



Stage 1: Scope of the Equality Assessment

**** NB. It is important that your Equality Champion (See Corporate, Equality and Safeguarding on WySpace for a current list) is aware that the EA is being undertaken, and is kept updated throughout the entire process ****

EAs are designed to be proportionate and relevant and thus the time spent completing the EA and the depth to which the questions are answered need to reflect the size and importance of what is being assessed

Your Equality Champion can help with completing the EA if necessary, or [guidance](#) can be found in the Documents section of the Equality and Safeguarding page on WySpace (via the Corporate tab)

1. What is being assessed? (Title or description of the policy, strategy, service, function (this includes reports to Cabinet as appropriate)).

And who implements this policy, strategy, service or function?

**Residential Design Guidance
Implemented through planning service**

2. What is the purpose? (A short statement about its aim or objectives)

This guidance is intended to update and replace the current residential design guide contained within Appendix 1 of the adopted Local Plan (as amended July 2013). It applies to all new residential development in the District. It seeks to set out what is required of all new residential development to ensure that everything we build is designed well, contributes positively to the area and is great to live in.

3. Who is affected? (The people it covers)

New and existing residents

4. Are there any other organisations involved in delivery? (Other agencies, Voluntary sector) If so, please list them.

Commercial housing developers, Affordable housing providers, Buckinghamshire County Highways

5. What are the external drivers for change? (i.e. Legal, National Policy, Partnership, etc)

National Planning Policy New Local Plan, which will supersede the 2004 Local Plan and 2008 Core Strategy.



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6. Does / could the service, the way you implement it, or the potential change directly affect any of the protected characteristic groups (public, Members or staff)? See Appendix 2 of the [Equality Framework](#).

It could affect disabled and older residents in terms of adequacy of access to homes. This aspect would be covered by reference to national standards such as Lifetime Homes which is a set of 16 design criteria that provide a model for building accessible and adaptable homes.

[Link to Lifetime Homes website](#)

7. Does / will it affect how other services are provided?

**The guide could have an impact on the following services carried out by the council:
Waste and recycling; planning; parks and recreation and housing.**

The guide would also have an impact upon the following external services

County Highways

Fire and rescue services

Police (crime prevention)

8. Is there information e.g. survey data or complaints that suggest that it will / is affecting particular groups of people who share a protected characteristic? If so, how?

No

9. Does it have employment implications? (e.g. Recruitment policy)

No

If you have answered 'yes' to one or more of questions 6,7,8 or 9 you will probably need to carry out a full Equality Assessment immediately.

10. Using the assessment in Questions 6-9 above, should a full assessment be carried out at this time?

YES

11. If you have said NO what is the justification for your decision? (Please provide details. e.g. a top level assessment may need to be carried out now to meet Cabinet



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requirements but enough information for a full assessment isn't available at this time).
If so a due date for the completion of the full EA **MUST** be provided

May 2014 (to be revised to suit agreed revised programme)

If the answer to Q10 is 'yes' continue with stages 2-4. Head of Service sign off will be required after Stage 4 only and a **Word electronic copy** should be returned to the Equality Officer for publication.

If the answer to Q10 is 'no' the EIA will need to go through the **challenge process** to ensure that no further stages are required either at this time or ever, and needs to be sent to Claire Hook, Equality Officer for discussion and possible further explanation at claire_hook@wycombe.gov.uk. Then, if following the challenge process

a) it is agreed with the Equality Officer that no further Stages need to be completed the Head of Service needs to sign off the assessment (below) and return a Word electronic copy it to the Equality Officer for publication.

OR

b) it is agreed with the Equality Officer that Stages 2-4 need to be completed there is no need for Head of Service sign off until Stages 2-4 have been completed at which point a **Word electronic copy** should be returned to the Equality Officer for publication.

12. Who undertook this assessment?

Name: **Jonathan Crowhurst**

Job Title: **Urban Designer**

Phone: **01494 421828**

Email: **jonathan_crowhurst@wycombe.gov.uk**

This impact assessment was approved by the following Head of Service:

Name: Penelope Tollitt

Service: Planning and Sustainability

Date:

NB Heads of Service are responsible for ensuring that the EIA accurately reflects the service area and has been completed in line with the current programme.



Stage 2: Information Gathering

<p>1. Under the Equality Act we need to comply with certain General duties, These ask; What will the review or change to the Service / policy etc. currently being assessed do to:</p>	
<p>eliminate unlawful discrimination, harassment and victimisation for any / all of the protected characteristics. (See Appendix 2 of the Equality Framework) Also bear in mind the impact on the needs of refugees and migrants where relevant.</p>	<p>N/A</p>
<p>advance equality of opportunity for any / all of the protected characteristics</p>	<p>Amongst other things it will provide guidance to housing developers on what measures need to be in place to ensure new residential developments are accessible and suitable for disabled and older residents with reference to national standards such as Lifetime Homes</p>
<p>foster good relations for any / all of the protected characteristics</p>	<p>The Guide will include guidance and reference to designing out crime in residential areas following Secured by Design Principles which is a guide for new developments produced by the police. New developments can be assessed and given a certification to confirm they comply with the best practice given in the guide. Link to Secured by design website</p>
<p>2. Have you carried out work to identify the profile of your users or do you have information that describes the profile? (Please state the main sources of information you have used to map and understand the individuals and their needs, and what this has told you about them).</p> <p>We have carried out a survey of 912 residents of recently completed residential schemes. 272 residents responded. They expressed concerns about the legibility of neighbourhoods for visitors, a lack of provision of parking, the need for good privacy security and sunlight for their private amenity space, and concerns about soundproofing and storage. For more details please refer to the survey report using this website link</p>	
<p>3. Please describe the groups and / or mechanisms you use to engage with service users, as well as a summary of the consultation findings if applicable. (Also include any relevant consultations undertaken by other organisations involved in delivery (Stage 1 Q4)).</p> <p>Undertaken workshops with stakeholders including members, officers, developers and amenity groups and affordable housing providers, undertook a survey of</p>	



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residents of recently completed schemes and carried out a tour of housing developments in Aylesbury Vale

The workshops raised the following issues: Garages not fit for parking cars; street parking; flatted developments did not provide enough amenity space for families. They also identified what their priorities are for what the guidance should cover – the top three were Green Issues; character and visual impact; and the design of the home itself.

For more details please see the workshop reports and summary report using this [website link](#)

3a. Is this on-going? (if not please give reasons why)

We will undertake further consultation when the first draft of the guidance is completed and goes out to formal public consultation later this year or early 2015.

We will also be undertaking further consultation with services within the council

4. Have you done any work to understand the impacts of your service / policy / review on these user groups? This may include any consultation / research / studies you have used.

Yes see 3

(If 'yes' what has this told you)?

Residents were concerned about ensuring footpaths were wheelchair and pushchair friendly; that parking spaces were conveniently located close to the dwellings they serve. For more details please see the summary reports of the survey/ workshops/ quality counts on the website

[Link to reports on our website](#)

5. Is there any further consultation or research planned?

Yes see 3a

If 'yes', remember to include this as an action in Stage 4

6. If there are gaps in your knowledge are there any experts / relevant groups that can be contacted to get further views or evidence on these issues?

Yes No **Not that we will not already be consulting with**

6a. If Yes, please list them and explain how you will obtain their views:

Remember to include contacting them, and (if relevant), the use of their views to determine actions in Stage 4

7. Do you need to carry out further research?

Yes **No**

7a. If yes give details (remembering to include this as an action in Stage 4)

Stage 3: Making a Judgement (Analysis)



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1. Please state what you have done **to date** to take into account the needs / promote service for each of the relevant protected characteristics with respect to this policy / procedure / function / review. (Include here past actions that have benefitted specific groups. E.g. in the past you may have undertaken work to benefit a particular group who may, therefore, be excluded from this new piece of work, and this needs explaining. This section is therefore not always applicable).

Age, Disability, Gender, Gender reassignment, Religion / Belief, Sexual orientation, marriage / civil partnership, Pregnancy / maternity (See Appendix 2 of the [Equality Framework](#))

To date we have carried out a survey that has identified the following concerns: They expressed concerns about the legibility of neighbourhoods for visitors, a lack of provision of parking, the need for good privacy security and sunlight for their private amenity space, and concerns about soundproofing and storage. For more details please refer to the survey report using this website link To complete once draft of guidance has been completed if applicable

2. From the information above and the description of your service state the likely positive and negative impacts for each protected characteristic. (This relates to the **proposal currently being assessed**)

Also consider the wider impact - whilst low income isn't a protected characteristic in itself it might be highly relevant to the area being assessed. For example: older or younger people may well have a lower income than the middle aged population, and people with disabilities are more likely to be out of work or paid less than the general population, as are those from an ethnic minority background. And, currently, there are more single mothers than single fathers and this may mean a lower income.

Age, Disability, Gender, Gender reassignment, Religion / Belief, Sexual orientation, marriage / civil partnership, Pregnancy / maternity (see Appendix 2 of the [Equality Framework](#))

Aim is that we will have residential developments that better meet the needs of the elderly and disabled groups. In particular the references to Lifetime homes or similar national guidance* that is in place at the time the guidance is issued should mean that the needs of disabled and elderly residents are better met in new developments

Lifetime homes and expected national guidance* includes standards on access to and within the home. Development briefs for individual sites would need to stipulate what level and what proportion of provision would be required to be provided.

*New guidance is due to be issued nationally and will have three standards – reasonable provision of each should be provided:

- Category 1 – dwellings that can, as a minimum, be visited by a wide range of people, including some wheelchair users,
- Category 2 - dwellings that provide a higher level of accessibility that is beneficial to a wide range of people who occupy or visit the dwelling, and



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- | | |
|--|---|
| | <p>provides particular benefit to older and disabled people, including some wheelchair users; and</p> <ul style="list-style-type: none">• Category 3 - dwellings that are suitable, or potentially suitable through adaptation, to be occupied by wheelchair users. |
|--|---|

Again remember to include any actions in Stage 4 as necessary.

3. Which negative impacts are:

- a) Unavoidable? Please explain your answers and ensure an action is included in Stage 4 to mitigate these wherever possible
- **Developers may not adhere to the guidance, therefore not ensuring the needs of elderly/ disabled people are fully met.**
 - **National Guidance could superceed local guidance and require a lesser provision**



Stage 4: Monitoring (Publication and Review)

1. Please state the actions you will take to promote equality or to address any adverse impact highlighted in the Stages above

Equality Improvement Plan (EIP)

Equality Target (see note below)	Equality Action (see note below)	Intended outcome (see note below)	Deadline for completion this MUST be included – on-going is not acceptable	WDC officer responsible	Job Title	Review date (see note below)
Consult relevant departments within the council	Produce consultation draft; circulate for comments; receive comments and revise document accordingly	Revised draft would take account and resolve any issues/ comments raised	To be confirmed likely Spring/ Summer 2015	Jonathan Crowhurst	Urban Designer	March 2015
Ensure that the Guidance takes account of the protected characteristics and positively address their specific needs.	When specific guidelines are formulated – later stage - check all policy wording for consistency and that where opportunities for the provision of development / services In line with the protected characteristics have been identified, that these are reflected within the guidance	To ensure that all wording is clear, consistent and defensible and that all opportunities identified have been actioned.	To be confirmed likely Winter 2015	Jonathan Crowhurst	Urban Designer	March 2015



Equality Target

Intended outcome relates to how the results of the action will be used. (for eg. If you have an action to consult please provide an intended outcome that shows what you will use the information gained for, and how this will make a real-life equality improvement for people).

Equality Action

Many actions may work towards one target. (e.g. i) devise pre-evaluation process, ii) devise post-evaluation process, iii) implement evaluation, iv) collate findings & make recommendations)

What actions are you taking towards this target and how will success against the action be monitored?



Intended outcome

Relates to how the results of the action will be used (e.g. for an action to consult provide an intended outcome showing what you will use info. for and how this will make a real-life equality improvement for people).

This should link to:

- any information you still need to obtain - Stage 2
- any impacts you are attempting to mitigate, or achieve - Stage 3
- how it contributes to the Equality Act General Duties - Stage 3

Review date

Date when we can review expected progress as a result of changes made (e.g., dependant on the nature of the action this may be 3 ,6 , 9 or even 12 months after the action has been completed)

NB you will be required to provide quarterly updates on these actions to your Equality Champion until they are completed.



**WDC Disability Guidance
Equality Assessment form**

July 2013

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I have read the Equality Assessment and am satisfied all available evidence has been accurately assessed for its impact on the protected characteristics. Mitigations, where appropriate, have been identified and actioned accordingly I confirm all actions are agreed and this is EA approved for publication

Head of Service signature:

Service Area:

Date:

An **electronic Word version** should now be sent to the Equalities Officer for publication.

Date received by Equalities Officer:

NB Heads of Service are responsible for ensuring that the EIA accurately reflects the service area.