

Screening/Scoping Pro Forma

Section	Planning Services		Officer responsible for the screening/scoping	Sarah-Jane Willmott		
Name of Policy to be assessed	Enforcement process		Date of Assessment	14/10/08	Is this a proposed new or existing policy/procedure/practice?	Existing procedure
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?			To ensure compliance with planning legislation.			
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.			To advice and resolve breaches of planning legislation.			
3. Who is intended to benefit from this policy and in what way?			The residents of the Borough.			
4. What outcomes are wanted from this policy/procedures/practice?			To stop unauthorised development or use of buildings and / or land.			
5. What factors/forces could contribute/detract from the outcomes?			Contributes – Achieving compliance with planning legislation. Detracts – Failure to achieve compliance with planning legislation.			
6. Who are the main stakeholders in relation to the policy?		Residents of the Borough.		7. Who implements the policy, and who is responsible for the policy?		Enforcement team Head of Planning Service
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?			Y	<input checked="" type="checkbox"/> N	Please explain Enforcement of planning legislation relates to buildings or use of land.	

<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>No issues raised from previous stakeholder questionnaires.</p> <p>Gypsies have statutory guidance to assist in the determination of planning applications and enforcement.</p> <p>Possible language difficulties for those who do not English as their first language.</p>		
<p>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</p>	<p>Y</p>	<p>N</p>	<p>Sensitive subject area. Could an officer of the same gender as the 'offender' be guaranteed?</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>			
<p>10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?</p>	<p>Y</p>	<p>N</p>	
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The web pages have to conform to accessibility standards people with a disability may need modified equipment to access our system electronically. (Note. Planning Service information is available in other media).</p>		
<p>11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?</p>	<p>Y</p>	<p>N</p>	<p>Not relevant.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>			
<p>12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?</p>	<p>Y</p>	<p>N</p>	<p>Not relevant.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>			

13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	Not implausible that the process could have a negative impact because of lack of awareness of issues affecting certain beliefs and also religious differences.
What existing evidence (either presumed or otherwise) do you have for this?	No evidence of this.		
14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	Not relevant.
What existing evidence (either presumed or otherwise) do you have for this?			
15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	Not relevant.
What existing evidence (either presumed or otherwise) do you have for this?			
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	Not relevant.
What existing evidence (either presumed or otherwise) do you have for this?			

<p>17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?</p>	<p>Y</p>	<p><input checked="" type="radio"/> N</p>	<p>Please explain Not applicable - Not if there is appropriate awareness/understanding</p>
<p>18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?</p>	<p>Y</p>	<p><input checked="" type="radio"/> N</p>	<p>Please explain for each heading (questions 8-16) on a separate piece of paper. Not applicable.</p>
<p>Business improvement</p> <p>19. Is there any concern that there are unmet needs in relation to any of the above groups?</p>	<p>Y</p>	<p><input checked="" type="radio"/> N</p>	<p>Please explain</p>
<p>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</p>	<p>Y</p>	<p><input checked="" type="radio"/> N</p>	<p>Please explain</p>
<p>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</p>	<p>Y</p>	<p><input checked="" type="radio"/> N</p>	<p>Please explain</p>

<p>22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?</p>		<p>No. More positive approach to avoiding language issues arising. Sensitivity in respect of any religious differences.</p>						
<p>23. Should the policy proceed to a full equality impact assessment?</p> <p>24. If No, are there any changes required to the policy to improve it around the equality agenda?</p>	<p>Y N</p>	<table border="1"> <tr> <td data-bbox="763 544 1800 596"></td> <td data-bbox="1800 544 1917 596">Yes</td> <td data-bbox="1917 544 2058 596">No</td> </tr> <tr> <td colspan="3" data-bbox="763 596 2058 764"> <p>See 22</p> </td> </tr> </table>		Yes	No	<p>See 22</p>		
	Yes	No						
<p>See 22</p>								

Signed
(Completing officer)

Date 23/10/08

Signed
(Head of Section)

Date

Countersigned
(HR representative)

Date November 2008