

## Appendix 2

### Winchester City Council

## Equality Impact Assessment Template (EqIA)

### Section 1 - Data Checklist

When undertaking an EqIA for your policy or project, it is important that you take into consideration everything which is associated with the policy or project that is being assessed.

The checklist below is to help you sense check your policy or project before you move to Section 2.

		Yes/No	Please provide details
1	Have there been any complaints data related to the policy or project you are looking to implement?	No	
2	Have all officers who will be responsible for implementing the policy or project been consulted, and given the opportunity to raise concerns about the way the policy or function has or will be implemented?	Yes	The Statement of Community Involvement (SCI) has been prepared by the Strategic Planning Manager in consultation with the Development Management teams and Community Infrastructure Levy officer.
3	Have previous consultations highlighted any concerns about the policy or project from an equality impact perspective?	No	Consultation on the Local Plan has been as inclusive as possible to ensure that any public consultation reaches out to the widest possible audience which include those with a protected interest. Ensuring that this happens was one of the key reasons why the consultation process on the Strategic Issues & Priorities document won two RTP1 awards.
4	Do you have any concerns regarding the implementation of this policy or project?	No	

		Yes/No	Please provide details
	<i>(i.e. Have you completed a self-assessment and action plan for the implementation of your policy or project?)</i>		
5	Does any accessible data regarding the area which your work will address identify any areas of concern or potential problems which may impact on your policy or project?	No	
6	Do you have any past experience delivering similar policies or projects which may inform the implementation of your scheme from an equality impact point of view?	Yes	The SCI is a document that describes how the public, businesses and interest groups can get involved in the creation of local planning policy, neighbourhood planning and the planning application decision making process aimed at shaping where we live work and enjoy the natural and built environment. The Strategic Planning team won two RTPI awards for going above and beyond what is to ensure all groups in the district are reached and can have a say in the planning system.
7	Are there any other issues that you think will be relevant?	No	

## Section 2 - Your EqIA form

<b>Directorate:</b> Dawn Adey	<b>Your Service Area:</b> Built Environment	<b>Team:</b> Strategic Planning	<b>Officer responsible for this assessment:</b> Bethany Stokes	<b>Date of assessment:</b> 01/12/2023
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	<b>Question</b>	<b>Please provide details</b>
1	What is the name of the policy or project that is being assessed?	Statement of Community Involvement (2023)
2	Is this a new or existing policy?	The SCI was last updated in 2018 and has been updated with minor changes. The Council is legally required to produce and update their SCI every 5 years.
3	Briefly describe the aim and purpose of this work.	The SCI is a document that describes how the public, businesses and interest groups can get involved in the creation of local planning policy, neighbourhood planning and the planning application decision making process aimed at shaping where we live work and enjoy the natural and built environment.
4	What are the associated objectives of this work?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way.
5	Who is intended to benefit from this work and in what way?	The residents of Winchester district by helping to improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way.
6	What are the outcomes sought from this work?	To identify how people and groups can engage with the planning system in the best way.
7	What factors/forces could contribute or detract from the outcomes?	N/A

8	Who are the key individuals and organisations responsible for the implementation of this work?	Strategic Planning and Development Management Teams
9	Who implements the policy or project and who or what is responsible for it?	Strategic Planning Manager and Development Managers

		Please select your answer in <b>bold</b> . Please provide detail here.		
10a	Could the policy or project have the potential to affect individuals or communities on the basis of race differently in a negative way?	Y	<b>N</b>	
10b	What existing evidence (either presumed or otherwise) do you have for this?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way. The Strategic Planning team won two RTPI awards for going above and beyond to ensure all groups in the district are reached and can have a say in the planning system.		
11a	Could the policy or project have the potential to affect individuals or communities on the basis of sex differently in a negative way?	Y	<b>N</b>	
11b	What existing evidence (either presumed or otherwise) do you have for this?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way. The Strategic Planning team won two RTPI awards for going above and beyond to ensure all groups in the district are reached and can have a say in the planning system.		
12a	Could the policy or project have the potential to affect individuals or communities on the basis of disability differently in a negative way?			In cases where individuals are unable to access or review the documents without a 'read aloud' device, we offer options to accommodate their needs. They can visit our offices to listen

	<p><i>you may wish to consider:</i></p> <ul style="list-style-type: none"> <li>• <i>Physical access</i></li> <li>• <i>Format of information</i></li> <li>• <i>Time of interview or consultation event</i></li> <li>• <i>Personal assistance</i></li> <li>• <i>Interpreter</i></li> <li>• <i>Induction loop system</i></li> <li>• <i>Independent living equipment</i></li> <li>• <i>Content of interview)</i></li> </ul>	Y	N	to the documents, or we can arrange discussions over the phone with a designated officer. To support individuals with hearing impairments, we offer paper copies of our documents upon request. Additionally, our commitment to accessibility extends to our YouTube videos, where we provide subtitles to ensure inclusivity for all
12b	What existing evidence (either presumed or otherwise) do you have for this?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way. The Strategic Planning team won two RTPI awards for going above and beyond to ensure all groups in the district are reached and can have a say in the planning system.		
13a	Could the policy or project have the potential to affect individuals or communities on the basis of sexual orientation differently in a negative way?	Y	N	
13b	What existing evidence (either presumed or otherwise) do you have for this?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way. The Strategic Planning team won two RTPI awards for going above and beyond to ensure all groups in the district are reached and can have a say in the planning system.		
14a	Could the policy or project have the potential to affect individuals on the basis of age differently in a negative way?	Y	N	Recognising that some individuals either face difficulties accessing or prefer not to use online platforms, we offer alternative options. Those preferring physical copies of documents or seeking discussions with an officer over the

				phone are welcome to visit our reception. We aim to accommodate diverse preferences by providing accessible document review and assistance from our officers.
14b	What existing evidence (either presumed or otherwise) do you have for this?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way. The Strategic Planning team won two RTPI awards for going above and beyond to ensure all groups in the district are reached and can have a say in the planning system.		
15a	Could the policy or project have the potential to affect individuals or communities on the basis of religious belief differently in a negative way?	Y	<b>N</b>	Understanding the challenges individuals face in attending events due to various commitments, we strive to enhance accessibility by organising multiple events at different times and on different days. This approach ensures flexibility, allowing those unable to attend a specific event to participate in an alternate session that better suits their schedule.
15b	What existing evidence (either presumed or otherwise) do you have for this?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way. The Strategic Planning team won two RTPI awards for going above and beyond to ensure all groups in the district are reached and can have a say in the planning system.		
16a	Could this policy or project have the potential to affect individuals on the basis of gender reassignment differently in a negative way?	Y	<b>N</b>	
16b	What existing evidence (either presumed or otherwise) do you have for this?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how		

		people and groups can engage with the planning system in the best way. The Strategic Planning team won two RTPPI awards for going above and beyond to ensure all groups in the district are reached and can have a say in the planning system.		
17a	Could this policy or project have the potential to affect individuals on the basis of marriage and civil partnership differently in a negative way?	Y	N	
17b	What existing evidence (either presumed or otherwise) do you have for this?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way. The Strategic Planning team won two RTPPI awards for going above and beyond to ensure all groups in the district are reached and can have a say in the planning system.		
18a	Could this policy or project have the potential to affect individuals on the basis of pregnancy and maternity differently in a negative way?	Y	N	
18b	What existing evidence (either presumed or otherwise) do you have for this?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way. The Strategic Planning team won two RTPPI awards for going above and beyond to ensure all groups in the district are reached and can have a say in the planning system.		
19	Could any negative impacts that you identified in questions 10a to 15b create the potential for the policy to discriminate against certain groups on the basis of protected characteristics?	Y	N	
20	Can this negative impact be justified on the grounds of promoting equality of opportunity for certain groups on the			Race: Sex:

	basis of protected characteristics? Please provide your answer opposite against the relevant protected characteristic.	Y	N	Disability: Sexual orientation: Age: Gender reassignment: Pregnancy and maternity: Marriage and civil partnership: Religious belief:
21	How will you mitigate any potential discrimination that may be brought about by your policy or project that you have identified above?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way. The Strategic Planning team won two RTPI awards for going above and beyond to ensure all groups in the district are reached and can have a say in the planning system.		
22	Do any negative impacts that you have identified above impact on your service plan?	Y	N	

Signed by completing officer	Bethany Stokes, Strategic Planning Officer
Signed by Service Lead or Corporate Head of Service	<b>Julie Pinnock</b> <b>Corporate Head of Planning and Regulatory Services</b> <b>5<sup>th</sup> January 2024</b>