of some documents.

## 15. Further action

**Any recommendations for action that you plan to take as a result of this impact assessment (listed in the sections above) should be included in your Team Plan or Departmental Service Plan. Please detail:**

All actions noted above will be undertaken as part of the formal Local Development Plan process, which is detailed within the existing Planning and Transportation Policy Team Plan.

## 16. Outcome

**An equality impact assessment may have four possible outcomes, though more than one may apply to a single policy. Please indicate the relevant outcome of the impact assessment below.**

Please tick as appropriate:

**No major change** – the impact assessment demonstrated that the policy was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

**Adjust the policy** – the impact assessment identified potential problems or missed opportunities. The policy was adjusted to remove barriers or better promote equality.

**Continue the policy** – the impact assessment identified the potential for adverse impact or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant policies.)

**Stop and remove the policy** – the impact assessment identified actual or potential unlawful discrimination. The policy was stopped and removed, or changed.

## 17. Authorisation

This equality impact assessment must be authorised by the relevant Head of Service or Operational Manager.

Approved by (name)	John Dent
Job Title	Operational Manager
Date	

## 18. Completed Impact Assessments:

A copy of this form must be sent to the Equalities Coordinator for publication on the Council's website.