

## Impact Needs/Requirement Assessment Completion Form

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| <b>Department: Regeneration and Major Projects</b>   | <b>Person Responsible: Rachel McConnell</b>  |
| Service Area: Planning and Development   | Timescale for Equality Impact Assessment : 17 June 2013 Executive  |
| Date: 20 May 2013  | Completion date: 20 May 2013   |
| Name of service/policy/procedure/project etc:<br>Adoption of Revised Planning Design Guides for Barn Hill Conservation Area and Queen's Park Conservation Area   | Is the service/policy/procedure/project etc:<br>New <input checked="" type="checkbox"/><br>Old <input type="checkbox"/>  |
| Predictive <input checked="" type="checkbox"/><br><br>Retrospective <input type="checkbox"/>   | Adverse impact<br>Not found <input checked="" type="checkbox"/><br>Found <input type="checkbox"/><br><br>Service/policy/procedure/project etc, amended to stop or reduce adverse impact<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Is there likely to be a differential impact on any group?<br><br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   | Please state below:  |
| 1. Grounds of race: Ethnicity, nationality or national origin e.g. people of different ethnic backgrounds including Gypsies and Travellers and Refugees/ Asylum Seekers<br><br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | 2. Grounds of gender: Sex, marital status, transgendered people and people with caring responsibilities<br><br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| 3. Grounds of disability: Physical or sensory impairment, mental disability or learning disability<br><br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  | 4. Grounds of faith or belief: Religion/faith including people who do not have a religion<br><br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| 5. Grounds of sexual orientation: Lesbian, Gay and bisexual<br><br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   | 6. Grounds of age: Older people, children and young People<br><br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Consultation conducted<br><br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |  |
| Person responsible for arranging the review: N/A   | Person responsible for publishing results of Equality Impact Assessment: N/A   |
| Person responsible for monitoring: N/A   | Date results due to be published and where: N/A  |
| Signed:  | Date:  |



## Impact Needs/Requirement Assessment Completion Form

Please note that you must complete this form if you are undertaking a formal Impact Needs/Requirement Assessment. You may also wish to use this form for guidance to undertake an initial assessment, please indicate.

### 1. What is the service/policy/procedure/project etc to be assessed?

Adoption of Revised Planning Design Guides for Barn Hill Conservation Area and Queen's Park Conservation Area

### 2. Briefly describe the aim of the service/policy etc? What needs or duties is it designed to meet? How does it differ from any existing services/ policies etc in this area

A review of Brent's Conservation Area Design Guides is being undertaken with the overall aim of producing up to date documents to give clear guidance primarily to residents on acceptable types of development. These documents have an important role in ensuring the special character of our conservation areas is preserved and where possible enhanced. Revised Planning Design Guides for Barn Hill Conservation Area and Queen's Park Conservation Area have been produced.

Following endorsement by the Planning Committee on 16 January 2013, public consultation commenced on 28 January 2013 (for 28 days) inviting local residents and Ward Councillors to comment on the revised Barn Hill Conservation Area and Queen's Park Conservation Area Design Guides. General support for the revised Design Guide is an important factor in how effective they are and in both areas there was discussion with the Residents Association on the content of the Guides before local consultation with all local residents was undertaken.

The Planning Committee on 17<sup>th</sup> April 2013 considered the consultation responses and the recommendations made to revise the documents where appropriate. The Committee endorsed these further changes and recommended that the final documents incorporating the recommended revisions be reported to Executive for adoption

### 3. Are the aims consistent with the council's Comprehensive Equality Policy?

The Council's Equality and Diversity Policy statement makes reference to the importance of ensuring that the services that we provide meet the needs of the community. The policy seeks to ensure that everyone has equal access to services, regardless of their race, heritage, gender, religious or non religious belief, nationality, family background, age, disability or sexuality. Services must be relevant, responsive and sensitive, and the council must be perceived as equitable in its provision of services by its service users, partners and the wider community. The Statement of Community Involvement (2006) prepared as part of the LDF sets out consultation requirements to improve engagement in the planning system.

