



## Equality Impact Analysis Tool

### Conducting an Equality Impact Analysis

An EqIA is an improvement process which helps to determine whether our policies, practices, or new proposals will impact on, or affect different groups or communities. It enables officers to assess whether the impacts are positive, negative, or unlikely to have a significant impact on each of the protected characteristic groups.

The tool has been updated to reflect the new public sector equality duty (PSED). The Duty highlights three areas in which public bodies must show compliance. It states that a public authority must, in the exercise of its functions, have due regard to the need to:

- 1. Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited under this Act.**
- 2. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.**

### **3. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.**

Whilst working on your Equality Impact Assessment, you must analyse your proposal against the three tenets of the Equality Duty.

#### **General points**

1. In the case of matters such as service closures or reductions, considerable thought will need to be given to any potential equality impacts. Case law has established that due regard cannot be demonstrated after the decision has been taken. Your EIA should be considered at the outset and throughout the development of your proposal, it should demonstrably inform the decision, and be made available when the decision is recommended.
2. Wherever appropriate, the outcome of the EIA should be summarised in the Cabinet/Cabinet Member report and equalities issues dealt with and cross referenced as appropriate within the report.
3. Equalities duties are fertile ground for litigation and a failure to deal with them properly can result in considerable delay, expense, and reputational damage.
4. Where dealing with obvious equalities issues e.g., changing services to disabled people/children, take care not to lose sight of other less obvious issues for other protected groups.
5. If you already know that your decision is likely to be of high relevance to equality and/or be of high public interest, you should contact the Equality Officer for support.
6. If your EqIA does not require you to carry out additional consultation, please omit section 04.

7. Further advice and guidance can be accessed from the separate guidance document (link), as well as from your service or borough lead:

**RBKC**  
Corporate Equalities Officer:  
[angela.chaudhry@rbkc.gov.uk](mailto:angela.chaudhry@rbkc.gov.uk)  
020 7361 2654

## Equality Impact Analysis Tool

Overall Information	Details of Full Equality Impact Analysis
<b>Financial Year and Quarter</b>	2023/24 Q3
<b>Name and details of policy, strategy, function, project, activity, or programme</b>	<p>Redesignation of St Quintin and Woodlands Neighbourhood Forum.</p> <p>At the request of the St Quintin and Woodlands Neighbourhood Forum the Council is intending to approve the re-designation of the Neighbourhood Forum a small part of the north west of the borough.</p>
<b>Lead Officers</b>	<p>Name: Chris Turner            Position: Principal Planning Policy Officer, Planning and Place            Email: chris.turner@rbkc.gov.uk            Telephone No: 07739 313788</p>
<b>Lead Borough</b>	RBKC
<b>Date of completion of final Full EIA</b>	N/A

Section 02	Scoping of Full EIA
<b>Plan for completion</b>	<p>Timing: The decision to redesignate the Neighbourhood Forum will be made in November 2023.</p> <p>Resources: The designation, and associated notification, will be prepared within the existing staff and budget resources of the Planning and Policy Team.</p>

**Analyse the impact of the policy, strategy, function, project, activity, or programme**

Neighbourhood planning was introduced by the Localism Act 2011. It provides a mechanism to enable communities to develop their own plans for their own neighbourhood areas. These neighbourhood plans (if adopted), would become part of the development plan against which planning applications are assessed.

There are two main elements, or structures, associated with Neighbourhood Planning. If a Neighbourhood Plan is to be drawn up it must be done by the relevant neighbourhood forum, for the named neighbourhood area.

Whilst a neighbourhood area designation is an indefinite designation, a neighbourhood forum must be redesignated every five years.

The purpose of this KD is to consider the application made by the St Quintin and Woodland Neighbourhood Forum (SQWNF) to be redesignated as a Neighbourhood Forum, following the expiration of its earlier designation in July 2023.

Once this has been agreed on, the re-designated Neighbourhood Forum can, if it so chooses, begin to amend its existing St Quintin and Woodlands Neighbourhood Plan. It should be noted that whilst the intention of the Act is for the creation of Neighbourhood Plans there is no requirement for a Neighbourhood Forum to do so.

