



THE RUGBY BOROUGH COUNCIL

A special meeting of the Rugby Borough Council will be held via Microsoft Teams at 6.00pm on Tuesday 25 August 2020.

Members of the public may view the livestream of the meeting via the link on the Council's website.

Mannie Ketley
Executive Director

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Apologies for absence.

2. Minutes.

To approve the minutes of the meeting of Council held on 21 July 2020.

3. Declaration of Interests.

To receive declarations of -

(a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and

(c) notice under Section 106 Local Government Finance Act 1992 - non-payment of Community Charge or Council Tax.

4. To receive and consider the Reports of Officers.
 - (a) Updated and amended Guidance to the Adopted Statement of Community Involvement (2019) in response to the Coronavirus Pandemic – report of the Head of Growth and Investment.
5. Motion to Exclude the Public under Section 100(A)(4) of the Local Government Act 1972.

To consider the following resolution:

“under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of information defined in paragraph 2 of Schedule 12A of the Act.”

PART 2 – EXEMPT INFORMATION

1. To receive and consider the Reports of Officers.
 - (a) Restructure to prepare for recovery – report of the Executive Director

DATED THIS 17th day of August 2020

To: The Mayor and Members of Rugby Borough Council

AGENDA MANAGEMENT SHEET

Report Title: Updated and amended Guidance to the Adopted Statement of Community Involvement (2019) in response to the coronavirus pandemic

Name of Committee: Special Council

Date of Meeting: 25 August 2020

Report Director: Head of Growth and Investment

Portfolio: Growth and Investment

Ward Relevance: All Wards

Prior Consultation: None required

Contact Officer: Victoria Chapman

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: No

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

Continue to improve the efficiency of our waste and recycling services (EPR)

- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background: Please see below

Summary: The Council is required, as part of the Planning and Compulsory Purchase Act 2004, to produce a Statement of Community Involvement (SCI). New paragraphs have been added to the Planning Practice Guidance to address how consultation should continue during this time. This supplementary document will sit alongside the SCI providing additional guidance on how to carry out consultation during this time. This will be revoked once the government guidance has changed.

Financial Implications: None

Risk Management Implications: Option 1 reduces the risk of being challenged on the methods of consultation used for planning policy documents.

Environmental Implications: None

Legal Implications: Option 1 ensures the Council is compliant with the latest government guidance.

Equality and Diversity: The equality impact assessment has been updated and is attached at Appendix 2.

Options: Option1: To agree the Supplementary Guidance to the Statement of Community Involvement for a temporary period. To be removed once the government guidance is changed.

Option 2: To reject the Supplementary Guidance to the Statement of Community Involvement

Recommendation: (1) The updated and amended Guidance to the Statement of Community Involvement for a temporary period be approved; and

(2) delegated authority be given to the Head of Growth and Investment to remove the updated and amended Guidance once the government guidance is changed.

Reasons for Recommendation: To ensure compliance with the latest government guidance as set out in the Planning Practice Guidance.

Special Council - 25 August 2020

Updated and amended Guidance to the Adopted Statement of Community Involvement (2019) in response to the coronavirus pandemic

Public Report of the Head of Growth and Investment

Recommendation

- (1) The updated and amended Guidance to the Statement of Community Involvement for a temporary period be approved; and
- (2) delegated authority be given to the Head of Growth and Investment to remove the updated and amended Guidance once the government guidance is changed.

1. Background

It is a statutory requirement of the Council to produce a Statement of Community Involvement (SCI). The SCI sets out who Rugby Borough Council will engage with on the preparation of planning documents, how and when they will be engaged. The SCI seeks to ensure the active, meaningful and continued involvement of local communities and stakeholders in the planning process. The latest version of the SCI was adopted in 2019.

The government is providing public guidance on measures which must be followed during this coronavirus pandemic¹. At the time of drafting this supplementary guidance these measures include the requirement to maintain social distancing with those outside of your household, the requirement for working from home wherever possible and the banning of mass gatherings.

Additionally, the government has introduced new temporary planning practice guidance (PPG)². This aims to ensure planning consultations are still able to run effectively and are safe and adhere to current government guidance on social distancing and other measures.

There is no requirement in legislation for changes to a SCI to be consulted on. The Rugby Borough Council policies also do not require this.

The government changes to the PPG require LPAs to consider alternatives to face to face events and the inspection of physical documents. Suggestions for alternative

¹ <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

² Planning Practice Guidance Paragraphs 076-078.

activities include virtual exhibitions, digital consultation, video conferencing, use of social media and the provision of documents on the Council's website.