Consultation has been carried out with the local community as detailed in Section 7. The purpose of the updated Design Guides is not to prevent people carrying out improvement works to their homes but to ensure that the works are appropriate in the context of the conservation area designation. Public consultation has been carried out to incorporate the views of local residents directly impacted by the proposals.

The Design Guides are directly linked to planning policy requirements that have been the subject of public consultation and examination as well as an equalities impact assessment. The planning strategy for Brent (London Plan and the LDF) reflects the needs of the borough's diverse community.

### 4. Is there any evidence to suggest that this could affect some groups of people? Is there an adverse impact around race/gender/disability/faith/sexual orientation/health etc? What are the reasons for this adverse impact?

There is no evidence that the adoption the Barn Hill Conservation Area Design Guide and Queen's Park Conservation Area Design Guide would adversely impact on certain groups of people.

### 5. Please describe the evidence you have used to make your judgement. What existing data for example (qualitative or quantitative) have you used to form your judgement? Please supply us with the evidence you used to make you judgement separately (by race, gender and disability etc).

Letters were sent to all owner/occupiers in each conservation area. In addition, a 'drop-in session' was held open to all residents to give residents an opportunity to discuss the proposals with Officers.

### 6. Are there any unmet needs/requirements that can be identified that affect specific groups? (Please refer to provisions of the Disability Discrimination Act and the regulations on sexual orientation and faith, Age regulations/legislation if applicable)

No



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**7. Have you consulted externally as part of your assessment? Who have you consulted with? What methods did you use? What have you done with the results i.e. how do you intend to use the information gathered as part of the consultation?**

- Letters were sent owner/occupiers in the Barn Hill Conservation Area on 28 January 2013 giving 28 days to comment on the draft Design Guide. A 'drop-in session' for residents was held at Brent Town Hall on 12 February 2013 to give residents an opportunity to discuss the proposals with Officers.
- Letters were sent owner/occupiers in the Queen's Park Conservation Area on 28 January 2013 giving 28 days to comment on the draft Design Guide. A 'drop-in session' for residents was held at Kilburn Library on 18 February 2013 to give residents an opportunity to discuss the proposals with Officers.

**8. Have you published the results of the consultation, if so where?**

The Planning Committee, on 17 April 2013, considered the consultation responses and the recommendations made to revise the documents where appropriate.

**9. Is there a public concern (in the media etc) that this function or policy is being operated in a discriminatory manner?**

No

**10. If in your judgement, the proposed service/policy etc does have an adverse impact, can that impact be justified? You need to think about whether the proposed service/policy etc will have a positive or negative effect on the promotion of equality of opportunity, if it will help eliminate discrimination in any way, or encourage or hinder community relations.**

No adverse impacts can be identified at this stage

**11. If the impact cannot be justified, how do you intend to deal with it?**

n/a

**12. What can be done to improve access to/take up of services?**

n/a

**13. What is the justification for taking these measures?**

n/a

**14. Please provide us with separate evidence of how you intend to monitor in the future. Please give the name of the person who will be responsible for this on the front page.**

Whilst no specific monitoring is proposed, it will be monitored in the following way:

- (i) When assessing a planning application, appropriate weight is given to planning considerations which may include personal circumstances such as requirement for disabled access;
- (ii) The planning appeal system gives applicant the opportunity to challenge a decision to refuse planning permission. Planning appeal decisions are monitored;
- (iii) The Corporate Complaints system provides valuable feedback about our services.

**15. What are your recommendations based on the conclusions and comments of this assessment?**

No further action necessary at this stage.

Should you:

1. Take any immediate action? No

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2. Develop equality objectives and targets based on the conclusions? No

3. Carry out further research? No

16. If equality objectives and targets need to be developed, please list them here.

n/a

17. What will your resource allocation for action comprise of?

n/a

If you need more space for any of your answers please continue on a separate sheet

Signed by the manager undertaking the assessment:



Full name (in capitals please): RACHEL MCCONNELL

Date: 20 May 2013

Service Area and position in the council:

Planning and Development  
Area Team Manger – North Area Planning Team

Details of others involved in the assessment - auditing team/peer review:

Once you have completed this form, please take a copy and send it to: **The Corporate Diversity Team, Room 5  
Brent Town Hall, Forty Lane, Wembley, Middlesex HA9 9HD**