

Rooley Moor Neighbourhood Plan

Equality Impact Assessment

Quick Guidance Notes

Stage 1. Screening Stage

Stage 1 of the template is classed as the Screening Stage. This should always be completed. At this stage you should be assessing obvious negative/positive impact or gaps in knowledge about likely impact. It should be a relatively short process which makes use of any previous consultation results, any differences in user satisfaction among groups, personal knowledge and experience, research, reports, existing equality data about service usage, internet searches, internal and external specialist advice, employees with previous experience of similar work, known inequalities etc. **If the likely impact on a particular group is unknown, then action should be taken to acquire this information.**

If the impact is positive (i.e. the outcome will benefit an Equality Group) then no further action is required. If no positive or negative impacts are identified then no further action is required. If the activity has the potential to cause adverse/negative impact or discriminate against different groups in the community it will require a full impact assessment (Stage 2).

In some cases it might be easy to put in place simple adjustments to eliminate any negative impact while you are working through the screening process, especially if you already have clear evidence/consultation and the process is an integral part of your policy development. It should only be done if you are absolutely confident that no other impact will be identified. If you choose to do this you should clearly document the reasons/evidence and put in place monitoring to ensure action is taken if unanticipated impact occurs.

Stage 2. Full Equality Impact Assessment Report

Stage 2 of the EIA process guides officers through the full impact assessment process, ensuring that research/consultation with relevant equality groups has been carried out and leads to an action plan aiming to minimise the negative impact/s.

Consultation involves engaging with representatives from equality groups who are likely to be affected by the activity. It could involve engaging with employees and Members, trade unions, other public bodies, voluntary and community groups. It is important to ensure sufficient time and resources are dedicated to the consultation process to encourage full participation.

Take a Proportionate Approach

Your approach to assessing the equalities impact of a policy, strategy or service should be proportionate to the likely impact it will have. Issues you should consider include:

- the number of people likely to be affected
- the size of the budget/amount of money involved
- the extent of the proposed change
- wider public policy implications

This means you will assess more rigorously policies, which are likely to have a significant impact on the local community.

Stage 1 and 2 Equality Impact Assessment Templates

Rooley Moor Neighbourhood Forum	Telephone & e-mail: 01706 354161 / info@RMNF.org.uk
Accountable Officer: Alan Rawsterne	Date of assessment: 30 November 2018

Name of service/function/policy:

Rooley Moor Neighbourhood Development Plan

Is this new or existing?

New

Stage 1: Screening Stage

1. Briefly describe its aims & objectives

When the Neighbourhood Development Plan (NDP) is 'made' the plan will become part of the Borough's Development Plan (planning policy documents) for Rochdale.
The NDP sets out planning policies developed by Rooley Moor Neighbourhood Forum in consultation with the local community on local issues such as Built Heritage, Green Spaces and Environment, Countryside Management and Farming, Recreation, Accessibility and Visitors.

2. Are there external considerations? (legislation/government directive etc.)

The Government's legislation sets out the procedures that have to be followed for making the plan and what it can be included.

Neighbourhood planning provisions were introduced by the Localism Act 2011 and the National Planning Policy Framework (2018), the latter stating that it '... gives communities the power to develop a shared vision for their area'. (Paragraph 29).

Other legislation that needs to be considered:

- Town and Country Planning Act 1990 (as amended by the Localism Act 2011 and the Neighbourhood Planning Act 2017)
- The Neighbourhood Planning (General) Regulations 2012
- Neighbourhood Planning Act 2017

3. Who are the stakeholders and what are their interests?

All people living, visiting or carrying out business in the Rooley Moor Neighbourhood Area.

4. What outcomes do we want to achieve and for whom?

The NDP has been produced by Rooley Moor Neighbourhood Forum on behalf of residents, businesses and anyone with interest within the area. The Plan focuses on specific land use related issues that were raised during the Forum's public consultations. Issues not covered by the Plan will be covered by the strategic policies in Rochdale Core Strategy (2016).

5. Has any consultation/research been carried out or relied upon?

Yes

If yes please provide details and outcomes, if no please outline any planned activities

- Thursday 21 May 2015 at 7.00 pm, Spotland and Falinge Area Forum - Proposal to create the Rooley Moor Neighbourhood Forum is agreed by residents at this meeting
- Wednesday 16 September 2015 - Rochdale Township Committee - Application for neighbourhood area and forum. Mr A Rawsterne, member of the proposed Neighbourhood Forum addressed the Committee in respect of the application. DECIDED – That (1) the proposed Rooley Moor Neighbourhood Area boundary, as described in the submitted report, be approved as the basis for public consultation; (2) the Rooley Moor Neighbourhood Forum application be approved as a basis for consultation.
- Thursday 17 September 2015 7.00pm - RMNF Inaugural AGM - Our first meeting to appoint trustees, agree our objects and constitution, etc.
- Tuesday 16 February 2016 - Forums charitable status confirmed - Email notification to trustees officer, members, councillors and others
- Wednesday 9 March 2016 - Rochdale Township Committee Meeting - Area and Forum formally designated by the Local Authority at the Rochdale Township Committee.
- Thursday 14 April 2016 - Trustees Meeting - Meeting to discuss: Heritage Lottery Fund, Bank Account (opened), Locality Grant, BBC & Launch Event, Conservation and other matters
- June 2016 - RMNF Survey - Letter and questionnaire to residents and organisations - data gathering asking basic questions:
 1. What do you like about the Rooley Moor area?
 2. What don't you like?
 3. What do you want to change?
 4. What are the five main issues in the area that the plan needs to tackle?
 5. What are the 5 key opportunities in the area that the plan can take to improve the area and promote heritage and landscape protection and sustainable recreation and tourism activities
- Sunday 14 August 2016 Launch event - 300+ people attended the event, which included a public consultation exhibition and basic questionnaire
- Wednesday 11 January 2017 - Neighbourhood Plan Group Meeting - Discussion to start the neighbourhood plan process
- Monday 29 May 2017 – Detailed Community questionnaire consultation opens for a six week period - Two paper copies of our community questionnaire is despatched to all households in our Neighbourhood Area. Survey Monkey is used to place the questionnaire online
- Sunday 13 August 2017 RMNF Event - 300+ people attended the event, which included a public consultation exhibition and detailed questionnaire
- Thursday 2 November 2017 - RMNF AGM – Trustee and officer rotation, open discussion of matters affecting the neighbourhood area
- March 2018 Monday 26 March 2018 - Start of six-week pre-submission consultation for draft neighbourhood plan. 250+ Letter posted to residents supported by email to residents, stakeholders and statutory consultees
- Saturday 21 April 2018 - Community Consultation Event from 10am to 2pm – 14 people (including 3 members of the neighbourhood plan group) sign in to the event
- Thursday 7 June 2018 - RMNF Trustees Meeting - Meeting to review consultation responses, agree RMNF response and identify any required changes to plan. Trustees decide to submit the plan to RMBC
- Thursday 25 October 2018 - RMNF AGM

