

# Equality Impact Assessment (EqIA) Proforma

## Equality Impact Assessment (EqIA) Proforma

An EqIA is a tool to assess whether a decision, policy, service or function pays 'due regard' to the Public Sector Equality Duty (PSED).

This Duty requires public bodies to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations

The Equality Duty covers the following **9 protected characteristics**:

**Age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership.** In addition, this EqIA process includes; **care experience, rurality, socio-economic status** and the **armed forces community**.

The EqIA process has two stages:

- **Screening EqIA:** This checks whether a decision, policy, service or function pays due regard to the Equality Duty; to provide any high-level advice or take immediate action; to determine if a full EqIA is required.
- **Full EqIA:** Sometimes called Equality Analysis, this looks at a decision, policy, service or function with supporting data, information, research and evidence from consultation/engagement. The EIA covers the nine protected characteristics as well as rurality, socio-economic status, care experience and armed forces personnel/ veterans. A full EqIA includes an action plan.

Where an EqIA relates to a Council Member Decision it should be included as an appendix to the committee report.

# Equality Impact Assessment – Screening

## 1) Decision/Policy/Service/Function

Penrith Neighbourhood Development Plan - Decision to make the Penrith Neighbourhood Development Plan following a public consultation (further approval will be sought if substantial amendments are required to the Plan) and a referendum (if a 'yes' vote is returned).

## 2) Background and summary of Equality Advice

The Penrith Neighbourhood Development Plan, once 'made' will form part of the Development Plan for Westmorland and Furness Council and will be used in the determination of planning applications. Planning is vital in promoting equality and inclusion and in reducing poverty, inequality and exclusion. It often involves the (re)distribution of resources, which means that there may be negative impacts resulting from planning decisions.

## 3) Consultation

The following consultations have been undertaken in the preparation of the Penrith Neighbourhood Development Plan by Penrith Town Council:

- Initial consultation (Spring 2017)
- Preferred Options consultation (June/July 2018)
- Pre-submission consultation (Regulation 14) (4 February to 1 April 2019)

Residents, businesses and other stakeholders were invited to comment on the neighbourhood plan at each consultation. The consultations were also advertised online and locally to encourage any other interested parties to engage in the process. Further information regarding the consultations and consultees can be found in the Consultation Statement (October 2019).

The Examiner stated in the Examiner's Report:

*“37. I am satisfied that the Town Council has actively sought the views of local residents and other stakeholders and their input has helped shape the plan.”*

The Council (former Eden District Council) has undertaken the following consultations on the Penrith Neighbourhood Development Plan:

- Submission Draft consultation (Regulation 16) (23 September to 4 November 2020)
- Consultation on Beacon Hill Policy (7 January to 4 February 2022)

The Regulation 14, 16 and Beacon Hill Policy consultations were conducted in accordance with The Neighbourhood Planning (General) Regulations 2012.

A further consultation will be undertaken by the Council (Westmorland and Furness Council) in accordance with the Regulations to consult on the proposed amendments to the plan that differ from the Examiner’s recommendations.

#### 4) Equality screening

Equality protected characteristic	Impact Y/N	Describe impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
Age	N			N
Disability	Y	<p>Policy 4 (Conservation Areas in Penrith) requires applicants to take account of the conservation or enhancement of historic street patterns and layouts. This could potentially have a negative impact on the accessibility of new development within the conservation area.</p> <p>Policy 12 (Shopfront Design) requires applicants to take into account the scale and architectural style of the existing shopfront and where possible retain/repair existing</p>	<p>Planning policies are not considered in isolation when determining a planning application and all relevant policies within the Development Plan Framework should be taken into account. Policy 3 of the Penrith Neighbourhood Plan (Accessibility and Social Inclusion) and DEV3 of the Eden Local Plan (Design of New Development) require new development to be accessible to all and would therefore mitigate any potential negative impact of Policy 4 and 12.</p>	N

Equality protected characteristic	Impact Y/N	Describe impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
		traditional and historical features. This could potentially impact negatively on the accessibility of shops in Penrith.		
Gender reassignment	N			N
Marriage or civil partnership	N			N
Pregnancy or maternity	N			N
Race	N			N
Religion or belief	N			N
Sex	N			N
Sexual orientation	N			N
Care Experience	N			N
People in rural areas	N			N
Socio-economic status	N			N
Armed-forces personnel/veterans	N			N
General (other considerations)	N			N

5) Full EqlA required (evidence of substantial impact)?

Yes

No

# Full Equality Impact Assessment template

## Section 1: About the Decision, Policy, Service or Function

Name and relevance of Decision/Policy/Service/ Function being assessed to the PSED	
Job Title of Officer completing EIA	
Department/service area	
Telephone number and email contact	
Date of Assessment	
Objectives of decision/policy/service/ function. Which objectives relate to the PSED?	
Key stakeholders and consultees	

## Section 2: Information Gathering

What relevant information, evidence, data and research have you used to build up a picture of the likely impacts of your decision/policy/service/function on the protected characteristic and other groups listed below.

<b>What is the negative/adverse impact or area for further action</b>	<b>Actions proposed to reduce/eliminate the negative impact</b>	<b>Who will lead on the actions?</b>	<b>Resource implications/ resources required</b>	<b>When? (target completion date)</b>	<b>Monitoring Arrangements</b>

*Add rows as necessary.*



**Section 5. Outcome of Equality Impact Assessment (tick appropriate box)**

<b>No major change needed - the analysis shows the policy is robust and evidence shows no potential for discrimination.</b>	<input type="checkbox"/>
<b>Adjust the policy/service/function - alternatives have been considered and steps taken to remove barriers or to better advance equality.</b>	<input type="checkbox"/>
<b>Complete the action plan.</b>	<input type="checkbox"/>
<b>Adverse impact(s) identified but continue - this will need a justification or reason. Complete the action plan.</b>	<input type="checkbox"/>

**Section 6. Review**

<b>Date of next review of the Equality Impact Assessment</b>	<b>Who will carry out this review?</b>