

Gosport Borough Council
Integrated Impact Assessment (IIA)

Completion Instructions for IIA Leads:

Use this IIA **during development** to initially assess the likely impact, on both customers and staff, of a proposed new policy, strategy, function or service or a proposed change to an existing one. This IIA aims to provide an early warning of any potential issues that could adversely impact our customers or staff or result in costly errors in terms of financial or reputational management. Evaluating the proposed changes against our key considerations regarding equality & diversity and climate change allows us to modify or mitigate any adverse impacts **before** implementation. It also demonstrates transparency in the Council’s decision making. It is a working document with named Subject Expert Officers (SEOs) who can support you - as the IIA Lead, through this process. Please do ask the SEOs for advice about potential impacts.

Impacts in the template are marked: +ve (positive) -ve (negative) or neutral. Once completed the IIA must be signed off by your Head of Service and a summary copy attached to the Board or Committee report. Officers have a Duty to ensure that Councillors/decision makers understand the impact of decisions before those decisions are made.

Policy/Strategy/Function/ Project	New	Existing	IIA Lead	Contact Details	Date
This is an updated policy document		✓			

What is the aim of this policy/strategy/function/project? What will it change?
Review of the existing Statement of Community Involvement (SCI) which was adopted in 2019. New legislation requires a review of the SCI at least every five years.
The SCI is part of the Council’s Local Development Framework and supports the preparation of new Local Plans and other

planning policy documents such as Supplementary Planning Documents. It also sets out the requirements for consultation on planning applications. Consultation is a key part of the plan-led system and decision making process for planning applications allowing local residents and businesses and other key stakeholders with an interest in the Borough to participate in the planning process.

It is a statutory requirement for Councils to have in place a Local Plan and its main objective is to provide a planning policy framework against which future development can be assessed.

Has any consultation been undertaken on this proposed change?

✓ **yes** **no**

If yes, summarise the methods used and results of the consultation:

e-Notification letters (and where needed printed letters) were sent to 456 individuals and organisations whose details are held on the Council’s Local Development Framework Consultation Database. The draft SCI and comments forms were made available on the Council’s website and copies were made available in the Council’s Main Reception area in the Town Hall and in the local library and community hubs at Elson and Lee-on-the-Solent along with publicity notices.

A total of 14 representations were received. This level of representations was expected and it is of a similar level for previous versions of the document and comparable with those received by other local authorities on their draft SCIs reflecting the nature of the document.

A. EQUALITY & DIVERSITY

The Public Sector Equality Duty is part of the Equality Act 2010. The Duty requires the Council to have due regard to the following three aims:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equal opportunities between people from different groups
- foster good relations between people from different groups.

Having due regard means considering how this policy, strategy, project or function has or will advance equal opportunities for each of the protected groups below.

Please note: If this proposal means a change in the availability, degree of provision or access to a service, benefit or facility for any group of people, then this Equality & Diversity impact assessment must be completed to assess if this proposal could be deemed unlawfully discriminatory.

SEO for support to complete this section- Mandy Baggaley, CPCS, x5695 mandy.baggaley@gosport.go.uk

Protected Characteristic	+ ive	- ive	Neutral	Explanation of Impact
Age	✓			As an example, research shows some older people are less likely to have access to the internet while many younger people are very comfortable and used to participating online. Providing a range of online consultation methods and using a wide variety of communication methods about forthcoming consultation is important to ensuring age is not a barrier to taking part. Location, timing and accessibility of physical consultation opportunities also helps to encourage participation of age groups that may historically be under represented in planning consultation.
Disability	✓			Participating in consultation can be difficult for anyone with a disability. The Council works with the Gosport Access and Disability Forum seeking practical advice on ensuring disability is not a barrier to taking part. Providing accessible venues for consultation and alternative formats to documents, such as large print, CD, etc. are some measures that can be undertaken.
Gender reassignment	✓			The Draft SCI sets out how the Council will engage with members of the Gosport community and different organisations and how they can get involved with the plan making process and on planning applications.

				<p>Preparing a Local Plan is a statutory requirement for Councils. There are wide and varied beneficiaries for the Local Plan, potentially including all residents, employees and visitors to Gosport. This is because of the strategic and far-reaching nature of the document, which will directly or indirectly affect the environment of Gosport stakeholders.</p> <p>Consultation with a wide range of community interest groups (as described in Appendix 1: Consultees for Planning Policy documents and Planning Applications allows direct engagement with the process and for a wide range of community issues to be taken on board.</p>
Marriage and Civil Partnership	✓			Please see above.
Pregnancy	✓			The range of consultation methods both online and in person, including accessibility of venues and offer of different times of day are designed not to provide a barrier to gaining views from pregnant women and those persons caring for children.
Race (ethnicity, nationality, colour)	✓			The population of Gosport is becoming increasingly diverse and consultation documents are designed to be as accessible as possible to anyone whose first language is not English. Clear simple language is used in consultation and the Council does have a procedure in place for providing documents in alternative languages when needed.
Religion or Belief (and lack of belief)	✓			The Council tries to be mindful of religious beliefs and holidays when scheduling meetings or running consultations. The range of consultation methods helps to ensure all those interested in taking part in consultation are able to do so.
Sex	✓			<p>The Draft SCI sets out how the Council will engage with members of the Gosport community and different organisations and how they can get involved with the plan making process and on planning applications.</p> <p>Preparing a Local Plan is a statutory requirement for Councils. There are wide and varied beneficiaries for the Local Plan,</p>

				<p>potentially including all residents, employees and visitors to Gosport. This is because of the strategic and far-reaching nature of the document, which will directly or indirectly affect the environment of Gosport stakeholders.</p> <p>Consultation with a wide range of community interest groups (as described in Appendix 1: Consultees for Planning Policy documents and Planning Applications allows direct engagement with the process and for a wide range of community issues to be taken on board.</p>
Sexual Orientation	✓			Please see above.
<p>The Armed Forces Bill places a new duty on public bodies to have due regard to ensure those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved. Please refer to these resources for more information about the needs and characteristics of the armed forces community and our commitment to the Covenant. GBC Covenant Agreement 2020 Local AFC Profile, needs assessment, resources</p>				
Section of the Armed Forces Community	+ ive	- ive	Neutral	Explanation of Impact
	✓			<p>Once adopted the SCI sets out how the Council will engage with members of the Gosport community and different organisations on how they can get involved with the processes for plan making and planning applications.</p> <p>Preparing a Local Plan is a statutory requirement for Councils. There are wide and varied beneficiaries of the Local Plan, including residents, employees and visitors to Gosport. This is because of the strategic and far-reaching nature of the document, which will directly or indirectly affect the environment of Gosport stakeholders.</p> <p>Consultation with a wide range of community interest groups (as described in Appendix 1: Consultees for Planning Policy documents and Planning Applications allows direct engagement</p>

				with the process and for a wide range of community issues to be taken on board.
Are there any other groups which could be impacted (e.g. socially or financially excluded) by this item? If yes, identify below:				
No				
What actions will be taken to address/ mitigate potential negative impacts identified:				
Action	By whom			By when
N/A				

B. CLIMATE CHANGE & ENVIRONMENT

Consider how this change will have an impact with regard to

- Greenhouse gas emissions
- Ability to adapt to the impacts of climate change
- Waste Management
- Air Quality
- Natural Environment

SEOs for support to complete this section- Tim Pratt, CPCS, x5573 tim.pratt@gosport.gov.uk

Greenhouse Gas Emissions	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Emissions from buildings	Gas or electricity use and provision of renewable electricity, by GBC or others			✓	
Emissions from transport	Amount of travel (including goods transportation), travel modes and fuels used, by GBC or others			✓	
Emissions from agriculture and land use	Creation or removal of carbon sinks in Gosport, and changes to food consumption			✓	
Embedded emissions	Emissions from manufacturing goods and materials used by GBC or others		xx		<p>Whilst there will be some impacts arising this is due to the need to prepare some printed materials in order to fulfil the Council's obligations on delivering consultation to as wide an audience as possible. Consultation on the draft SCI promoted the use of on-line engagement as much as possible and printed material is kept to a minimum.</p> <p>Once adopted the SCI will form part of the examination framework for the statutory Local Plan. Effective and inclusive consultation is likely to form a key part of the Inspector's consideration on how the Local Plan has been prepared. Therefore it is not possible for consultation to be undertaken entirely on-line as this would be unfair on individuals and organisations who wish to engage in the process but who do not have access to or wish to engage in an on-line process.</p>

