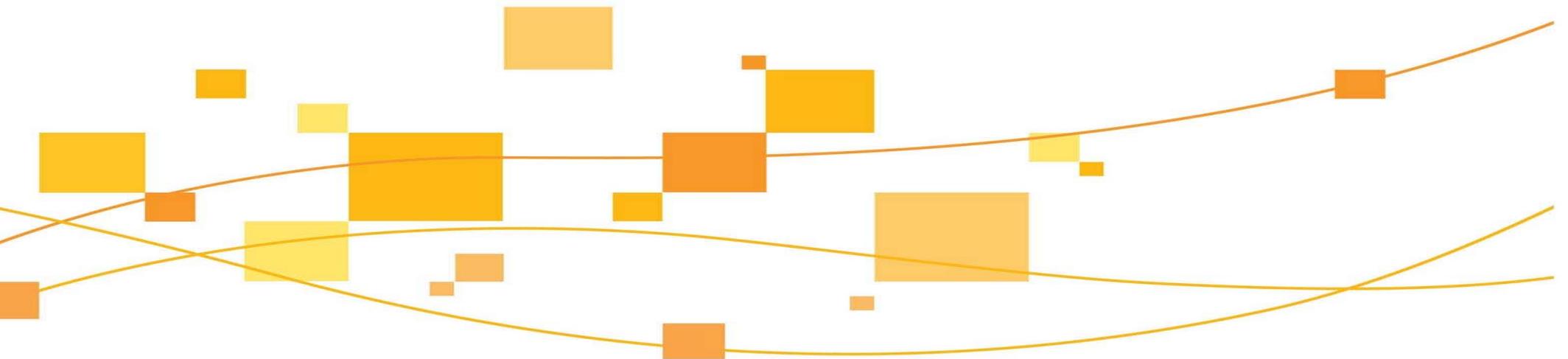


**Basildon Borough Council
&
Brentwood Borough Council**

Joint Service Impact Assessment Template



A Service Impact Assessment (SIA) is an assessment tool that helps to ensure that the Council promotes equality and does not discriminate against our staff, service users or residents. It is a way of making sure that teams and services think carefully about the impact of functions, policies, projects, decisions, strategies, service provision, activities etc on different groups based on their protected characteristics. These protected characteristics (also known as protected groups) are listed under the Equality Act 2010 as race, sex, religion/belief, disability, sexual orientation, gender reassignment, pregnancy & maternity, marriage & civil partnerships and age. SIAs also help the authority to demonstrate 'due regard' when making decisions. This is a requirement of the equalities legislation and is currently the area the council is most likely to receive a challenge on equalities grounds. SIAs are also used to address other issues such as Human Rights, Community Cohesion, socio-economic, health inequalities, issues relating to part time workers, carers etc as part of best practice.

There are 5 sections to complete in total, (See Flow Chart Appendix 1, Page 11)

Section 1 is purely information required on those who are likely to be affected.

Section 2 requires you to enter baseline data,

Section 3 requires you to assess against the protected groups, community cohesion, Human Rights

Section 4 & 5 requires you act on your outcomes and finalise your decision based on consultation outcomes following findings of negative impact.

The SIA is a live document which can be updated at anytime during the development and implementation stages of your project, policy, strategy, service provision etc. The best time to undertake an SIA is when you have a draft policy, project proposal or outline of service provision. You should use the SIA to inform the final end product. If a project changes direction, it is also critical to review the SIA to make sure the new direction does not adversely impact on the protected groups.

What is meant by impact?

There are three possible impacts that can happen:

1. A **negative or adverse impact** is when the impact of a policy/project could disadvantage one of the groups mentioned above. This could be differential, where the negative impact on one group is likely to be bigger than on another. For example, if an event is held in a building with no access for people with mobility difficulties, this could have a negative or adverse impact on attendees who have mobility difficulties, such as wheelchair users, people with pushchairs, people with zimmer frames etc.
2. An impact that will benefit an equality target group is a **positive impact**. This could improve equal opportunities or community cohesion. There may also be a differential impact, where the positive impact on one particular group is likely to be greater than on another. For example, a health programme targeting Somali residents would have a positive differential impact on Somali people compared to other ethnic groups, but it would not have a negative impact on other groups.
3. A **neutral impact** where there is no likely change and therefore no potential impact on any of the protected groups

