

Screening/Scoping Pro Forma

Section	Planning Services	Officer responsible for the screening/scoping	Sarah-Jane Willmott		
Name of Policy to be assessed	Planning application process	Date of Assessment	14/10/08	Is this a proposed new or existing policy/procedure/practice?	Existing
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?	To consider and determine various types of applications within a set time period.				
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.	<ul style="list-style-type: none"> • Validate applications • Register applications • Notify neighbours and consultees • Visit the site • Discussion with applicant and concerned 3rd parties • Make and dispatch decision 				
3. Who is intended to benefit from this policy and in what way?	Potentially applicants Residents of the Borough				
4. What outcomes are wanted from this policy/procedures/practice?	Consistent decision making in accordance with the Development Plan.				
5. What factors/forces could contribute/detract from the outcomes?	<p>Contributes – Valid application, 3rd party representations and departures from the Development Plan.</p> <p>Detracts – Invalid applications.</p>				

6. Who are the main stakeholders in relation to the policy?	<ul style="list-style-type: none"> • Applicants / agents • Neighbours • Residents • Consultees • Councillors 	7. Who implements the policy, and who is responsible for the policy?	Planning Services Part Government / Local Planning Authority
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?	Y	<input checked="" type="checkbox"/> N	Please explain
What existing evidence (either presumed or otherwise) do you have for this?	Determine applications in accordance with policy. Gypsies have statutory guidance to assist in the determination of planning applications and enforcement. Arrangements in place to ensure that neighbours and consultees can participate fully even if they are non-English speakers.		
9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	Y	<input checked="" type="checkbox"/> N	As 8. above.
What existing evidence (either presumed or otherwise) do you have for this?	As 8. above.		
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	Y	<input checked="" type="checkbox"/> N	As 8. above.
What existing evidence (either presumed or otherwise) do you have for this?	The web pages have to conform to accessibility standards people with a disability may need modified equipment to access our system electronically. (Note. Planning Service information is available in other media). There are concessionary fees and exemptions for works to improve the disabled person's access to a public building, or to improve his access, safety, health or comfort at his dwelling/house.		
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	Y	<input checked="" type="checkbox"/> N	Not relevant.

What existing evidence (either presumed or otherwise) do you have for this?			
12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	Y	<input checked="" type="radio"/> N	Not relevant.
What existing evidence (either presumed or otherwise) do you have for this?			
13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	Y	<input checked="" type="radio"/> N	Not relevant.
What existing evidence (either presumed or otherwise) do you have for this?			
14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	Y	<input checked="" type="radio"/> N	
What existing evidence (either presumed or otherwise) do you have for this?			Determine applications in accordance with policy.
15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?	Y	<input checked="" type="radio"/> N	Not relevant.
What existing evidence (either presumed or otherwise) do you have for this?			

16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?	Y	<input checked="" type="radio"/> N	Not relevant.
What existing evidence (either presumed or otherwise) do you have for this?			
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?	Y	<input checked="" type="radio"/> N	<p>Please explain</p> <p>Previous customer satisfaction survey did not identify any issues relating to the above.</p>
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	<p>Please explain for each heading (questions 8-16) on a separate piece of paper.</p> <p>Not applicable.</p>
<p>Business improvement</p> <p>19. Is there any concern that there are unmet needs in relation to any of the above groups?</p>	Y	<input checked="" type="radio"/> N	<p>Please explain</p> <p>Policy led.</p>
20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?	Y	<input checked="" type="radio"/> N	<p>Please explain</p> <p>Policy led.</p>

<p>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</p>	<p>Y</p>	<p>N</p>	<p>Please explain</p> <p>Policy led.</p>		
<p>22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?</p>			<p>No Could the process include a form of equality monitoring of planning applicants although it is recognised that the 'customer' is as likely to be the person affected by a planning application.</p>		
<p>23. Should the policy proceed to a full equality impact assessment?</p> <p>24. If No, are there any changes required to the policy to improve it around the equality agenda?</p>	<p>Y</p>	<p>N</p>	<p>?</p>	<p>Yes</p>	<p>No</p>

Signed
(Completing officer)

Date 23/10/08

Signed
(Head of Section)

Date 23/10/08

Countersigned
(HR representative)

Date February 2009