The regulations make clear that effective community engagement should continue wherever practicable and that members of the community who may not have internet access should still be engaged.

There is also a new PPG paragraph³ which sets out changes to the Neighbourhood Planning process. This paragraph emphasises the need for Neighbourhood Planning Groups to continue with consultation but to do so in a modified way in line with the government's guidance on social distancing and other coronavirus measures. A key change is that no referendums on Neighbourhood Plans can be carried out until the 6th May 2021⁴. Any Neighbourhood Planning Group planning to run a consultation event in the near future is advised to contact the Development Strategy Team to discuss their arrangements.

Appendix 1 contains the updated and amended guidance to the Adopted Statement of Community Involvement (2019) in response to the coronavirus pandemic. This supplementary document will sit alongside the SCI providing additional guidance on how to carry out consultation during this time.

This will be revoked once the government guidance has changed. Delegation to the Head of Growth and Investment is sought to remove the updated and amended Guidance once the government guidance is changed.

2. Summary of the Document Contents

The main changes and additions to the current SCI set out within the supplementary document are:

- Hard copies of the document will be posted out on request to people who cannot access the versions online. This has been put in place as we will not be able to guarantee copies being made available in libraries and the Town Hall, as the SCI requires;
- Where the document being consulted on covers a specific geographical area (as opposed to being a Borough-wide document), site notices will be put up within and close to the area being covered. This is to raise awareness to those in the local area;
- Councillors and Parish Councils will be asked to make reasonable attempts to publicise consultations via their own social media channels, websites and any notices boards; and
- Where possible a message will be sent out to those signed up to the Nextdoor App.

The document also includes a table which sets out all of the area of the current SCI where these additional measures apply.

Conclusion

³ Planning Practice Guidance Paragraph 107.

⁴ In line with the Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England and Wales) Regulations 2020

It is a statutory requirement for the Council to produce a Statement of Community Involvement. The purpose of this updated and amended guidance is to ensure compliance with the Planning Practice Guidance amendments that have been made due to the coronavirus pandemic.

The updated and amended guidance will be revoked once the government guidance has changed. Delegation to the Head of Growth and Investment is sought to remove the updated and amended Guidance once the government guidance is changed.

Name of Meeting: Special Council

Date of Meeting: 25 August 2020

Subject Matter: Supplementary Guidance to the Statement of Community Involvement

Originating Department: Growth and Investment

DO ANY BACKGROUND PAPERS APPLY **YES** **NO**

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink
1	Supplementary Guidance to the Statement of Community Involvement

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Supplementary Guidance to the Statement of Community Involvement in response to the Coronavirus Pandemic

6th July 2020

1. This note sets out the temporary changes to the Rugby Borough Council Statement of Community Involvement (SCI) which have been put in place to ensure consultation during the coronavirus pandemic can continue in an effective and safe manner.
2. The first part of this document sets out the modified regulations and guidance relevant to the required changes. Part two lists the temporary changes to the published SCI.
3. Please note that the published SCI and this supplementary guidance document cover the process of consultation for planning policy documents. Consultation on planning applications and the development management process is separate matter covered in separate regulations.
4. These changes are temporary and will be reviewed as the government guidance on coronavirus measures is changed.

Part One- Regulations and Guidance- Development Strategy Documents

5. The government is providing public guidance on measures which must be followed during this coronavirus pandemic¹. At the time of drafting this supplementary guidance these measures include the requirement to maintain social distancing with those outside of your household, the requirement for working from home wherever possible and the banning of mass gatherings.
6. Additionally, the government has introduced new temporary planning practice guidance (PPG)². This aims to ensure planning consultations are still able to run effectively and are safe and adhere to current government guidance on social distancing and other measures.
7. There is no requirement in legislation for changes to an SCI to be consulted on. The Rugby Borough Council policies also do not require this.
8. The government changes to the PPG require LPAs to consider alternatives to face to face events and the inspection of physical documents. Suggestions for alternative activities include virtual exhibitions, digital consultation, video conferencing, use of social media and the provision of documents on the Councils website.
9. The regulations make clear that effective community engagement should continue wherever practicable and that members of the community who may not have internet access should still be engaged.

• ¹ <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

• ² Planning Practice Guidance Paragraphs 076-078.

10. There is also a new PPG paragraph³ which sets out changes to the Neighbourhood Planning process. This paragraph emphasises the need for Neighbourhood Planning Groups to continue with consultation but to do so in a modified way in line with the government's guidance on social distancing and other coronavirus measures. A key change is that no referendums on Neighbourhood Plans can be carried out until the 6th May 2021⁴. We would advise any Neighbourhood Planning Group planning to run a consultation event in the near future to contact the Development Strategy Team to discuss their arrangements.

Part Two- Changes to SCI Guidance

11. Any meetings, workshops or exhibitions mentioned within the document will now be replaced with phone calls, emails or where practicable, virtual events.
12. Hard copies of documents are usually made available to read in local libraries and at the Town Hall. This will not be possible at this present time but all documents will be available online and, in cases where it is not possible for individuals to view these online, hard copies can be requested to be posted.
13. To ensure that those without internet access are given the opportunity to participate, for consultation which relate to a specific geographical areas (E.g. documents which cover a specific housing site) additional site notices will be displayed in areas close to the area covered by the document.
14. Ward and Parish Councillors and Parish Councils will be made aware of any consultation events and asked to make reasonable attempts to publicise the consultation. We would anticipate that this would be by placing information on notice boards or putting information on their websites and social media sites. Information leaflets and wording will be provided.
15. Our normal procedure, as set out in the SCI, whereby we send out emails and letters to those on the Local Plan consultation database will continue. Details of how to opt-in to this database can be found within the SCI document on page 13.
16. All consultation events will be publicised on the Councils website and social media platforms in line with our normal procedures. The Council is also trialling the use of an app called Nextdoor. If you download the app and sig up to your neighbourhood we may also use this platform to contact about any consultation events.
17. Responses to a consultation will still be encouraged to be submitted by email. However, paper copies will be accepted as will someone submitting an email response on behalf of another person who does not have access to email. In this case permission of the respondent will be required. We would also encourage any community groups or organisations to consider submitting one response on behalf of those they represent.
18. The table below lists the places within the published SCI that these modifications would apply.

³ Planning Practice Guidance Paragraph 107.

⁴ In line with the Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England and Wales) Regulations 2020

Place Within SCI	Original Text	Modification/Addition
NDP Table Pages 7 and 8	The 'Council Support and Advice' column of the table on pages 7 and 8 make reference to guidance and advice provided by the LPA to Neighbourhood Planning Groups.	It should be noted that any meetings or advice provided by the LPA will be carried out via telephone, email or video.
Paragraph 2.4.2	<p>"and/or holding evening exhibitions"</p> <p>"Whilst consultation material will be available electronically and the Council will seek to utilise the latest technology, we will also, where possible, make hard copies available in the Council offices and local libraries."</p>	<p>"and/or holding any virtual events in an evening"</p> <p>"Consultation material will be available electronically and the Council will seek to utilise the latest technology. We are unable to make hard copies available to view in the Councils offices and local libraries at this time. However, where people are unable to view these online they can request hard copies to be posted."</p>
Paragraph 2.5.5	"This will usually be undertaken by either a letter or email with meetings as appropriate."	"This will usually be undertaken by either a letter or email with virtual meetings as appropriate."
Paragraph 2.5.9	"Meetings, exhibitions and workshops will be held where appropriate."	"Virtual meetings, exhibitions and workshops will be held where appropriate."
Paragraph 2.5.11	<p>"and hold exhibitions and workshops where appropriate."</p> <p>"Hard copy documents are generally available at Rugby Town Hall and local libraries."</p>	<p>"and hold virtual exhibitions and workshops where appropriate."</p> <p>"We are unable to make hard copies available to view in the Councils offices and local libraries at this time. However, where people are unable to view these online they can request hard copies to be posted."</p>
Paragraph 2.7.2	"Where a meeting with consultees is held, a minute of the meeting will be made and circulated to those in attendance."	"Where a virtual meeting with consultees is held, a minute of the meeting will be made and circulated to those in attendance."
Paragraph 2.7.3	"Where workshops are held, the key outcomes will be summarised and published on the web site and/or circulated to those who attended."	"Where virtual workshops are held, the key outcomes will be summarised and published on the web site and/or circulated to those who attended."

Page 16 Public Participation Section of Table	“Members of the public can view documents online, at their local library or at Rugby Town Hall. They can also request to be sent a hard copy of the document.”	“Members of the public can view documents online. Hard copies will not be available for viewing but hard copies of documents can be obtained by contacting the Council.”
Page 17 Adoption Section of Table	“Members of the public can view documents online, at their local library or at Rugby Town Hall. They can also request to be sent a hard copy of the document.”	“Members of the public can view documents online. Hard copies will not be available for viewing but hard copies of documents can be obtained by contacting the Council.”
Page 18 Publicising an area application section of table	“Members of the public can view documents online, at their local library or at Rugby Town Hall. They can also request to be sent a hard copy of the document.”	“Members of the public can view documents online. Hard copies will not be available for viewing but hard copies of documents can be obtained by contacting the Council.”
Page 19 Publicising a plan proposal section of table	“Members of the public can view documents online, at their local library or at Rugby Town Hall. They can also request to be sent a hard copy of the document.”	“Members of the public can view documents online. Hard copies will not be available for viewing but hard copies of documents can be obtained by contacting the Council.”
Page 21- Preliminary draft charging schedule part of the table-	“members of the public can view documents online, at their local library or at Rugby Town Hall. They can also request to be sent a hard copy of the document.”	“members of the public can view documents online. Hard copies will not be available for viewing but hard copies of documents can be obtained by contacting the Council.”
Page 22- Publication of draft charging schedule	“members of the public can view documents online, at their local library or at Rugby Town Hall. They can also request to be sent a hard copy of the document.”	“members of the public can view documents online. Hard copies will not be available for viewing but hard copies of documents can be obtained by contacting the Council.”
Page 23- Modifications to draft charging schedule after publication part of the table	“members of the public can view documents online, at their local library or at Rugby Town Hall. They can also request to be sent a hard copy of the document.”	“members of the public can view documents online. Hard copies will not be available for viewing but hard copies of documents can be obtained by contacting the Council.”
Page 24 and 25- Publication of charging schedule	“members of the public can view documents online, at their local library or at Rugby Town Hall. They can also request to be sent a hard copy of the document.”	“members of the public can view documents online. Hard copies will not be available for viewing but hard copies of documents can be obtained by contacting the Council.”

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:
Minakshee Patel
Corporate Equality & Diversity Advisor
minakshee.patel@rugby.gov.uk
Tel: 01788 533509

Equality Impact Assessment

Service Area	Growth and Investment
Policy/Service being assessed	Development Strategy- Statement of Community Involvement
Is this is a new or existing policy/service?	No- updating an existing document
If existing policy/service please state date of last assessment	August 2019
EqlA Review team – List of members	Victoria Chapman
Date of this assessment	05/08/2020
Signature of responsible officer (to be signed after the EqlA has been completed)	Victoria Chapman, Development Strategy Manager <i>(Signature redacted for GDPR purposes)</i>

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Advisor.

If you require help, advice and support to complete the forms, please contact Minakshee Patel, Corporate Equality & Diversity Advisor via email: minakshee.patel@rugby.gov.uk or 01788 533509

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	<p>The Council has a statutory duty to prepare a Statement of Community Involvement (SCI). The SCI sets out who Rugby Borough Council will engage in the production of planning documents, how and when they would be engaged.</p> <p>The SCI seeks to ensure the active, meaningful and continued involvement of local communities and stakeholders in the planning process.</p> <p>The SCI is being updated to reflect government guidance on consultation in relation to the COVID-19 pandemic.</p> <p>This document accompanies the updated 2020 SCI. It is sought that the document is now adopted by Full Council.</p>

(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?

The Rugby Borough Local Plan fits into Rugby Borough Council's overarching priorities by planning for sustainable growth. The SCI is in support of the Local Plan, Neighbourhood Planning, Local Development Scheme and Supplementary Planning Document.

The SCI is considered to help meet the Council's 5 key equality objectives. For example, objective 3: "To improve how the Council engages with communities, partners and customers".

The SCI identifies methods to help the Council engage as broadly as possible to ensure all groups are included in the consultation process. For example, engaging with specific community groups.

A key challenge is ensuring a diverse range of respondents to consultations. The SCI seeks to help address this through including a range of consultation methods, such as the use of the Council's social media platforms to reach a larger audience.

These updates to the SCI seek to adapt to this current public health crisis. Consultation methods are affected by the COVID-19 pandemic, as measures such as making physical copies of documents publicly available cannot happen during a pandemic. It is accepted that there will be limits to the effectiveness of consultation under these circumstances, however this SCI update is considered positive for equality as it is seeking to utilise methods to maximise the reach of consultations during this current public health crisis.

The SCI is considered to have a positive impact on equality. This is because it helps empower communities to make their voice heard. It also gives the Council the opportunity to ask a diverse range of groups how they would like their voice heard in the planning process.

The Council believes that any organisation should reflect all the communities and people it serves in both employment and service delivery. By implementing this update to the SCI, the Council recognises its responsibilities and its leadership role within the community and aims to be a leading organisation in the promotion of equality of opportunity and diversity within Rugby.