What do you require to undertake an SIA

Baseline data: This is any data that relates to the people who are likely to be impacted by your service, functions, policy, project etc. It could include their profile based on the protected characteristic, feedback from consultations/surveys and any information including anecdotal that is available

Joint Arrangements and Partnership Working

When working on joint policies, it is the service lead that should be ultimately responsible for the SIA. Even in partnership arrangements, we must be able to demonstrate that Basildon Borough Council as an organisation is fulfilling our duties even where we are not the lead organisation. When contractors are delivering services on our behalf, we have to ensure that they are delivering accessible, discrimination free services. 'Due regard' is non-delegable and the onus remains with us as a council.

SECTION 1

Service Impact Assessment for	Dunton Garden Suburb Consultation
Department:	Regeneration and Economic Development
Service area:	Planning Policy
Name of lead assessing officer:	Sarah Thompson
Job title:	Team Manager – Planning Policy
Telephone number	01268 294502

What are you assessing?

Policy/Strategy.....

New or Proposed.....

Project. (SIA to be completed on Verto)

Changing/Updating

Service.....

Review of existing

Function.....

Decision.....

Other please specify _____

Has this been through an SIA Challenge Yes No
 (Contact Inclusion & Diversity for information on challenge)

SECTION 1 – INFORMATION ON ITEM UNDER ASSESSMENT

Section 1a) Please give a brief description of the item being assessed

- Brief description: Basildon Borough Council and Brentwood Borough Council have signed a Memorandum of Understanding to prepare a consultation document investigating the potential for development on land to the west of Laindon in Basildon and east of West Horndon in Brentwood.
- Aims and Objectives: To meet development needs of both boroughs through a cross boundary development opportunity
- Who will it impact on? (Include reference to impact on staff if relevant) Local communities, stakeholders and statutory bodies

Section 1b) Has any other local authority or similar service provider implemented the item under assessment?

Yes No

If yes we strongly advice that you contact that authority/service provider and obtain a copy of their impact assessment and monitoring data outlining equalities related successes or concerns.

Basildon Borough and Brentwood Borough are working together on the consultation document and therefore are carrying out a joint Service Impact Assessment to ensure the Protected Characteristics of the Equality Act 2010 are not compromised.

Section 1c) Will this item be carried out wholly or partly by contractors/subcontractors

Yes No

If yes have you included Equality & Human Rights considerations into the contract?

Equality Yes No

Human Rights Yes No

N/A

Section 1d) Have those identified in question Q1a been consulted or involved in the development of the item under assessment?

Yes No

If Yes, can you give details of the consultation including methods and outcomes

If No, when are you going to involve or consult those identified in Q1? (add this as an action in your Improvement plan 1, stating timescales and consider whether you have enough information to complete the impact assessment)

In part. The item is a consultation document for a potential development opportunity and therefore a consultation will be undertaken to determine whether it needs to be considered any further by both Basildon Borough and Brentwood Borough as part of their statutory plan-making responsibilities.

The primary role of the document however is for it to be published setting out the issues and merits of a development opportunity in the area, prior to both Councils taking a decision on whether to take the proposal into formal policy. Local communities, parish councils, elected members, businesses, statutory consultees, infrastructure providers, etc. will be invited to comment on the document ahead of the Councils taking this decision.

SECTION 2 –BASELINE DATA

Section 2) In relation to those identified in Q1a do you have any data the protected equality groups or other groups that will be affected by the item under assessment?

Groups	Baseline data staff	Baseline data community
i) People from different racial ethnic groups (gypsies & travellers, refugees & asylum seekers)	Not applicable	<p>Basildon Borough: 10.4% of pop Crouch - 14.3% of pop Laindon Park – 9.7% of pop Langdon Hills - 10.2% of pop Brentwood Borough: 10.8% of pop HIWH - no specific data</p>

Section 2) In relation to those identified in Q1a do you have any data the protected equality groups or other groups that will be affected by the item under assessment?

Groups	Baseline data staff  Staff Workforce Profile 2012-13.pdf	Baseline data community  Community Baseline data 2013.pdf  2011 Census Key Statistics Brentwood.  2011 Census Population.PDF
ii) people of different gender (male or female)	Not applicable	<p>Basildon Borough: M - 48.6 & F - 51.4% Crouch: M - 49.4% & F – 50.6% Laindon Park: M 47.7% & F – 52.3% Langdon Hills: M 49.2% & F – 50.8% Brentwood Borough: M - 48.4% & F - 51.6% HIWH – no specific data</p>
iii) People from different religions or beliefs	Not applicable	<p>Basildon Borough: No specific data Brentwood Borough: No Religion = 21.1%, Religion not stated = 7.1%, Christian 68.6%, Other = 3.2%</p>
iv) Disabled People (for example, physically disabled: (including wheelchair user), sensory impairment, mental health conditions, learning difficulties	Not applicable	No specific data
v) People of different ages	Not applicable	<p>Borough: 0-14 = 19%, 15-64 = 65.9%, 65+ = 16.6% Crouch: 0-14 = 18.9%, 15-64 = 65.6%, 65+ = 15.5% Laindon Park: 0-14 = 17.9%, 15-64 = 64.6%, 65+ = 17.5% Langdon Hills: 0-14 = 18.4%, 15-64 = 68.3%, 65+ = 13.2%</p>

Section 2) In relation to those identified in Q1a do you have any data the protected equality groups or other groups that will be affected by the item under assessment?

Groups	Baseline data staff  Staff Workforce Profile 2012-13.pdf	Baseline data community  Community Baseline data 2013.pdf  2011 Census Key Statistics Brentwood.  2011 Census Population.PDF
		Brentwood Borough: 0-14 =17%, 15-64 = 64%, 65+ = 19% HIWH – no specific data
vi) People of various sexual orientation (lesbian, gay, bisexual and heterosexual)	Not applicable	No specific data
vii) People who have undergone or are undergoing gender-reassignment	Not applicable	No specific data
viii) Marriage & Civil Partnership	Not applicable	No specific data
ix) Pregnancy or maternity	Not applicable	No specific data
x) Carers	Not applicable	No specific data
xi) Part time workers	Not applicable	Basildon Borough: No specific data Brentwood Borough: Part-time 13.5%

Section 2) In relation to those identified in Q1a do you have any data the protected equality groups or other groups that will be affected by the item under assessment?

Groups	Baseline data staff	Baseline data community	
xii) Other (Socio Economic issues, ex-offenders, etc) Open Data Communitites	Not applicable	<p>Baseline data staff</p>  Staff Workforce Profile 2012-13.pdf	<p>Baseline data community</p>  Community Baseline data 2013.pdf
		 2011 Census Key Statistics Brentwood.	 2011 Census Population.PDF
		<p>Basildon Borough: IMD: Greater the number better score. IMD Score Rank Crouch: 9/16 IMD Rank Laindon Park: 7/16 IMD Rank Langdon Hills: 13/16</p> <p>Brentwood Borough: IMD: Greater the decile better score IMD Decile Ingrave & Herongate: 9/10 IMD Decile West Horndon: 8/10</p>	

SECTION 3 – ASSESS LIKELY IMPACT ON EQUALITY GROUPS, HUMAN RIGHTS AND COMMUNITY COHESION

Section 3 a) Could the item under assessment in the way it is implemented/applied have a negative impact on any protected equality groups or other groups think about community and staff?



Issues to consider when assessing impact.pdf

Group	<i>Describe any negative impact or inequality to the best of your knowledge</i>	<i>Identify any possible solutions to eliminate or reduce negative impact</i>	<i>Describe any positive impact</i>	<i>Describe any neutral impact</i>	Don't know <i>(consultation required – add to Initial Assessment Plan)</i>
Race and culture	None	n/a	There will be a range of facilities provided as part of the development of the area which could include religious and cultural uses if there was demand. The development would also provide new Gypsy and Traveller Pitches to help meet unmet needs in both Boroughs.	n/a	N/a
Sex	None	n/a		There would be no impact.	
Disability	None	n/a	There could be a range of new residential and non residential buildings, public	n/a	Baseline unknown. Could seek from consultation

Section 3 a) Could the item under assessment in the way it is implemented/applied have a negative impact on any protected equality groups or other groups think about community and staff?