Link to detailed consultation statement: <http://www.rmnf.org.uk/wp-content/uploads/2018/11/20181129-RMNF-Consultation-Statement-Submitted.pdf>

6. Are there any concerns at this stage which indicate the possibility of inequalities/negative impacts?

(Consider and identify any evidence you have - equality data relating to usage and satisfaction levels, complaints, comments, research, outcomes of review, feedback and issues raised at previous consultations, known inequalities) If so please provide details.

At this stage we do not believe there are any inequalities/negative impacts. There are only 15 policies relating to the use of land in the NDP. These are:

1. Policy HO1 – Residential Development
2. Policy D1 – Design
3. Policy D2 – Conversion and Re-use of Rural Buildings
4. Policy D3 – Character Areas and Important Views
5. Policy HE1 – Protection of Heritage Assets
6. Policy RE1 - Farm Diversification
7. Policy R1 - Areas of Recreational Focus
8. Policy R2 – Key Recreational Routes
9. Policy R3 - Equestrian Development
10. Policy V1 – Visitor Facilities
11. Policy V2 - Overnight Visitor Accommodation
12. Policy LB1 - Landscape Protection and Enhancement
13. Policy LB2 - Trees, Woodlands and Hedgerows
14. Policy LB3 - Sites of Wildlife Importance
15. Policy E1 – Energy Efficiency and Renewable / Low Carbon Energy

7. Could a particular protected characteristic be affected differently in either a negative or positive way?

(Positive – it could benefit, Negative – it could disadvantage, Neutral – neither positive nor negative impact or Not sure?)

	Type of impact, reason & any evidence
Disability	Positive – improved amenity
Race (including Gypsy & Traveller)	Neutral
Age	Neutral
Gender	Neutral
Transgender	Neutral
Sexual Orientation	Neutral
Religion/Belief	Neutral
Marriage/ Civil Partnership Status	Neutral
Pregnancy and Maternity	Neutral

8. Could other socio-economic groups be affected e.g. carers, ex-offenders, low incomes?

The policies relate to the use of land. There are no other socio-economic groups likely to be affected.

9. Are there any human rights implications?

No (if yes please explain)

10. Is there an opportunity to promote equality and/or good community relations?

Through the actions of forum members. The forum constitution states, “The CIO is established for the public benefit without distinction of ability, sex, sexual orientation, race or political, religious or other opinions”

11. If you have indicated a negative impact for any group is that impact legal? (not discriminatory under anti-discrimination legislation)

Not applicable

12. Is any part of this policy/service to be carried out wholly or partly by contractors?

Don't know

13. Is a Stage 2: Full Equality Impact Assessment Report required?

No

14. Date by which Stage 2 is to be completed and actions

N/A

Please complete

We are satisfied that an initial screening has been carried out and a full impact assessment is /is not required* (please delete as appropriate).

Completed by: Alan Rawstwerne

Date: 30th November 2018

Stage 2: Full Equality Impact Assessment Report

15. Summarise the likely negative impacts for relevant groups identified in the screening process (Refer to Stage 1, Questions 7-8, start to think about possible alternatives)

16. What consultation/involvement activities have taken place or will need to take place with groups/individuals from each relevant protected characteristic or equality group? (refer back to Stage 1, Question 5)

17. What other research has been or will need to be carried out to help you with the assessment?

18. Results of research/consultation (what does it tell you about the negative impacts?)

19. Conclusions & Action Planning

You should explain what and how negative impacts have been reduced or removed and how positive impacts are to be improved or included.

Your final decisions or recommendations may include making immediate changes, stopping or proceeding with a new policy, justifying a decision or adding objectives/targets to the service development plan/equality scheme (long term changes).

You could use the template below to record your conclusions/actions. You should also make reference to any additional monitoring or research that is still required, or was not retrievable at the point of assessment, but will be required in subsequent reviews or in order to complete actions.

Impact/Issue	Action/Objective/Target or Justification	Will this remove negative impact?	Resources	Lead Officer & Timescale

20. How will you monitor, evaluate and check the policy in the future?

21. When will a review take place?

Please complete

We are satisfied that a full impact assessment has been carried out.

Completed by: Date:

Role:

Countersigned by Head of Service:

Date: