

<b>Name of the activity being assessed</b>	Development Management Technical Support – Changes in the processes/submission requirements for planning applications/pre application advisory service and new enhanced additional services				
<b>Directorate / Department</b>	Growth & Development	<b>Service</b>	Planning – Development Management	<b>Assessment Author</b>	Gavin Prescott
<b>Is this a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		<b>Responsible manager / director for the assessment</b>	Ian Richardson	
<b>Date EIA started</b>	01/10/2017	<b>Implementation date of the activity</b>		01/01/2018	

**SECTION 1 - ABOUT YOUR ACTIVITY**

<p><b>How was the need for this activity identified?</b>          i.e. Why are we doing this activity?</p>	<p>Following the restructure of the Growth &amp; Development Department, the Planning Service was also restructured during the summer of 2017, with the Development Management team and the Integrated Growth Team being formulated. The Development Management Team, which this activity is focussing on, deals with the processing of planning applications, planning enforcement and technical support.</p> <p>At the same time, a major new Digitisation Project is being implemented which will make the service more efficient and easily accessible to the customer. Changes in the process and submission requirements relating to planning applications were introduced in 2014, and which are still valid. At the same time the Pre-Application Advisory Service was reviewed and introduced new discretionary fees which remain valid. With the new restructure the Development Management service is looking to introduce new additional enhanced services which will sustain the service going forward and maintain the excellent performance in processing planning applications.</p> <p>The Service is looking to maintain the discretionary fees introduced in 2014, relating to the processing and handling of invalid planning applications which are submitted. Since 2014, the number of invalid applications submitted remains high, with approximately 33% being submitted. Of these around 10-15% are never made valid and requires the application to be withdrawn and returned to the applicant/agent. This still requires a certain amount of resource from the Technical Support Team which is never recovered. So it is considered reasonable to maintain the service of returning the fees for these applications minus the administrative charge for the handling of the applications.</p>
<p><b>What is the activity looking to achieve?</b></p>	<p>To maintain performance levels and increase productivity with the continued validation and registration processes set in 2014 relating to planning applications and pre-application enquiries, together with a move towards a paperless office which will post the implementation of the digitisation of the planning service in December 2017.</p> <p>In order to maintain the efficient and effective planning application validation process, and the quality of submitted applications, it is proposed to continue with the formal process relating to the invalid applications. The service will be seeking to determine applications within the statutory time periods, but with regards to minor planning applications, householder applications and certificate of lawfulness, new enhanced services – Platinum and Gold, will be introduced subject to a premium fee where applications will be guaranteed to be determined within a shorter specified period.</p>

<p><b>What are the aims and objectives?</b></p>	<p>The service with regards to the large scale major developments will be looking to introduce a more formalised Development Team Approach where a Planning Performance Agreement (PPA) framework will be implemented for the management of the planning process from inception through to determination.</p> <p><u>Discretionary Fees:</u> The Service is looking to increase the discretionary fees associated with the pre-application advisory service to recover costs incurred in setting up the meetings, responding to telephone enquiries, setting up meetings, ensuring consultees attend meetings, and providing formal responses. The new fees have been set so as to be competitive, and ensure a quality service is provided.</p> <p><u>Invalid applications:</u> By maintaining the formal process relating to the processing of invalid applications set in 2014, this will ensure the quality of planning applications is increased and assist in the productivity of ensuring an efficient service is provided particularly with the implementation of the digitisation of the planning service. This will assist the customer in submitting more valid applications and ensuring their application is processed more efficiently.</p> <p><u>Additional enhanced services:</u> The Development Team Service (DTS) is designed for development proposals that are more complex and likely to raise a large number of issues. With this service good quality advice will be provided that will carry weight in the decision making process. It will involve the use of a dedicated planning case officer who will coordinate the process from inception to determination. A PPA will be used to allow both the developer and the local planning authority to agree a project plan and programme which will include the appropriate resources necessary to determine the planning application to a firm timetable.</p> <p><u>Development Management Enhanced Services:</u> These are aimed at the minor (including changes of use), householder type of planning applications, together with Certificates of Lawfulness. They are effectively a “fast track” service for the customer from receipt of the planning application through to a decision. The new services are split into “platinum” and “gold” services, which are subject to a premium fee in addition to the standard planning application fee. The aim is to deal with the application within the agreed shorter timeframe, and developers/applicants are encouraged to use the pre-application advisory service together with the enhanced services to ensure the application is determined within the requested period.</p>
<p><b>Services currently provided</b> (if applicable)</p>	<p><u>Pre-application advisory service:</u> This service has been provided since 2011, which was reviewed in 2014, when the new processes relating to the submission requirements for planning applications and invalid applications were introduced.</p> <p><u>Major planning applications pre-application advisory service:</u> Presently, all the meetings under this service are held with the Integrated Growth Team, and the One Cathedral Square offices, with all consultees invited. This will continue as part of the more formalised DTS approach.</p>
<p><b>Type of activity</b></p>	<p> <input type="checkbox"/> Budget changes         <input type="checkbox"/> Decommissioning         <input type="checkbox"/> New activity  <input checked="" type="checkbox"/> Change to existing activity         <input type="checkbox"/> Commissioning         <input type="checkbox"/> Other <a href="#">[please state here]</a> </p>