Issues to consider when assessing impact.pdf

Group	<i>Describe any negative impact or inequality to the best of your knowledge</i>	<i>Identify any possible solutions to eliminate or reduce negative impact</i>	<i>Describe any positive impact</i>	<i>Describe any neutral impact</i>	<i>Don't know (consultation required – add to Initial Assessment Plan)</i>
			spaces, private spaces and community facilities provided. These would all need to at least meet accessible standards set out in the Building Regulations.		responses.
Sexual Orientation	None	n/a	n/a	n/a	Baseline unknown. Could seek from consultation responses.
Religion	None	n/a	There will be a range of facilities provided as part of the development of the area which could include religious and cultural uses if there was demand.	n/a	Baseline unknown. Could seek from consultation responses.

Section 3 a) Could the item under assessment in the way it is implemented/applied have a negative impact on any protected equality groups or other groups think about community and staff?



Issues to consider when assessing impact.pdf

Group	<i>Describe any negative impact or inequality to the best of your knowledge</i>	<i>Identify any possible solutions to eliminate or reduce negative impact</i>	<i>Describe any positive impact</i>	<i>Describe any neutral impact</i>	Don't know <i>(consultation required – add to Initial Assessment Plan)</i>
Age	None	n/a	There would be a range of dwelling types provided that could provide for the residential needs of all ages, including the elderly, families and early years. There would also be suitable facilities provided on site or off site including primary schools, secondary schools, healthcare, etc. that could support all ages. There will also be an opportunity for apprenticeships created through construction jobs and new	n/a	

Section 3 a) Could the item under assessment in the way it is implemented/applied have a negative impact on any protected equality groups or other groups think about community and staff?



Issues to consider when assessing impact.pdf

Group	<i>Describe any negative impact or inequality to the best of your knowledge</i>	<i>Identify any possible solutions to eliminate or reduce negative impact</i>	<i>Describe any positive impact</i>	<i>Describe any neutral impact</i>	Don't know <i>(consultation required – add to Initial Assessment Plan)</i>
			commercial development.		
Gender Reassignment	None	n/a	n/a	n/a	Baseline unknown. Could seek from consultation responses.
Marriage & Civil Partnership	None	n/a	n/a	n/a	Baseline unknown. Could seek from consultation responses.
Pregnancy & Maternity	None	n/a	There could be a range of new buildings, public spaces, private spaces and community facilities provided. These would all need to at least meet accessible standards set out	n/a	

Section 3 a) Could the item under assessment in the way it is implemented/applied have a negative impact on any protected equality groups or other groups think about community and staff?



Issues to consider when assessing impact.pdf

Group	<i>Describe any negative impact or inequality to the best of your knowledge</i>	<i>Identify any possible solutions to eliminate or reduce negative impact</i>	<i>Describe any positive impact</i>	<i>Describe any neutral impact</i>	<i>Don't know (consultation required – add to Initial Assessment Plan)</i>
			in the Building Regulations dwellings.		
Carers	None	n/a	There would be a range of new buildings, public spaces, private spaces and community facilities provided. These would all need to at least meet accessible standards set out in the Building Regulations dwellings which should support carers, as well as those being cared for.	n/a	
Socio-economic	People from lower socio-economic backgrounds are most likely not to	Provision of mixed tenure housing that could improve access to	There would be a range of dwellings and community facilities that would	n/a	<i>There may be social-economic and environmental impacts of a</i>

Section 3 a) Could the item under assessment in the way it is implemented/applied have a negative impact on any protected equality groups or other groups think about community and staff?



Issues to consider when assessing impact.pdf

Group	<i>Describe any negative impact or inequality to the best of your knowledge</i>	<i>Identify any possible solutions to eliminate or reduce negative impact</i>	<i>Describe any positive impact</i>	<i>Describe any neutral impact</i>	<i>Don't know (consultation required – add to Initial Assessment Plan)</i>
	<p>participate in the consultation compared to people who are home owners.</p> <p>Housing may be out of reach of many from lower socio economic groups.</p>	<p>accommodation.</p>	<p>provide a positive impact to the socio-economic profile.</p>		<p><i>development of the scale being discussed. The assessment of social, economic and environmental impacts is a legal requirement of the plan-making process and is covered by the detailed Sustainability Appraisal, Strategic Environmental Assessment and Habitat Regulations Assessment, which includes ensuring policy proposals incorporate appropriate mitigation to either</i></p>

Section 3 a) Could the item under assessment in the way it is implemented/applied have a negative impact on any protected equality groups or other groups think about community and staff?



