

equality impact assessment

stage 1 quick check

questionnaire



If you are planning on making a change to an existing service or policy, or launching something new, fill out this quick questionnaire to find out if you need to complete a full equality impact assessment. You can also use this form to check your current services or policies.

To find out more about the legal background to equality impact assessments, or for advice on which of your current services should be assessed, read our equality impact assessment help notes.

Section 1: About you and your service area

Your name:	Stephen Stray
Your service area:	Spatial Policy and delivery
Your line manager:	Craig Jordan
Your cabinet member:	CLlr Iain Eadie

Section 2: About your plans

Name of service/policy you are assessing:	Burntwood Neighbourhood Plan
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Is it? (please delete as appropriate)
<ul style="list-style-type: none"> ▪ A new policy/planned service

Who are the main users of your service/policy? (please delete any that are not appropriate)
<ul style="list-style-type: none"> ▪ Mixture of residents and visitors ▪ Users of a specific service (e.g. leisure centre customers) ▪ Internal (employees) ▪ Disability specific groups ▪ Race specific groups ▪ Gender specific groups ▪ Religious groups ▪ Sexual orientation groups ▪ Marriage and civil partnerships ▪ Older people ▪ Young people ▪ Other (please specify)

Please briefly describe why you are creating a new service/changing an existing service or reviewing current policy/service (where appropriate, include sources of evidence such as customer feedback):
Burntwood Town Council has produced a Neighbourhood Plan to provide specific planning policies for the Burntwood Neighbourhood Area. The Plan has been independently examined and found to meet the basic conditions. Following examination the Plan has been subject to a referendum within the neighbourhood area and achieved a success 'yes' vote.

Section 3: Will your plans impact on any particular groups?

3a: Please fill in all boxes that apply in the table below. If any boxes don't apply, please leave blank.

Hints & tips Think about who will benefit from or be affected by your plans/policy. Will any particular group be negatively affected, or not able to use the service? For further guidance please see Section 3 of the help notes.

Impact of plans Groups of users	Will your plans have a positive impact on this group? If so please explain why?	Will your plans have a negative impact? If so please explain why? <input checked="" type="checkbox"/> If there is a negative impact on any group(s), please complete section 4 for each group.
Age ranges (indicate range/ranges)	Neutral. Whilst the Neighbourhood Plan does not have specific policies relating to defined age groups it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which includes policies which consider all age groups within the District.	No.
Disability (physical, sensory or learning)	Neutral. Whilst the Neighbourhood Plan does not have specific policies relating to people with disabilities it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which includes policies which seek to ensure that the needs of those with disabilities are met.	No.
Gender/sex	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with gender and sex it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which helps to facilitate the delivery of a range of services and facilities which may deal with issues relating to gender and sex. The Local Plan is underpinned by policies relating to sustainable communities which are underpinned by community cohesion, inclusivity and narrowing the equality gap as such the Neighbourhood Plan conforms to this.	No.
Transgender/gender reassignment	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with transgender and gender reassignment it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which helps to facilitate the delivery of a range of services and facilities which may deal with issues relating to transgender and	No.

	gender reassignment. The Local Plan is underpinned by policies relating to sustainable communities which are underpinned by community cohesion, inclusivity and narrowing the equality gap as such the Neighbourhood Plan conforms to this.	
Race (includes ethnic or national origins, colour or nationality)	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with race it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which helps to facilitate the delivery of a range of services and facilities which may deal with issues relating to race. The Local Plan is underpinned by policies relating to sustainable communities which are underpinned by community cohesion, inclusivity and narrowing the equality gap as such the Neighbourhood Plan conforms to this.	No.
Gypsies and travellers	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing Gypsies and Travellers it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which includes policies relating to meeting the needs of Gypsies, Travellers and Travelling Showpeople.	No.
Refugees / asylum seekers	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with refugees and asylum seekers it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which helps to facilitate the delivery of a range of services and facilities which may deal with issues relating to refugees and asylum seekers. The Local Plan is underpinned by policies relating to sustainable communities which are underpinned by community cohesion, inclusivity and narrowing the equality gap as such the Neighbourhood Plan conforms to this.	No.
Sexual orientation	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with sexual orientation it has been found to be in general conformity with the adopted	No.