**SECTION 2 - UNDERSTANDING YOUR CUSTOMER****What resources will support in undertaking the equality analysis and impact assessment?**

*Please identify additional sources of information you have used to complete the EIA, e.g. reports; journals; legislation etc.*

None

**Who are you consulting with? How are you consulting with them? (Please insert any information around surveys and consultations undertaken)**

Cross Party Working Members Planning Group  
 Planning & Highways Committee  
 Executive Member for Regeneration (Growth & Development)  
 - Reports and presentation  
 Email to be sent to all local planning agents informing them when the changes will be coming into force

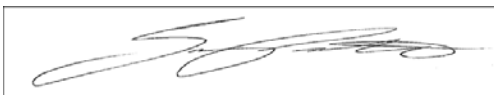

<b>Who does the activity impact upon?*</b>	Service users	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Indirectly			
	Members of staff	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Indirectly			
	General public	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Indirectly			
	Carers or families	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Indirectly			
	Partner organisations	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Indirectly			
<b>Does the activity impact positively or negatively on any of the protected characteristics as stated within the Equality Act (2010)?*</b>  <b>The groups in blue are not protected characteristics (please refer to p. 3 of the guidance notes)</b>	Positive impact	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Marriage & Civil Partnership	<input type="checkbox"/> Pregnancy & maternity	<input type="checkbox"/> Vulnerable groups
		<input type="checkbox"/> Race	<input type="checkbox"/> Religion or belief	<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Deprived communities	<input type="checkbox"/> Carers
	Negative impact	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Marriage & Civil Partnership	<input type="checkbox"/> Pregnancy & maternity	<input type="checkbox"/> Vulnerable groups
		<input type="checkbox"/> Race	<input type="checkbox"/> Religion or belief	<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Deprived communities	<input type="checkbox"/> Carers
	No impact	<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input checked="" type="checkbox"/> Gender reassignment	<input checked="" type="checkbox"/> Marriage & Civil Partnership	<input checked="" type="checkbox"/> Pregnancy & maternity	<input checked="" type="checkbox"/> Vulnerable groups
		<input checked="" type="checkbox"/> Race	<input checked="" type="checkbox"/> Religion or belief	<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> Sexual orientation	<input checked="" type="checkbox"/> Deprived communities	<input checked="" type="checkbox"/> Carers

**\*If no impact is identified on any of the protected characteristics a full EIA may not be required. Please contact your departmental Corporate Equality & Diversity representative for further information.**

**Does the activity contribute towards meeting the Equality Act's general Public Sector Equality Duty?** *Refer to p.3 of the guidance for more information*  
***A public authority must have 'due regard' (i.e. consciously consider) to the following: Not applicable***

DUTY	DOES THE ACTIVITY MEET THIS DUTY? EXPLAIN
<b>Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act</b> <i>(i.e. the activity removes or minimises disadvantages suffered by people due to their protected characteristic)</i>	Not applicable
<b>Advance equality of opportunity between those who share a protected characteristic and those who do not</b> <i>(i.e. the activity takes steps to meet the needs of people from protected groups where these are different from the needs of other people)</i>	Not applicable
<b>Foster good relations between people who share a protected characteristic and those who do not</b> <i>(i.e. the function encourages people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	Not applicable

ASSESSMENT	Is a full EIA required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Please explain how you have reached your conclusion <i>(A lack of negative impacts must be justified with evidence and clear reasons, highlight how the activity negates or mitigates any possible negative impacts)</i>			
<p>The proposed changes will apply equally to all planning applications and pre-application enquiries, with no exceptions or concessions. The changes will be done in compliance with Section 93 of the Local Government Act 2003.</p>			

<b>Author Signature</b>		<b>Date</b>	<b>06/12/2017</b>
<b>Head of Service/Director Signature</b>		<b>Date</b>	<b>06/12/2017</b>

*The above signatures signify acceptance of the ownership of the Initial EIA and the responsibility to publish the completed Initial EIA as per the requirements of the Equality Act 2010.*

<b>Departmental E&amp;D Lead Signature</b>	Gwen Kinloch	<b>Date</b>	21/12/2017
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**FULL EQUALITY IMPACT ASSESSMENT****SECTION 3 – ANALYSIS OF IMPACT**

Does the activity have the **potential** to:

- **positively** impact (benefit) any of the groups?
- **negatively** impact/exclude/discriminate against any group?
- **disproportionately** impact any of the groups?