Issues to consider when assessing impact.pdf

Group	<i>Describe any negative impact or inequality to the best of your knowledge</i>	<i>Identify any possible solutions to eliminate or reduce negative impact</i>	<i>Describe any positive impact</i>	<i>Describe any neutral impact</i>	<i>Don't know (consultation required – add to Initial Assessment Plan)</i>
					<i>minimise or remove any negative impact.</i>
Health	n/a	n/a	Improved health and well being solutions in the form of new facilities, enhancements to existing ones and new provision of open space and recreation.		<i>There are likely to be health impacts arising from development as a result of the community needs for facilities such as GPs or dentists, etc. In addition, there will need to be the provision of community facilities, green infrastructure and suitable transport infrastructure that can aid better mental and physical health and well being for communities.</i>

Section 3 a) Could the item under assessment in the way it is implemented/applied have a negative impact on any protected equality groups or other groups think about community and staff?



Issues to consider when assessing impact.pdf

Group	<i>Describe any negative impact or inequality to the best of your knowledge</i>	<i>Identify any possible solutions to eliminate or reduce negative impact</i>	<i>Describe any positive impact</i>	<i>Describe any neutral impact</i>	Don't know <i>(consultation required – add to Initial Assessment Plan)</i>
					The assessment of social, economic and environmental impacts is a legal requirement of the plan-making process and is covered by the detailed Sustainability Appraisal, Strategic Environmental Assessment and Habitat Regulations Assessment, which includes ensuring policy proposals incorporate appropriate mitigation to either minimise or remove any negative impact.

Section 3 a) Could the item under assessment in the way it is implemented/applied have a negative impact on any protected equality groups or other groups think about community and staff?



Issues to consider when assessing impact.pdf

Group	<i>Describe any negative impact or inequality to the best of your knowledge</i>	<i>Identify any possible solutions to eliminate or reduce negative impact</i>	<i>Describe any positive impact</i>	<i>Describe any neutral impact</i>	Don't know <i>(consultation required – add to Initial Assessment Plan)</i>
Human Rights  Human Rights Standards.pdf	n/a	n/a	The potential development should help people of various means and needs to have a home and family life through provision of different types of dwellings, new employment opportunities and community facilities.	n/a	
Other (Offenders, part-time workers etc, low literacy, geographical position) Language	n/a	n/a	Consultation document will be available in a variety of languages or formats on request.	n/a	

SECTION 3b) – COMMUNITY COHESION

Section 3b) How will the item under assessment help to foster good relations? Explain.

The potential development could help to improve social community relationships through the provision of:

- 4000-6000 new dwellings that should include affordable housing provision, built to Building Regulations and including Self Build plots
- New Commercial / industrial development, which should support apprenticeships
- New Gypsy and Traveller pitches
- New Community facilities
- New Open Space provision and green infrastructure
- New on site infrastructure
- Improvements to existing roads, railway and community infrastructure
- Community ownership of assets where possible

SECTION 4: OUTCOMES OF YOUR ASSESSMENT

<p>Outcome 1. You do not have enough data on all relevant groups to come to a conclusion. You must seek data or consult with the relevant groups</p>	<p>Next steps: (To be entered into SIA Action Plan with timescales)</p> <ul style="list-style-type: none"> • Collect relevant baseline data • Consult with relevant groups to collect data • Continue undertaking the Impact Assessment
<p>Outcome 2: Potential (negative impact) to one or more protected characteristics has been found but you can easily adjust or amend item to remove the barrier.</p>	<p>Next steps: (To be entered into SIA Action Plan with timescales)</p> <ul style="list-style-type: none"> • Give details of how you are going to amend or adjust policy to address the negative impact • Monitor item under assessment to ensure that there is no future impact on protected groups and others • Set a review date to ensure • Communicate the findings of the SIA
<p>Outcome 3: Negative impact has been found. It is not easy to adjust or amend item. You may or may not have options/ideas as to how the negative impact can be amended. Enter the issues found and the planned consultation</p>	<p>Next steps: (Enter consultation information into SIA Action Plan with timescales)</p> <ul style="list-style-type: none"> • Give details of findings and options/ideas • Consult with relevant group on your options/ideas or to

