



Equality Impact Assessment (EqIA) Process Proforma

Perth and Kinross Local Development Plan

If the 'policy' you are developing or going to develop is relevant - that is, it will have an impact on people - you should complete an Equality Impact Assessment (EqIA).

If you wish to make comments on the Equalities Impact Assessment for the Local Development Plan please send comments to the Development Plan Team using the contact details found on the website.

EqlA Process - Proforma

Complete this proforma for all relevant policies

'Relevant' means it will have an impact on people. 'Policy' - see definition below.

Section 1: Policy Details (see definition of 'policy')

Name of Policy:

Perth and Kinross Local Development Plan

Service and Division:

The Environment Service

Owner/Person Responsible (include your Name and Position):

Peter Marshall – Planning and Sustainable Development Manager

Impact Assessment Team (include your Names and Positions). This team can consist of two people or more as appropriate:

Brenda Murray – Development Plans Team Leader
Julie Robertson – Planning Officer

Definition of policy for the purposes of EqlA:

For the purposes of an EqlA the term 'policy' covers Service delivery and Employment. Also includes all relevant Policies, Projects, Process, Practices, Strategies, Committee Reports, Guides, Manuals, Change Agendas or Restructuring Documents, procedures and practices - formal or informal, written or customary.

Is the function, 'policy' being impact assessed new or existing? Please tick the appropriate box below to indicate.

New

Existing

What are the main aims of the policy?

The Local Development Plan is a land-use planning document that will set out Perth & Kinross Councils' policies and proposals for the use and development of land in the area, including the appearance of the built and natural environment. It is concerned mainly with the use of land and guide future development to the most appropriate locations. It provides clear guidance on what development will or will not be allowed and where. The Plan addresses a wide range of policy issues, including housing, shopping, business, industry, transport, recreation, built and natural heritage.

Who are the main target groups/beneficiaries?

Various communities throughout the Perth & Kinross Council area – residents, businesses and all who have an interest in the future of the area.

What are the intended outcomes of the policy?

To promote sustainable development with Perth and Kinross by:

1. Building Sustainable Communities
2. Creating a Sustainable Economy; and
3. Sustaining the Environment and Resources

Is this policy 'relevant'? - this means, does it affect people? Please tick the appropriate box below to indicate.

Yes

No

Don't Know

Track 1: If you have responded 'Yes' - continue to complete all the actions in Sections 2-11.

Track 2: If you have responded 'No' - complete Sections 7-11 only.

Track 3: If you have responded 'Don't Know' - you should complete Sections 2 and 3 of this EqlA to help you identify the relevance or otherwise of this policy. See also the Summary Chart which will help you to keep on the right track, i.e. relevant = Track 1 and not relevant = Track 2 actions.

Section 2: Information Gathering

You should list here the sources of information used to assess the impact of the relevant policy. This can include local sources such as reports, information and data, relevant partners' information, data and reports, other Council's relevant information, data and reports, national information, research outcomes, data profiles and any other evidence which has led to the development of this policy.

Information/Evidence Gained and Used to Shape this Policy	List Details, Source and Date <i>(continue on a separate sheet if necessary – tick to indicate this has been done)</i> <input type="checkbox"/>
<p>Community consultation/involvement outcomes from earlier contacts - this usually includes formally arranged contact with individuals or community, voluntary sector and other relevant interest groups</p>	<p>Public Consultation on the Main Issues Report was carried out 8th October 2010 – 11th February 2011. Public were asked to comment on the MIR which was a consultation document setting out the Council's proposed vision and strategies and asked for comments on identified issues and potential sites for development. 1252 representations were received from the public on the MIR and were analysed as part of the preparation of the Proposed Plan. http://www.pkc.gov.uk/Planning+and+the+environment/Planning/Development+plan/Development+plan+-+new/Local+development+plan/Main+Issues+Report+-+Representations.htm</p> <p>The consultation for the MIR was made public through:</p> <ul style="list-style-type: none"> • Statutory Public Notice went in to the Courier on 8th October 2010 indicating the start of the consultation for the MIR and Strategic Environmental Assessment (SEA) Report. • Press release was issued prior to Council approval for the consultation on the MIR, with the first release/briefing taking place on 24th September 2010. There was a meeting of the Committee on 29th September 2010 and a press release followed on the 30th September 2010. Frequent press releases were issued to keep the public aware of what was happening in their area including local press such as, Blairgowrie Advertiser and Eastern press, Strathearn Herald and Strathallan News, Kinross News • Various radio interviews took place, with Councillor Ian Miller on RadioTay, PerthFM and STV. • Articles were run in Community newsletters and websites included articles that helped raise awareness of the MIR, the corresponding consultation, and events that were happening in their local area including Breadalbane Quair, Comrie & Crieff Quair, South Perth Community Partnership, Abernaye Community Company and Coupar Angus 'CAN do' • In order to target some of the main employers in the PKC area, information was posted on the staff intranet of PKC as well as Tayside Police and NHS Tayside. • Council created web pages specifically for the consultation with access to downloads of the MIR and its supporting documents such as SEA Environmental Report and Site Assessments. The website provided information on where consultation events were to take place, representations forms for submission and a questionnaire to seek comments on the actual consultation process. The website was updated regularly to ensure information was current. • Access to the Online Local Development Plan which seeks to allow the public to interact with the document and submit their comments electronically. • A copy of the MIR and supporting documents were made available to all libraries and local council offices in the PKC area.