(3) What are the expected outcomes you are hoping to achieve?	<p>1.Ensuring that the planning consultations methods are based upon is both up-to-date and as far reaching as possible.</p> <p>2.Ensure that all consultations reach both as many stakeholders as possible and as many different groups as possible.</p>
(4)Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	The document will affect all groups within the Borough.
<u>Stage 2 - Information Gathering</u>	As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

<p>(1) What does the information tell you about those groups identified?</p>	<p>Previous consultations have informed the Council's understanding of the groups in the Borough and helped to develop the consultation database. The Development Strategy Team maintains a substantial evidence base which informs the Local Plan.</p> <p>The evidence base has been produced in conjunction with various departments of Warwickshire County Council (including the Warwickshire Observatory) as well as numerous external agencies and consultants.</p> <p>A full list of documents is available online at:</p> <p>https://www.rugby.gov.uk/info/20004/planning_strategy/348/local_plan_examination/3</p> <p>It is likely that those already engaged in the planning process are more likely to continue engagement rather than potential stakeholders who aren't currently engaged. The Council recognises the key challenge is ensuring all stakeholders are engaged in the planning process. For example, young people. This is especially true during a pandemic, as previous consultees are likely to be more engaged in the planning consultation process. However, the amendments in the SCI demonstrate that the Council is taking all measures possible to maximise resident participation during the current pandemic.</p>
<p>(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?</p>	<p>The updated SCI was subject to a 6 week consultation in 2019. Broad consultation methods were used and all responses analysed, summarised and appropriate changes made. This amended document has been produced as a matter of urgency in response to the current pandemic and there is no statutory requirement to consult in such circumstances.</p>

<p>(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.</p>	Please see above.		
Stage 3 – Analysis of impact			
<p><u>(1) Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>RACE Positive</p>	<p>DISABILITY Positive</p>	<p>GENDER Positive</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP Positive</p>	<p>AGE Positive</p>	<p>GENDER REASSIGNMENT Positive</p>
	<p>RELIGION/BELIEF Positive</p>	<p>PREGNANCY MATERNITY Positive</p>	<p>SEXUAL ORIENTATION Positive</p>
<p><u>(2) Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>The amended SCI aspires to reach as many different groups as possible in those consultations. As such it is unlikely to have a negative impact on social inequalities.</p> <p>The SCI is unlikely to have an impact on a carer who looks after older people or people with disabilities.</p>		

(3) If there is an adverse impact, can this be justified?	N/A
(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)	N/A
(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?	The SCI aims to reach a diverse range of groups across society. This is a process rather than a single event. This is why it is important that the Council updates the SCI in response to the current public health crisis.
(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?	By improving consultation methods to reach a greater number and diversity of people, a broad range of society will get the opportunity to have their voice heard. This gives the opportunity to address issues they aren't currently aware of or add greater weight to issues which currently aren't being sufficiently addressed.
(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	There are general consultation barriers e.g. not everyone has internet access. Therefore the Council is using both digital and paper methods of consultation and the contact details of the Development Strategy are provided for people to contact officers if additional information or explanation is required. The amendments to the SCI are designed to address the current barriers to consultation presented by the pandemic.
<u>Stage 4 – Action Planning, Review & Monitoring</u>	

<p>If No Further Action is required then go to – Review & Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>EqlA Action Plan</p> <table border="1" data-bbox="891 352 2128 464"> <thead> <tr> <th data-bbox="891 352 1137 424">Action</th> <th data-bbox="1137 352 1384 424">Lead Officer</th> <th data-bbox="1384 352 1630 424">Date for completion</th> <th data-bbox="1630 352 1877 424">Resource requirements</th> <th data-bbox="1877 352 2128 424">Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="891 424 1137 464"></td> <td data-bbox="1137 424 1384 464"></td> <td data-bbox="1384 424 1630 464"></td> <td data-bbox="1630 424 1877 464"></td> <td data-bbox="1877 424 2128 464"></td> </tr> </tbody> </table>					Action	Lead Officer	Date for completion	Resource requirements	Comments					
Action	Lead Officer	Date for completion	Resource requirements	Comments											
<p>(2) Review and Monitoring State how and when you will monitor policy and Action Plan</p>	<p>The SCI will be monitored and subject to review when new legislation and regulations are introduced. The Council is considered to have a good record of ensuring its SCI is up to date. Current amendments owing to the current public health crisis are considered to represent an example of this.</p>														

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’