Climate Change Adaptation	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Vulnerability to storms	Flood prevention and extent to which buildings, habitats and species would be affected by flooding and high winds			✓	
Vulnerability to heat waves	Provision of shading, ventilation and insulation in buildings, and extent to which habitats and species would be affected by heat			✓	
Vulnerability to drought	Water use in buildings, agriculture, and industrial processes, and extent to which habitats and species would be affected by drought			✓	
Vulnerability to food insecurity	Opportunity for local food production				
Waste Management	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Amount of waste generated	Levels of consumption by GBC, households and businesses, and extent to which materials used are reusable		xx		Please see explanation to the section on 'Embedded emissions' above. When preparing consultation materials, where it is possible to do so, material from other consultations is reused. Printing is managed so that any hard copies are printed on an 'as required basis' in order to minimise printing costs and reduce waste.
Proportion of waste recycled	Recyclability of materials used by GBC, households and businesses, and provision of recycling services			✓	

Air Quality	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Emissions of key pollutants from transport	Amount of travel (including goods transportation), travel modes and fuels used, by GBC and others; impacts on congestion and amount of idling of more vehicles			✓	
Emissions of key pollutants from industrial processes	Emissions from chemical processes			✓	
Emissions of key pollutants from other sources	Domestic and other fires			✓	
Impact of key pollutants	Rate at which pollutants are absorbed or dispersed			✓	
Natural Environment	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Sustainability of public spaces	Amount of vegetation and maintenance			✓	
Biodiversity and quality of habitats	General impacts on habitats and direct impacts on species of concern			✓	
What actions will be taken to address/ mitigate potential negative impacts identified:					
Action	By whom			By when	
On-line engagement will be encouraged as far as practicable in the Local Plan and planning applications process.	Planning Policy Team			On-going	

C. IIA SUMMARY				
Have any positive or negative impacts been identified in sections A and B?				
Subject	+ ive	- ive	Explanation	
A. Equality & Diversity	✓		<p>Once adopted the SCI will form part of the Local Development Framework setting out how the Gosport community can get involved in the Council’s planning policy documents including in the plan making process for the Council’s statutory Local Plan and in planning applications.</p> <p>Consultation is an important part of the plan making and the decision making process through planning applications.</p>	
B. Climate Change & Environment		✓	<p>As set out above, whilst it is recognised there will be some impacts arising; this is due to the need to prepare some printed materials in order to fulfil the Council’s obligations on delivering consultation to as wide an audience as possible. The SCI promotes the use of on-line engagement as much as possible and printed material is kept to a minimum.</p> <p>The SCI forms part of the examination framework for the statutory Local Plan and effective and inclusive consultation forms a key part of the Inspector’s consideration of how the Local Plan has been prepared. Therefore it is not possible for consultation to be undertaken entirely on-line as this would be unfair on individuals and organisations who wish to engage in the process but who do not have access to or wish to engage in an on-line process.</p>	
Can any negative impacts be mitigated?				
Subject	Yes	No	N/A	Explanation
A. Equality & Diversity			N/A	
B. Climate Change & Environment	✓			The SCI encourages the use of on-line consultation as far as practicable given the reasons set out above.

				<p>The amount of printing is kept under review and kept to a minimum.</p> <p>Where possible, previous material is reused in new consultation stages.</p>
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Is further assessment in either subject area necessary to conclude this assessment?			
Subject	Yes	No	If yes, timetable for completion
A. Equality & Diversity		✓	
B. Climate Change & Environment		✓	

D. IIA CONCLUSION
<p>✓ This IIA is complete. No further assessment is required if identified actions are undertaken. This summary can be included with Board or Committee reports.</p>
<p><input type="checkbox"/> This IIA identified further assessment should be undertaken in the identified areas before implementation of this proposed change.</p>
<p>Signed by Head of Service: Jayson Grygiel</p>
<p>Date: 2nd June 2023</p>