- A letter was sent to all those on our consultation database which at the beginning of the process was approximately 800 and is now just under 1900 following the consultation
- An E-blast (e-mail) was sent to all businesses that are on the City centre Management consultation database (approx 2000 businesses)
- A school bag drop (circulation of around 9000 homes) was carried out throughout the whole area
- Four awareness raising exhibitions were held in supermarkets, shopping centre and community campus events prior to public drop-in sessions
- Posters and leaflets for all the public events were distributed by Community Councils and Planning Officers throughout the area.
- 22 drop in events were run throughout area starting on the 11th October at Kinnoull Primary School, Perth and finishing on 18th November 2010 in Blairgowrie. The events were well attended with over 900 members of the public getting involved. In addition to these events as a direct response to issues raised within the Luncarty area regarding proposed Transport proposals, a separate drop-in session was held on 9th December 2011.
- Young people – exhibition held at Perth college on 25th October 2010 to raise awareness and engagement with students (and staff), workshop (2nd November 2010) with Perth High School Pupil Council to help pupils positively engage with the process and awareness raising at Perth and Kinross Youth Council on 7th November.
- In conjunction with the MEAD (Minority Ethnic Access Development) project we have carried out awareness raising sessions at Chinese Community Lunch Club and Asian Women's group.
- As part of consultation with various minority groups in the area, posters for the events were translated into Cantonese, Polish and Urdu and were circulated by MEAD amongst the relevant communities e.g. MEAD office, Polish shops, Mosque.
- Planning Aid has been involved in sessions with Travelling People to look at how a more positive consultation approach could be implemented in the future.
- Prior to the launch of the consultation all Community Councils were approached to assist in the consultation events, through helping to raise awareness and providing assistance at the events. Two training evenings on 21st and 29th September 2010 were provided for those who wished to volunteer.
- Three topic based workshops were undertaken to allow more detailed discussion with stakeholders and representatives from the communities on key issues identified within the MIR as well as issues raised within the drop-in sessions. The workshops looked at the following issues: Housing and the Economy (20th January 2011 – 44 attended), Rural Issues, Climate Change and Landscape (22nd January 2011 – 31 attended) and Perth Transport Proposals (25th January 2011-41 attended).

In the preparation of the proposed plan in addition to the above the following have taken place:

- Summer LDP Newsletter circulated to all who commented on the MIR and all those on the consultation database to update on how many representations were received, what was currently happening and what the next stage would be.
- Liaison meeting with SEPA and Scottish Water to discuss outstanding issues of flooding and drainage on proposed sites following their representations to the MIR – 23rd August 2011
- Key agency meeting (SEPA, Scottish Water, TACTRAN, Transport Scotland and Scottish Government) to finalise and resolve outstanding issues on sites for the proposed plan – 14th September 2011
- Article prepared for Perth & Kinross Council Winter Newsletter 2011 which will be circulated in early December around all householders to inform them of the forthcoming Proposed Plan and consultation proposed for early 2012.