Explain how this was identified – through evidence/consultation.

Any negative impacts that are identified within the analysis need to be captured within the action plan in **Section 4**

**N.B.** Marriage & Civil Partnership is only a protected characteristic in terms of work-related activities and NOT service provision

<b>Characteristic</b>	<b>Positive</b>	<b>Negative</b>	<b>Don't know</b>	<b>Reasons for positive and/or negative impact</b> Please include all the evidence you have considered as part of your analysis	<b>Action No.</b>
<b>Age</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified	
<b>Disability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified	
<b>Gender reassignment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified	
<b>Marriage &amp; Civil Partnership</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified	
<b>Pregnancy &amp; Maternity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified	
<b>Race</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified	
<b>Religion or Belief</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified	
<b>Sex</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified	
<b>Sexual orientation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified	
<b>Vulnerable Groups</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified	
<b>Deprived Communities</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified	
<b>Carers</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified	
<b>Other [please state]</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

<p><b>Does the activity raise any issues for community cohesion?</b></p> <p><b>Does the activity contribute positively towards community cohesion?</b></p>	No
<p><b>Does the activity raise any issues in relation to human rights as set out in the Human Rights Act 1998? Details of which can be found <a href="#">here</a></b></p>	No
<p><b>Does the activity support / aggravate existing departmental and/or corporate risk?</b></p>	<p><i>Is the activity on the departmental risk register? If it is not, should it be?</i></p> <p>No</p>

## CONCLUSIONS OF THE ANALYSIS

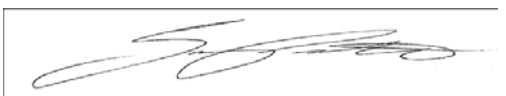

<b>Action following completion of the impact assessment</b>			
<i>It is important that the correct option is chosen depending on the findings of the analysis. The action plan must be completed as required.</i>			
<input type="checkbox"/> No major change in the activity	<input type="checkbox"/> Adjust activity	<input checked="" type="checkbox"/> Continue with activity	<input type="checkbox"/> Stop and reconsider activity
<b>Please explain how you have reached your conclusion</b>			
<p>The activity is a continuation of existing practice albeit with some changes. No equality impacts have been identified.</p>			

**ACTION PLAN**

Action No.	What is the negative / adverse impact identified?	Actions required to reduce / mitigate / eliminate the negative impact	Resources required	Responsible officer(s)	Target completion date
	None currently identified				

**MONITORING AND REVIEW**

<p>The responsibility for establishing and maintaining the monitoring arrangements of the EIA action plan lies with the service completing the EIA. These arrangements should be built into the performance management framework.</p> <p>Monitoring arrangements for the completion of EIAs will be undertaken by the Corporate Equality &amp; Diversity Group and the oversight of the action plans will be undertaken by the Management Accountability Framework.</p>	
<p>If applicable, where will the EIA Action Plan be monitored?</p>	<p><i>e.g. via Service Management Team; Service Leadership Team; Programme Area Meetings</i></p> <p>Departmental Management Team Meeting</p>
<p>How often will the EIA Action Plan be reviewed?</p>	<p><i>e.g. quarterly as part of the MAF process</i></p> <p>Quarterly</p>
<p>When will the EIA be reviewed?</p>	<p><i>It should be reviewed at least every 3 years to meet legislative requirements</i></p> <p>31<sup>st</sup> January 2021</p>
<p>Who is responsible for carrying out this review?</p>	<p>Gavin Prescott</p>

<b>Author Signature</b>		<b>Date</b>	<b>06/12/2017</b>
<b>Head of Service/Director Signature</b>		<b>Date</b>	<b>06/12/2017</b>
<i>The above signatures signify acceptance of the ownership of the full EIA, the responsibility for the associated Action Plan (if applicable) and the responsibility to publish the completed full EIA as per the requirements of the Equality Act 2010.</i>			
<b>Departmental E&amp;D Lead Signature</b>	Gwen Kinloch	<b>Date</b>	<b>21/12/2017</b>