As such the act of designating/ not designating will not have any impact on the lives of those living within the area. It is only the next stage, the redrafting/ amending of a Neighbourhood Plan, which may. It should be noted that the designation of a Neighbourhood Forum will not necessarily lead to the drafting or adopting of a Neighbourhood Plan. This is a matter for the Neighbourhood Forum and not the Council.

The designation of the forum does not in itself affect policy, or how planning application must be determined in the give area.

<b>Protected characteristic</b>	<b>Borough Analysis</b>	<b>Impact: Positive, Negative, Neutral</b>
Age	<b>RBKC</b>	Neutral

		The designating of the St Quintin and Woodland Neighbourhood Forum will not have a particular impact on this protected characteristic.	
	Disability	<b>RBKC</b> The designating of the St Quintin and Woodland Neighbourhood Forum will not have a particular impact on this protected characteristic.	Neutral
	Gender reassignment	<b>RBKC</b> The designating of the St Quintin and Woodland Neighbourhood Forum will not have a particular impact on this protected characteristic.	Neutral
	Marriage and Civil Partnership	<b>RBKC</b> The designating of the St Quintin and Woodland Neighbourhood Forum will not have a particular impact on this protected characteristic.	Neutral
	Pregnancy and maternity	<b>RBKC</b> The designating of the St Quintin and Woodland Neighbourhood Forum will not have a particular impact on this protected characteristic.	Neutral
	Race	<b>RBKC</b> The designating of the St Quintin and Woodland Neighbourhood Forum will not have a particular impact on this protected characteristic.	Neutral
	Religion/belief (including non-belief)	<b>RBKC</b> The designating of the St Quintin and Woodland Neighbourhood Forum will not have a particular impact on this protected characteristic.	Neutral
	Sex	<b>RBKC</b> The designating of the St Quintin and Woodland Neighbourhood Forum will not have a particular impact on this protected characteristic.	Neutral
	Sexual Orientation	<b>RBKC</b>	Neutral

		The designating of the St Quintin and Woodland Neighbourhood Forum will not have a particular impact on this protected characteristic.	
	<b>Human Rights or Children's Rights</b>  N/A		

<b>Section 03</b>	<b>Analysis of relevant data</b> Examples of data can range from census data to customer satisfaction surveys. Data should involve specialist data and information and where possible, be disaggregated by different equality strands.		
<b>Documents and data reviewed</b>	N/A		
<b>New research</b>	N/A		

<b>Section 04</b>	<b>Consultation</b>		
<b>Consultation in each borough</b>	The council consulted on the designation of the forum/area for a six week period between August and October 2023. All of those on the planning consultation database were notified. In addition the Council displayed a number of site notices across the relevant area.		
<b>Analysis of consultation outcomes for each borough</b>	No comments related to equalities or the protected characteristics were raised. There were no further findings relevant to the EqlA Screening.		

<b>Section 05</b>	<b>Analysis of impact and outcomes</b>		
-------------------	--	--	--

<b>Analysis</b>	The designation of the Neighbourhood Forum is a stage in the Neighbourhood Planning process. It allows for the forum to begin the process of seeking to amend the existing neighbourhood plan. It does not in itself have any implications on plan making in the area.
-----------------	--

<b>Section 06</b>	<b>Reducing any adverse impacts and recommendations</b>
<b>Outcome of Analysis</b>	N/A

<b>Section 07</b>	<b>Action Plan</b>
<b>Action Plan</b>	Please see section 5 and 6 above.

<b>Section 08</b>	
<b>Chief Officers' sign-off</b>	Name: Amanda Reid Position: Director, Planning and place Email: amanda.reid@rbkc.gov.uk Telephone No: 07790363868
<b>Key Decision Report (if relevant)</b>	Date of report to Cabinet/Cabinet Member: 06/11/23 Key equalities issues have been included: Yes
<b>Lead Equality Manager (where involved)</b>	Name: Position: Date advice / guidance given: Email: