

APPENDIX C

Equality Impact Assessment Form



Directorate: Transformation	Service: Planning
Completed by: Ian Bond	Date: 22/09/15
Subject Title: REVIEW OF LIST OF LOCALLY IMPORTANT BUILDINGS	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	No
Is a service being designed, redesigned or cut back:	No
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned:	No
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes
Details of the matter under consideration:	Review of West Lancashire's List of Locally Important Buildings (the 'Local List').
<p><i>If you answered Yes to any of the above go straight to Section 3</i></p> <p><i>If you answered No to all the above please complete Section 2</i></p>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	<i>*delete as appropriate</i>
	Yes/No*
<p>If Yes, provide details of how this impacts on service users, staff or Councillors (stakeholders):</p> <p><i>If you answered Yes go to Section 3</i></p>	
<p>If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups:</p> <p><i>You do not need to complete the rest of this form.</i></p>	

3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	<p>The review work has been undertaken by Planning/heritage staff.</p> <p>The review work will impact primarily upon those owning or having an interest in properties included (or removed) on the List of Locally Important Buildings.</p>
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	N/A
<p>Which of the protected characteristics are most relevant to the work being carried out?</p> <p>Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity</p>	<p>No No No No No No No No No</p>
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	<p>Previous engagement with the community and general public in relation to planning policy matters and consultation exercises across the Borough (for example for the Local Plan between 2008 and 2013) show that it tends to be those of a white-British ethnic background and those of older age groups who most actively engage in the process of preparing planning policy. Completed equality questionnaires from those consultation exercises bear this out, but the limited number of such questionnaires completed does not provide sufficient statistical robustness to analyse and use this data meaningfully.</p> <p>Once adopted, the 'Local List' will be a material consideration in planning decisions affecting buildings on the list. The main stakeholders are likely to be the owners/occupiers of the buildings. Owners are likely to be of any age, gender, disability (or otherwise), belief, sexual orientation and ethnic background but are most likely to be of a white-British ethnic background and an older age group, as identified above.</p>

<p>What will the impact of the work being carried out be on usage/the stakeholders?</p>	<p>The adoption of the revised 'Local List' will have limited direct impact on any stakeholders other than those who wish to alter or extend a building on the Local List.</p> <p>Changes to buildings on the Local List could potentially impact on a range of stakeholders, most notably landowners and their neighbours, as well as those who travel through, work in, or spend leisure time in West Lancashire.</p>
<p>What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?</p>	<p>The Local List is not a "service" as such. The review has included public consultation and buildings nominated by the public and Parish Councils were assessed as part of the review process.</p> <p>As the 'Local List' is a planning designation it is likely that differing views will be given depending on their objectives. For example, some seek to change buildings to meet their requirements, whilst others seek to protect buildings from change.</p>
<p>What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?</p>	<p>The review process has included consultation and a Workshop to which key stakeholders were invited – these included local civic groups and representatives from both RIBA and RICS. At this Workshop the scoring criteria and some building assessments were reviewed and validated.</p>
<p>If any further data/consultation is needed and is to be gathered, please specify:</p>	<p>N/A</p>
<p>5. IMPACT OF DECISIONS</p>	
<p>In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?</p>	<p>The provision of an up to date 'Local List' contributes to the planning function and our duty to preserve the heritage of the Borough.</p> <p>The Local List will be likely to be of relevance to, or affect, landowners / developers seeking to submit planning application(s), or local people with an interest in local heritage assets.</p> <p>Such people could potentially be of any age, gender, disability (or otherwise), belief, sexual orientation and ethnic background.</p>
<p>6. CONSIDERING THE IMPACT</p>	
<p>If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).</p>	<p>Property owners of buildings included on the 'Local List' are required to consider the impact of planning development on the heritage value of the building. The planning process allows the opportunity for applicants to Appeal decisions made by the local authority to the</p>

	Secretary of State.
What actions do you plan to take to address any other issues above?	Issues only arise if the property owner or occupier applies for development which affects a building contained on the Local List.
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	The Local List will be reviewed periodically (every 5years) to assess whether buildings should be removed or added to the list. As such, the EIA will only be reviewed at that time. The impact on particular protected characteristics will be monitored as far as is possible.