

## MID SUSSEX DISTRICT COUNCIL

### Equality Impact Assessment

**Title of Policy/Service/Contract:**

Equalities Assessment for Community Infrastructure Levy Charging Schedule

**Division:** Planning Policy and Economic Development

**Lead Officer:** Nathan Spilsted

**Date Assessment completed:** 18<sup>th</sup> June 2015

#### 1. SCOPING

##### 1.1 What are the aims of the policy, service/service change or contract?

To charge, collect and pool funds generated by development to help deliver the infrastructure needed to support growth across the District.

**The Charging Schedule will set the charge that will be levied on new development. Separate Equalities Impact Assessments may be required when decisions regarding how the collect monies are spent are made, in order to assess the potential equalities implications.**

The results of this Assessment are used to inform a Community Involvement Plan. This details how and when engagement with stakeholders is undertaken.

##### 1.2 Who does the service/policy/contract affect? Who are the main customers (internal or external)?

The Community Infrastructure Levy collects planning charges to provide funding for infrastructure in support of new development. This charge, and the infrastructure it provides, has the potential to affect anyone who lives, works or visits Mid Sussex and also those who are outside the administrative boundaries of the district. The charge itself will be levied on new development and therefore affects landowners and developers.

The main customers of the CIL are:

- Infrastructure and service providers;
- District, Town, Parish and County Councils;
- Those involved in the development industry such as developers, landowners, agents;
- Organisations and individuals that provide services to residents and organisations;
- Organisations and individuals that represent groups of people;
- Members of the public;
- Internal customers include those service areas responsible for service and infrastructure provision.

### **1.3 What equality information is available, including any evidence from engagement and analysis of use of services?**

The Community Infrastructure Levy: Charging Schedule will be prepared in a number of stages. This Equalities Assessment looks at both the proposed content of the Community Infrastructure Levy: Charging Schedule and the process of consultation. A Community Involvement Plan, informed by the results of this Assessment, details how the consultation will be undertaken.

This Assessment will be reviewed, and if necessary revised, for each stage of the CIL: Charging Schedule.

#### Evidence

The supporting evidence to the CIL Preliminary Draft Charging Schedule has been produced through consultation including with Town and Parish Councils, public sector service providers, utilities companies and the development industry. The supporting evidence is principally the Infrastructure Development Plan and the Viability Assessment.

- Work commenced on the Mid Sussex CIL in late 2014.
- Town and Parish Councils were first consulted November 2014 and asked to provide details of the key infrastructure improvements or additions needed to support future growth. The consultation was undertaken by letter and email and is an on-going process. Responses were included within the Draft Infrastructure Delivery Plan (IDP) a key piece of evidence for the CIL Charging Schedule.
- Public-sector service providers and utility providers were also engaged to outline their needs and aspirations for future infrastructure provision.
- In preparing the CIL and the Viability Assessment, the consultants sought the views of developers, estate agents and affordable housing provides on the assumptions and data used to model viability. The consultants also sought the views of commercial developers, Council officers and other data sources throughout the modelling exercise.
- To undertake a more robust assessment of the impact on minority groups of the CIL Charging Schedule, and the infrastructure it is intended to provide, it will be necessary to undertake more targeted consultation with these groups during the preparation of further drafts.
- Clear information about how the money will be spent, where and by whom, will be provided to complement the infrastructure schedules in the Infrastructure Development Plan.

### **1.4 What does this information tell us about the equality issues associated with the service and implications for the protected groups?**

In order to be able to undertake a robust assessment of the impact of the CIL Charging Schedule on protected groups it will be necessary to ensure targeted consultation with these groups, during the preparation of further draft version of the CIL Charging Schedule.

### **1.5 Are contractors or partnerships used to deliver the service? No**

If No go to section 2.

If yes, please refer to the guidance notes, particularly Appendix One of the MSDC Guidance "Integrating Equality and Diversity into Procurement", and complete the next three questions.

**Identify the contractors/partnerships used to deliver the service.**

**What is their contribution to equality in service delivery and the promotion of equality?  
How are equality issues addressed through contractual arrangements and service level agreements?**

## 2. Assessment of Impact: Analysis and Action Planning

Any gaps in information or provision, opportunities to promote equalities and good relations identified above need to be translated into SMART actions and recorded here. These actions need to be delivered and monitored through the service planning process.

| Opportunity to promote equality, good relations and/or address barriers to service/differential impact  | Current action taken to address these  | Further actions required and timescales  | Lead Officer | How will impact be measured  |
|---|--|--|--------------|--|
| <b>The needs of different ethnic groups including white minorities, but also established white communities</b>  |  |  |              |  |
| <p>The consultation process should give adequate consideration to engaging the Traveller community to ensure that they can positively input into decision making at Council.</p> <p>Potential barriers exist for those for whom English is a second language.</p> | <p>Letters sent to representative organisations.</p> <p>Terminology used explained in the clearest possible terms.</p> <p>Documents written in plain English.</p> <p>A translation service is provided by the Council.</p> <p>Officers are available to explain the process in person, over the phone and via email.</p>   | <p>Liaise with representative organisations for the Traveller community/ multi-cultural community where possible, to ensure that they have the opportunity to input into the consultation process.</p> | <b>NS</b>    | <p>Monitor number of representations received from Traveller / multi-cultural community representation groups.</p>                           |
| <b>The needs of men and women, including taking account of pregnancy and maternity</b>  |  |  |              |  |
| No issues identified.   |  |  |              |  |
| <b>The needs of disabled people</b>   |  |  |              |  |
| <p>The funds raised by CIL charges can be used to help deliver infrastructure to improve accessibility and other benefits for residents with disabilities.</p> <p>Enable disabled people to participate in the consultation.</p>                                  | <p>Documentation and means of response to public consultation are made available on-line and at all the district's libraries and help-points.</p> <p>Supporting material is made available on the website which is equipped with 'browse aloud' for those with visual impairments.</p> <p>Consideration given to font size and design layout.</p> <p>Officers are available to explain matters in person, over the telephone and via e-mail.</p> | <p>Targeted promotion of consultation exercises at representative groups.</p> <p>Adoption of CIL (scheduled early 2016).</p>   | <b>NS</b>    | <p>Monitoring of where CIL is spent to deliver infrastructure that improves accessibility. (Separate EIA may be required at this stage).</p> |
| <b>The needs of people with a religion or belief</b>  |  |  |              |  |
| It is not considered that there are any specific requirements for these groups.   |  |  |              |  |

|  |  |  |           |   |
|--|--|--|-----------|---|
| <b>The needs of gay men, lesbians, bisexuals and heterosexual people</b>   |  |  |           |   |
| It is not considered that there are any specific requirements for these groups.  |  |  |           |   |
| <b>Issues from marriage and civil partnership</b>  |  |  |           |   |
| It is not considered that there are any specific requirements for these groups.  |  |  |           |   |
| <b>The needs of different age groups, for example older and younger people</b>   |  |  |           |   |
| <p>The funds raised by CIL charges can be used to help deliver infrastructure to improve facilities for residents of all ages, as identified in the IDP. These could include youth facilities, community and sports facilities for all age groups and services for the elderly.</p> <p>Enable younger and older people to participate in the consultation.</p> | <p>Documentation and means of response to public consultation are made available on-line and at all the district's libraries and help-points.</p> <p>Supporting material is made available on the website which is equipped with 'browse aloud' for those with visual impairments.</p> <p>Consideration given to font size and design layout.</p> <p>Officers are available to explain matters in person, over the telephone and via e-mail.</p> | <p>Targeted promotion of consultation exercises at representative groups.</p> <p>Adoption of CIL (scheduled early 2016).</p>   | <b>NS</b> | <p>Monitoring of where CIL is spent to deliver infrastructure that supports younger and older persons. (Separate EIA may be required at this stage).</p>                  |
| <b>The needs of transgender communities</b>  |  |  |           |   |
| It is not considered that there are any specific requirements for these groups.  |  |  |           |   |
| <b>The needs of people who are disadvantaged by socio-economic factors such as low incomes, skill or living in a deprived area</b>   |  |  |           |   |
| <p>The funds raised by CIL charges can be used to help deliver infrastructure to improve facilities for residents of all socio-economic backgrounds, as identified in the IDP.</p> <p>Adequate consideration should be given to engaging with people from all backgrounds to ensure that they can positively input into the consultation process.</p>          | <p>Documentation and means of response to public consultation are made available on-line and at all the district's libraries and help-points.</p>  | <p>Ongoing liaison with representative groups; local community groups and affordable housing providers.</p> <p>Help-points and local Councillors can also raise queries on this group's behalf.</p> <p>Adoption of CIL (scheduled early 2016).</p> | <b>NS</b> | <p>Monitoring of where CIL is spent to deliver infrastructure to improve facilities for all socio-economic backgrounds. (Separate EIA may be required at this stage).</p> |
| <b>The needs of people who live in a rural area</b>  |  |  |           |   |
| It is not considered that there are any specific requirements for these groups.  |  |  |           |   |

### 3. Mid Sussex District Council Equality Impact Assessment Summary

| Key findings  | Future Actions   |
|---|--|
| <p>Unless directly engaged, certain groups of people rarely engage in the consultation process (seldom heard groups).</p> <p>Consultation will need to ensure that engagement reaches as wide as possible audience including all groups</p> <p>Ensure that CIL is spent within the District in a way that has maximum benefits for all residents in Mid Sussex.</p> | <p>Targeted promotion of consultation exercise, liaison with representative organisations and monitoring of consultation.</p> <p>Adoption of the CIL</p> <p>The monitoring of the spending of CIL. (Separate EIA may be required at this stage).</p> |

### 4. Signing off this assessment and action plan

Signature .....Alice Henstock..... Date .....18<sup>th</sup> June 2015.....  
 Person undertaking the assessment



Signature ..... Date .....18<sup>th</sup> June 2015.....  
 Head of Service