<p>Employee involvement/consultation feedback (e.g. survey, focus groups)</p>	<p>A series of meetings were held with Development Management colleagues to discuss each Housing market Area (Strathearn – 18th July 2011, Eastern – 25th July 2011, Highland – 1st August 2011, Kinross – 8th August 2011 and Perth – 15th August 2011). 26th September 2011 - Sites were circulated for comment to internal consultees (Transport Planning, Public Transport, Community Greenspace, Education and Flooding). 11th November 2011 – Development Management sent copy of draft policies for comment 22nd November 2011 – Copy of policies sent to Key Agencies (SNH, SEPA, Scottish water, Scottish Enterprise, TACTRAN, NHS Tayside, Historic Scotland, Transport Scotland and Forestry Commission) for comments. 23rd November 2011 – Policies sent to internal consultees</p>
<p>Research and information list main sources</p>	<p>Planning etc (Scotland) Act 2006 The Town and Country Planning (Development Planning) (Scotland) Regulations 2008 National Planning Framework (NPF 2) 2009 Scottish Planning Policy 2010 PAN 1/2010 Strategic Environmental Assessment of Development Plans PAN 2/2010 Affordable Housing and Housing Land Audits PAN 3/2010 Community Engagement PAN 1/2011 Planning and Noise PAN 2/2011 Planning and Archaeology PAN 33 Development of Contaminated Land (Revised October 2000) PAN 43 Golf Courses and Associated Documents PAN 44 Fitting New Housing Development into the Landscape PAN 50 Controlling the Environmental Effects of Surface Mineral Workings (Annex A,B,C and D) PAN 51 Planning, Environmental Protection and Regulation (Revised 2006) PAN 59 Improving town centres PAN 61 Planning and Sustainable Urban Drainage Systems PAN 62 Radio telecommunications PAN 63 Waste Management Planning PAN 65 Planning and Open Space PAN 67 Housing Quality PAN 68 Design Statements PAN 69 Planning and Building Standards Advice on Flooding. PAN 71 Conservation Areas in Scotland PAN 72 Housing in the Countryside PAN 73 Rural Diversification PAN 75 Planning for Transport PAN 77 Designing Safer Places PAN 78 Inclusive Design PAN 79 Water and Drainage PAN 83 Masterplanning Design Guidance - Green Infrastructure: Design and Placemaking Guidance on Habitats Regulations Appraisal for Plan</p>

	<p>Guide to Conservation Areas in Scotland Guide to Development Viability Guide to Farm Diversification & Planning permission in Scotland The Development Plan Process: A guide to considering Water and Waste Water Services TAYplan Proposed Strategic Development Plan 2012-2032 TAYplan Strategic Environmental Assessment (SEA) Perth & Kinross Council's Corporate Plan 2009-2012 Perth & Kinross Local Development Plan(LDP)– Main Issues Report September 2010 Perth & Kinross LDP SEA Environmental Report October 2010</p>
Officer knowledge and experience	<p>The Development Plan Team (including Manager and Team Leader) is made up of 9 Planning Officers all of which are qualified members of the Royal town Planning Institute. All members of the team have been involved in the preparation of policy/plans and involved in consultation events in the past either within Perth & Kinross Council, other local authorities, private sector and education. The team have all received Equalities Impact Assessment training as well as undertaken the mandatory e-learning Equalities training. Three members of the team are actively involved in Planning Aid. The team also draws expertise from other officers in the Council including a Senior community Capacity Worker, Affordable Housing Officer, Biodiversity Officer, Transport officer, Conservation Officers, Development Management Officers,</p>
Equality monitoring data - includes community or staff profiles etc	<p>At drop in sessions sign in sheets were available for the public to indicating their gender and age group. The following results were gathered: Total attendees at 22 drop-in sessions: 918 Gender: Male 249 (27%), Female 207 (23%), Unknown (50%) Age group: 0-25 (21= 2.3%), 26-40 (47=5.1%), 40+ (774= 84.2%), Prefer not to say (40= 4.4%), Unknown (37= 4%)</p> <p>Perth High School Workshop – 4 attendees (3 pupils, 1 staff) Gender: 3 male, 1 female Age; 0-25 = 3, 40+= 1</p> <p>Perth College exhibition No. of attendees: 33 Age range: 0-25 (20= 60%), 26-40 (3= 10%), 40+ (10= 30%)</p> <p>Asian Womens Group (4 attendees plus 1 member of MEAD staff) Age range: 0-25 (1), 26-40 (4)</p>
Service user feedback (including customer contact, services and complaints)	<p>Questionnaire set to follow consultation events to get feed back on consultation and to collect equalities information, results included: Gender: 58% male, 42% female Age ranges: 26-40 (8%), 41-60 (38%), 61-69 (36%), 70+ (18%) Language other than English used at home: English only (86%), Scots (6%), Scots Gaelic (6%) French, Italian (2%) Disability: No (98%), Yes (2%)</p>

<p>Partner user feedback</p>	<p>Community Engagement Review with planning staff – 3rd February 2011 – looked at feedback and lessons learned. Stakeholders meeting – MIR consultation review – 16th March 2011 – included Community Council, Agents/Developers/House builders, Chambers of Commerce, Perth high School Pupil Council and local residents to look at the process of consultation and what needs to be improved.</p>
<p>Other - this may be information gathered in another Council area, nationally or in partner organisations which is considered to have relevance</p>	

Reminder:

If there are any **gaps** in the information or evidence, please enter **any actions** to be taken to resolve this at **Section 5 below**. Example of an Action - if there are any gaps in the data available you may want to commission further research or collect additional data or establish new procedures for collecting data.

Section 3: Consultation/Involvement

Consultation with key stakeholders can be undertaken throughout the whole of the equality impact assessment process. This section can include details of outcomes from current, earlier or ongoing consultation/involvement activities. This activity **can also** help to **reach people not previously involved** with these processes, but who will be affected by this policy when it is implemented.

The Consultation/Involvement process can also help **identify or agree changes** that need to be made to ensure the policy will be inclusive when implemented.

A summary of the replies received from individuals and stakeholders consulted/involved. Include any previous feedback or complaints relating to equality and diversity issues and the policy or process currently being assessed.

Equality Protected Characteristic	Date	Outcome of Consultation/Involvement <i>(continue on a separate sheet if necessary – tick to indicate this has been done)</i> <input type="checkbox"/>
Race		<p>The Local Development Plan is a landuse document, the proposals and policies contained within the Plan will be applicable to all members of population of Perth and Kinross regardless of gender, age, disability or other identified characteristic.</p> <p>3 areas can be identified within the Plan which will have the following positive outcomes through their implementation:</p> <ol style="list-style-type: none"> 1. Policy RD4 Affordable Housing and corresponding Supplementary Guidance seeks to ensure that there is adequate provision of affordable housing throughout the Council area to meet the housing needs of the local population. 2. Policy RD5 Gypsies/Travellers' Sites - recognises the need for provision of sites and facilities for this community and seeks to ensure this is implemented within the Council area. 3. Policy RD6 Particular Needs Housing & Accommodation – recognises that there are varying needs within the population in terms of accommodation type.
Gender		
Transgender		
Disability		
Age		
Sexual Orientation		
Religion / Belief		
Civil Partnership / Marriage		
Pregnancy / Maternity		
Other <i>(please specify)</i>		

See also sources of support, advice and further information above.

Identify actions at Section 5 below to ensure inclusiveness when the policy is implemented. Or note why action cannot be taken.

Section 4: Detail the Positive and/or Negative Impacts or Tick to Indicate No Impact

Provide details of the likely impact the relevant policy may have on the equality protected characteristics listed below?
 This information will be indicated by activities at Section 2 and Section 3 above.

Equality Protected Characteristics	Positive Impact	Negative Impact	No Impact Identified <i>(tick if appropriate)</i>
<u>Place - making Policies</u>			
PM1: Place-making			
PM2: Design Statements			
PM3: Infrastructure Contributions			
Race			✓
Gender			✓
Transgender			✓
Disability			✓
Age			✓
Sexual Orientation			✓
Religion / Belief			✓
Civil Partnership / Marriage			✓
Pregnancy / Maternity			✓
Other <i>(please specify)</i>			✓
<u>Economic Development Policies</u>			
ED1: Employment & Mixed Use Areas			
ED2: Communications Infrastructure			
ED3: Rural Business and Diversification			
ED4: Caravan Sites, Chalets and Timeshare Developments			
ED5: Major Tourism Resorts			
Race			✓
Gender			✓
Transgender			✓
Disability			✓
Age			✓
Sexual Orientation			✓
Religion / Belief			✓
Civil Partnership / Marriage			✓

Pregnancy / Maternity			✓
Other (<i>please specify</i>)			✓
<u>Retail and Commercial Development Policies</u>			
RC1: Town Centre Prime Retail Areas			
RC2: Perth City Centre Secondary Uses Areas			
RC3: Commercial Centres			
RC4: Retail and Commercial Leisure Proposals			
Race			✓
Gender			✓
Transgender			✓
Disability			✓
Age			✓
Sexual Orientation			✓
Religion / Belief			✓
Civil Partnership / Marriage			✓
Pregnancy / Maternity			✓
Other (<i>please specify</i>)			✓
<u>Residential Development Policies</u>			
RD1: Residential Areas			
RD2: Pubs & Clubs Residential Areas			
RD3: Housing in the Countryside			
RD4: Affordable Housing			
RD5: Gypsies/Travellers' Sites			
RD6: Particular Needs Housing & Accommodation			
Race	✓ (Policies RD4,5&6)		
Gender	✓ (Policies RD4,5&6)		
Transgender	✓ (Policies RD4,5&6)		
Disability	✓ (Policies RD4,5&6)		
Age	✓ (Policies RD4,5&6)		
Sexual Orientation	✓ (Policies RD4,5&6)		
Religion / Belief	✓ (Policies RD4,5&6)		
Civil Partnership / Marriage	✓ (Policies RD4,5&6)		
Pregnancy / Maternity	✓ (Policies RD4,5&6)		
Other (<i>please specify</i>)	✓ (Policies RD4,5&6)		
<u>Transport and Accessibility Policies</u>			
TA1: Transport Standards and Accessibility Requirements			

Race			✓
Gender			✓
Transgender			✓
Disability			✓
Age			✓
Sexual Orientation			✓
Religion / Belief			✓
Civil Partnership / Marriage			✓
Pregnancy / Maternity			✓
Other (<i>please specify</i>)			✓
Community Facilities, Sport and Recreation Polices			
CF1: Open Space Retention & Provision			
CF2: Public Access			
CF3: Community Facilities			
Race			✓
Gender			✓
Transgender			✓
Disability			✓
Age			✓
Sexual Orientation			✓
Religion / Belief			✓
Civil Partnership / Marriage			✓
Pregnancy / Maternity			✓
Other (<i>please specify</i>)			✓
Historic Environment			
Policy HE1: Scheduled Monuments & non-Designated Archaeology			
Policy HE2: Listed Buildings			
Policy HE3: Conservation Areas (includes New Development & Demolition)			
Policy HE4: Gardens and Designed Landscapes			
Policy HE5: Protection, Promotion and Interpretation of Historic Battlefields			
Race			✓
Gender			✓
Transgender			✓
Disability			✓
Age			✓
Sexual Orientation			✓

Religion / Belief			✓
Civil Partnership / Marriage			✓
Pregnancy / Maternity			✓
Other (<i>please specify</i>)			✓
Natural Environment			
Policy NE1: Environment and Conservation Policies			
Policy NE2: Forestry, Woodland & Trees			
Policy NE3: Biodiversity			
Policy NE4: Green Infrastructure			
Policy NE5: Green Belt			
Policy NE6: Perth Lade Green Corridor			
Race			✓
Gender			✓
Transgender			✓
Disability			✓
Age			✓
Sexual Orientation			✓
Religion / Belief			✓
Civil Partnership / Marriage			✓
Pregnancy / Maternity			✓
Other (<i>please specify</i>)			✓
Environmental Resources			
Policy ER1: Renewable and Low Carbon Energy Generation			
Policy ER2: Electricity Transmission Infrastructure			
Policy ER3: Minerals and Other Extractive Activities – Supply and Safeguarding			
Policy ER4: Effects of Minerals and Other Extractive Activities			
Policy ER5: Prime Agricultural Land			
Policy ER6: Managing Future Landscape Change to Conserve and Enhance the Diversity and Quality of the Area's Landscapes			
Race			✓
Gender			✓
Transgender			✓
Disability			✓
Age			✓
Sexual Orientation			✓
Religion / Belief			✓
Civil Partnership /			✓