	Lichfield District Local Plan Strategy which helps to facilitate the delivery of a range of services and facilities which may deal with issues relating to sexual orientation. The Local Plan is underpinned by policies relating to sustainable communities which are underpinned by community cohesion, inclusivity and narrowing the equality gap as such the Neighbourhood Plan conforms to this.	
Marriage and civil partnerships	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with marriage and civil partnerships it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which helps to facilitate the delivery of a range of services and facilities which may deal with issues relating to marriage and civil partnerships. The Local Plan is underpinned by policies relating to sustainable communities which are underpinned by community cohesion, inclusivity and narrowing the equality gap as such the Neighbourhood Plan conforms to this.	No.
Religion or belief (includes lack of belief)	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with religion or belief it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which helps to facilitate the delivery of a range of services and facilities which may deal with issues relating to religion or belief. The Local Plan is underpinned by policies relating to sustainable communities which are underpinned by community cohesion, inclusivity and narrowing the equality gap as such the Neighbourhood Plan conforms to this.	No.
Pregnancy and maternity	Neutral. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with pregnancy and maternity it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which helps to facilitate the delivery of a range of services and facilities which may deal with issues	No.

	relating to pregnancy and maternity. The Local Plan is underpinned by policies relating to sustainable communities which are underpinned by community cohesion, inclusivity and narrowing the equality gap as such the Neighbourhood Plan conforms to this.	
Carers or the people cared for (dependants)	Yes. Whilst the Neighbourhood plan does not have specific policies relating to issues dealing with Carers or the people cared for it has been found to be in general conformity with the adopted Lichfield District Local Plan Strategy which includes policies which specifically related to the provision of supported housing, care homes and homes built to Lifetime Homes standards which are applicable to carers and their dependants.	
Other (please specify)		

3b: Further details

Please use this space to provide further details if necessary

Section 4: Can you justify and evidence, or lessen any impact?

4a: ☒ If you have identified a negative impact(s) on any group(s) please complete the below table for each affected each group. If any boxes don't apply, please leave blank. If you didn't identify any negative impact(s) on the previous page, skip to section 6.

Hints & tips Is there something you can do to reduce or alter any negative impact you have identified? *For example when we changed waste and recycling collections to kerbside collections, we offered disabled/less able people assisted collections.* Please list all the evidence you have gathered to support your decision(s) – this could include customer feedback, statistics, comparable policies, consultation results. If you don't have any evidence, please carry out appropriate studies and research to gather the evidence you need to support your decision(s). If you have no/insufficient evidence or cannot gather any, you will need to complete a full EIA. For further guidance, see Section 4 of the help notes.

Actions you need to take	We will make the following change(s) to the service/policy to reduce the negative impact. Explain the change(s) and the evidence you have to support your decision? ☒ Use section 4b below if you want to give more details.	We won't make changes as we can justify our decision and there are sound reasons behind our decision. Justify why and detail the evidence you have gathered to support your decision. ☒ Use section 4c below if you want to give more details.	There is a negative impact, and we cannot justify it and/or have no, or insufficient, evidence to support our decision. ☒ You will need complete a full equality impact assessment. See the help notes for more details.
Groups of users			
Age ranges (indicate range/ranges)			
Disability (physical, sensory or learning)			
Gender / sex			
Transgender / gender reassignment			
Race (includes ethnic or national origins, colour or nationality)			
Gypsies and travellers			
Refugees / asylum seekers			
Sexual orientation			
Marriage and civil partnerships			
Religion or belief (includes lack of belief)			
Pregnancy and maternity			
Carers or the people cared for (dependants)			
Other (please specify)			

4b: Further details on changes

Please use the space below to give more details on the changes you will make, if necessary:

4c: Further details on justification

Please use the space below to give more details on the justification/evidence you have gathered, if necessary:

Section 5: Your action plan

Help notes If, as a result of this assessment, you are going to adapt your plans or policy, please include details below. Please include a quick action plan and key dates that will show how you will review your decisions and when. Please include responsibility and expected outcomes. For full guidance on how to complete this section, please refer to the help notes.

Section 6: Record your actions (delete as appropriate)

I have sent this to Policy and Performance for publication on the intranet and on www.lichfielddc.gov.uk	Yes
Date completed:	1 February 2019