<p>into the SIA Action Plan.</p> <p>You need to consult with the relevant group and enter any issues/ actions following the consultation into the SIA Action Plan.</p>	<p>establish a solution</p> <ul style="list-style-type: none"> • Complete Final Assessment Improvement Plan outlining the results of consultation and your final decision • Monitor item under assessment to ensure that there is no future impact on protected groups and others • Set a review date to ensure • Communicate the findings of the SIA
<p>Outcome 4: Unlawful discrimination has been found and the item should be removed, stopped or changed. Seek legal advice or speak to the Inclusion & Diversity team.</p> <p>STOP, change or remove item:</p>	<p>Next steps: (To be entered into SIA Action Plan with timescales)</p> <ul style="list-style-type: none"> • Give details unlawful discrimination and what you will do to remove it and include this in the Initial action plan • Monitor item under assessment to ensure that there is no future impact on protected groups and others • Set a review date to ensure • Communicate the findings of the SIA

SECTION 5 – MAKING A FINAL DECISION

<p>Section 5a). What consultation have you undertaken in relation to the negative impact/no data available (include Human rights, community cohesion where relevant).</p>
<p>Consultation undertaken on negative impact or where there has been no data: Consultation to be carried out in January 2015</p> <p>Findings: The potential development has the opportunity to create a positive impact on a range of different groups. The consultation in January 2015 will help to establish further data and determine whether the development proposal should be considered any further.</p> <p>List evidence of consultation and state where this can be found: (For example minutes of meetings, questionnaires, presentations etc)</p> <p>A consultation statement will be prepared following the consultation setting out the main findings and an account of the consultation activity. It will be presented back to Cabinet in 2015. The consultation will be advertised widely and seek the engagement of individuals, communities and stakeholders by a range of means. This will be uploaded onto both Council's websites.</p>

Q5b) Based on the consultation what changes will be made to the item under assessment to address negative impact? If no changes can be made, you must justify why and provide any relevant evidence.

Changes made as a result of consultation: This is to be determined following the consultation of the document in January 2015.

No changes can be made until the consultation has been undertaken.

Justification

Section 5c) Taking everything into account what is your final decision?

The potential development has the opportunity to create a positive impact on a range of different groups, but we need to try and collect more baseline data during the consultation to ensure we better understand potential impacts and their severity/ positive outlook.

5 d) NEXT STEPS

Next steps:

- Any final amendments to be entered into Final Assessment improvement plan with timescales
- Communicate your final decision
- Monitor item under assessment to ensure that there is no future impact on protected groups and others
- Set a review date to ensure

Service Impact Assessment Action Plan. List the nature of any adverse impact (issues) and recommendations (actions) that you plan to implement as a result of this assessment. This should include Community Cohesion findings if relevant.

Department: Regeneration and Economic Development

Title of Service Impact Assessment: Dunton Garden Suburb Consultation

Lead assessing officer responsible: Sarah Thompson

Issues identified (Outcomes)	Actions Required	Timescale	Costs	Officer Responsible	Comments	Date Completed
Outcome 1	Joint authority consultation on the Dunton Garden Suburb proposal to determine whether any impacts on protected equality groups could be possible.	Jan-Feb 2015	<£10k	Sarah Thompson and Philip Drane		
Outcome 2	Use the consultation to collect new baseline data on characteristics and socio-economic on people responding to the consultation who live or work in the area	Jan-Feb 2015	<£10k	Sarah Thompson and Philip Drane		

Final Assessment Sign off

Approval of I & D department (please allow two weeks turnaround) :

I & D team signature:

Date

Name and Signature of Service Manager: Matthew Winslow

Date

Name and Signature of Director / Head of Service: Claire Hamilton

Date

Name and Signature of Planning Policy Team Leader at Brentwood Borough Council: Philip Drane

Date

If an Action Plan is required at this stage, please ensure that the I & D Department approves the SIA and improvement plan prior to sign off by the

APPENDIX 1