Marriage			
Pregnancy / Maternity			✓
Other <i>(please specify)</i>			✓
<u>Environmental Protection</u>			
Policy EP1: Climate Change, Carbon Reduction & Sustainable Construction			
Policy EP2: New Development & Flooding			
Policy EP3: Reinstate Natural Water Courses			
Policy EP4: Health and Safety Consultation Zone			
Policy EP5: Nuisance from Artificial Light & light pollution			
Policy EP6: Drainage (includes Private & SUDS)			
Policy EP7: Lunan Valley Catchment Area			
Policy EP8: Drainage within the Loch Leven Catchment Area			
Policy EP9: Noise Pollution			
Policy E10: Waste Management Infrastructure			
Policy E11: Management of Inert & Construction Waste			
Policy EP12: Air Quality Management Areas			
Policy EP13: Contaminated Land			
Policy EP14: Airfield Safeguarding			
Policy EP15: Blairingone Ground Conditions			
Race			✓
Gender			✓
Transgender			✓
Disability			✓
Age			✓
Sexual Orientation			✓
Religion / Belief			✓
Civil Partnership / Marriage			✓
Pregnancy/Maternity			✓
Other <i>(please specify)</i>			✓

Section 5: Recommendations and Actions

As a result of this equality impact assessment, please **clearly describe practical actions** you plan to take to:

- reduce or remove any identified **negative impact**
- promote any **positive impact** or
- gather further information/evidence**

Equality Protected Characteristics	Action <i>(Add these actions to your Service Equality Action Plan)</i>	Who is Responsible	Date for Completion	Intended Outcome
Race	<p>In terms of providing information on the Proposed Plan, the various contacts that have been made through MEAD, Perth High School Pupil Council, Perth and Kinross Youth Council etc will be contacted in the same manner as the rest of the population:</p> <p>Letter detailing what the proposed plan and how to make representation</p> <p>Information available on website, at local offices and libraries</p> <p>Online Local Development Plan – interactive online Plan which allows participants to make comments throughout the document</p> <p>Public Events held throughout the area to provide information on the Plan and access to staff for discussion – will be advertised in local press, community newsletters, e-mails, posters and leaflets, text and update through Councils Twitter account.</p>	Development Plan Team	<p>Start of Proposed Plan period of representations to start 16th January 2012 (subject to Committee approval)</p> <p>Impact of the content of the Plan will be applicable throughout the life of the plan</p>	<p>The LDPs primary function is a landuse document to guide development in the right places and protect areas from inappropriate development. The implementation of the Plan is not determined by a persons race, gender, disability or any other protected characteristic and therefore the impact of the plan should have a positive (as indicated in the promotion of the above policies) or neutral impact on the population in terms of equality.</p>
Gender				
Transgender				
Disability				
Age				
Sexual Orientation				
Religion / Belief				
Civil Partnership / Marriage				
Pregnancy / Maternity				
Other <i>(please specify)</i>				

Section 6: Monitoring

Monitoring enables the Council to identify any negative or positive impacts from the implementation of the policy. This also helps to identify any low take-up of service by people who share a particular protected characteristic.

Note here existing or planned Equality monitoring for this policy:

Monitoring of the LDP is a statutory requirement for the update of the Plan, the implementation of the proposals and policies will assist in assessing the effectiveness of the Plan and any positive and negative outcomes including Equality issues in particular Affordable Housing, Gypsy/Traveller Sites and Particular Needs Housing and Accommodation.

In terms of monitoring involvement in the preparation process equalities data will continue to be collected in terms of an online questionnaire.

Section 7: Authorising the Assessment

The following signatures are required:

Service Manager or Service Representative

Signed _____ Name _____ Date _____

Quality Assured by PKC Equality Impact Assessment Trained Officer

Signed _____ Name _____ Date _____

Section 8: Publishing EqIA Assessment

The completed and authorised EqIA should be added to your Service pages on the internet.

Date Action Completed _____ Date for Review of EqIA _____

Section 9: Update Your Service EqIA Schedule

Update your Service EqIA Schedule to identify date completed and the next date for review/update

Date this Action Completed _____

Section 10: Committee Reporting

Ensure your Committee **report** to accompany this policy **includes information** about any **actions** taken to reduce or remove **negative impacts** identified, or include any **positive impacts** expected when the policy is implemented.

Section 11: Completed EqIA

Can you now pass a copy of the completed and authorised EqIA to your Service Lead Officer for Equality.

