


# EQUALITY IMPACT ASSESSMENT (EqIA)

## Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
  - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
  - advancing equality of opportunity between people who share a protected characteristic and those who do not,
  - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
  - age
  - disability
  - gender reassignment
  - marriage/civil partnership
  - pregnancy/maternity
  - race
  - religion/belief
  - sex/gender
  - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:  
Minakshee Patel  
Corporate Equality & Diversity Advisor  
[minakshee.patel@rugby.gov.uk](mailto:minakshee.patel@rugby.gov.uk)  
Tel: 01788 533509

## Equality Impact Assessment

<b>Service Area</b>	Development Strategy
<b>Policy/Service being assessed</b>	Willoughby Neighbourhood Development Plan
<b>Is this is a new or existing policy/service? If existing policy/service please state date of last assessment</b>	This is a new policy document
<b>EqlA Review team – List of members</b>	Martin Needham – Senior Planning Officer Victoria Chapman – Development Strategy Manager
<b>Date of this assessment</b>	30 <sup>th</sup> May 2019
<b>Signature of responsible officer (to be signed after the EqlA has been completed)</b>	

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Advisor.

If you require help, advice and support to complete the forms, please contact Minakshee Patel, Corporate Equality & Diversity Advisor via email: [minakshee.patel@rugby.gov.uk](mailto:minakshee.patel@rugby.gov.uk) or 01788 533509

**Details of Strategy/ Service/ Policy to be analysed**

<b><u>Stage 1 – Scoping and Defining</u></b>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	The Willoughby Neighbourhood Development Plan contains policies which, once the document is adopted or 'made' will form part of the Development Plan for the Borough and will be used alongside local and national policies to determine planning applications in the Parish.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<p>This Plan has the potential to contribute towards several corporate priorities:</p> <ul style="list-style-type: none"> <li>• Enable our residents to live healthy independent lives;</li> <li>• Ensure that the council works efficiently and effectively</li> <li>• Ensure residents have a home that works for them and is affordable</li> <li>• Understand our communities and enable people to take an active part in them;</li> <li>• Promote sustainable growth and economic prosperity; and</li> <li>• Encourage healthy and active lifestyles to improve wellbeing within the Borough.</li> </ul> <p>All Parish Councils have the right to produce a Neighbourhood Plan if they choose to. The Local Planning Authority has a statutory duty to assist in their production and follow the Regulations in dealing with these. Once adopted or 'made' the Local Planning Authority has a statutory duty to use the policies in the determination of planning applications.</p>
(3) What are the expected outcomes you are hoping to achieve?	That the document can be used in the determination of planning applications.
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> <li>• Customers</li> <li>• Employees</li> <li>• Wider community or groups</li> </ul>	The policy may affect customers or the wider community. Specifically it will affect those living or working in the Parish of Willoughby.

<b><u>Stage 2 - Information Gathering</u></b>	As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).		
(1) What does the information tell you about those groups identified?	The 2011 Census identifies that Willoughby Parish has a population of 398. 17.8% of the population is aged under 18, 21.9% aged 18 to 29, 18.1% aged 30 to 44, 36.4% aged 45 to 64 and 23.9% aged 65 and over.		
(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?	<p>Willoughby Parish Council have carried out their own statutory consultation on their draft plan. They received comments back which have been summarised in their consultation statement.</p> <p>This document has now been submitted to Rugby Borough Council. If approved by Cabinet it will undergo a further consultation by the Council who will contact directly all parties who have previously registered an interest as well as statutory bodies. The consultation will be widely publicised to ensure other interested parties have the chance to respond. The representations made will be passed on to an Independent Examiner who will take these representations into account when producing an examination report.</p>		
(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.	N/A		
<b><u>Stage 3 – Analysis of impact</u></b>			
(1) <u>Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination?	<b>RACE</b> No	<b>DISABILITY</b> No	<b>GENDER</b> No
	<b>MARRIAGE/CIVIL PARTNERSHIP</b> No	<b>AGE</b> No	<b>GENDER REASSIGNMENT</b> No

If yes, identify the groups and how they are affected.	<b>RELIGION/BELIEF</b> No	<b>PREGNANCY MATERNITY</b> No	<b>SEXUAL ORIENTATION</b> No
<p><u>(2) Cross cutting themes</u></p> <p>(a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	No		
(3) If there is an adverse impact, can this be justified?	N/A		
(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)	N/A		
(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?	<p>The policies have been developed taking into account the thoughts and ideas from a wide cross section of those living and working in the Parish. The Consultation Statement which accompanies the document states the ways in which the community were consulted on several occasions with consultation being widely publicised and accessible.</p> <p>Policies within the plan support affordable housing provision, accommodation for young people, families and elderly people, protection of businesses and fostering new employment opportunities, protection of community facilities and promoting walking and cycling. Together these help protect and promote sustainable ways of life across the community.</p>		

(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?	Good relations were promoted throughout the process of creating the Neighbourhood Plan with everyone given the chance to be involved and have their say. Once adopted or 'made', the policies within the Neighbourhood Plan will be applied across the whole of the Neighbourhood Area.
(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	No.

<b><u>Stage 4 – Action Planning, Review &amp; Monitoring</u></b>																										
If No Further Action is required then go to – Review & Monitoring  (1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.	EqIA Action Plan  <table border="1"> <thead> <tr> <th>Action</th> <th>Lead Officer</th> <th>Date for completion</th> <th>Resource requirements</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Action	Lead Officer	Date for completion	Resource requirements	Comments																				
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(2) Review and Monitoring State how and when you will monitor policy and Action Plan	After the draft Neighbourhood Plan has been to examination the examiner may recommend some further changes. At this stage the EqIA will be reviewed and if required amended prior to any final decision to 'make' the plan.																									

Please annotate your policy with the following statement:

**'An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).'**