

Appendix B: Equality Impact Assessment (EIA) Screening Form

Please ensure that you refer to the Screening Form Guidance while completing this form. If you would like further guidance please contact the Access to Services team (see guidance for details).

Section 1

Which service area and directorate are you from?

Service Area: Planning and City Regeneration

Directorate: Place

Q1 (a) WHAT ARE YOU SCREENING FOR RELEVANCE?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

(b) Please name and describe here:

Name: A draft for public consultation of Supplementary Planning Guidance (SPG) on Houses in Multiple Occupation and Purpose Built Student Accommodation

Description: The SPG provides supplementary planning guidance to support the implementation of policies in the adopted Swansea Local Development Plan (LDP) on Houses in Multiple Occupation (HMOs) and Purpose Built Student Accommodation (PBSA).

The SPG is a draft for public consultation. Following the public consultation, the document will be reviewed and amended where appropriate (in-line with Welsh Government planning guidance) before being presented to Planning Committee for approval to be adopted as planning guidance.

It should be noted that the SPG does not introduce new policy, it provides worked examples and detailed clarification on the relevant policies set out in the LDP, which have been subject to EIA and Examination by the Planning Inspectorate.

Q2(a) WHAT DOES Q1a RELATE TO?

Direct front line
service delivery

(H)

Indirect front line
service delivery

(M)

Indirect back room
service delivery

(L)

(b) DO YOUR CUSTOMERS/CLIENTS ACCESS THIS...?

Because they
need to

(H)

Because they
want to

(M)

Because it is
automatically provided to
everyone in Swansea

(M)

On an internal
basis
i.e. Staff

(L)

Q3 WHAT IS THE POTENTIAL IMPACT ON THE FOLLOWING...

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Children/young people (0-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Older people (50+)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Any other age group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*The aim of the document is to improve community cohesion by supporting the implementation of LDP policies on managing the concentration of HMOs in different parts of Swansea, and guiding PBSA to sustainable locations.

Q4 WHAT ENGAGEMENT / CONSULTATION / CO-PRODUCTIVE APPROACHES WILL YOU UNDERTAKE?

Please provide details below – either of your planned activities or your reasons for not undertaking engagement

The draft SPG document will be subject to a 6 week period of consultation, which is an integral part of the process towards adoption as formal planning guidance to inform decisions (as set out by Welsh Government planning guidance for preparing SPG). It is anticipated that the consultation will be carried out during September and October 2019.

The consultation will allow Councillors, the public, stakeholders and other interested parties to make their views and contribute to the final version of the guidance. The aim is to ensure that there is a broad consensus of support for its objectives. It will be important to emphasise during the consultation that the SPG document cannot, under planning legislation, introduce new policy but is instead an opportunity to augment what is already contained in the adopted LDP policies.

The public and stakeholder consultation process will make use of a variety of consultation methods to raise awareness and maximise the involvement of the community, including:

- articles in the local media
- a public drop-in consultation afternoon/evening event at the Civic Centre for the public and stakeholders to attend (where Officers will be available to explain the draft document and invite feedback)

- targeted email consultation of local planning agents
- All information will be readily available at the Civic Centre and libraries serving the Sketty, Uplands, Castle and St Thomas Wards.
- The consultation will be hosted on a Council web page where consultation forms will be available for those who wish to comment.

All comments received will be recorded, evaluated and where appropriate fed into the revised final version of the SPG document. A full detailed schedule of representations will be published.

A report setting out the public consultation comments received, and any amendments made to the SPG as a result of these, will be presented to Members as soon as possible after the consultation period ends, at which time Members will be asked to approve the final amended version as adopted SPG.

Q5(a) HOW VISIBLE IS THIS INITIATIVE TO THE GENERAL PUBLIC?

High visibility <input type="checkbox"/> (H)	Medium visibility <input type="checkbox"/> (M)	Low visibility <input checked="" type="checkbox"/> (L)
(b) WHAT IS THE POTENTIAL RISK TO THE COUNCIL'S REPUTATION? <i>(Consider the following impacts – legal, financial, political, media, public perception etc...)</i>		
High risk <input type="checkbox"/> (H)	Medium risk <input type="checkbox"/> (M)	Low risk <input checked="" type="checkbox"/> (L)

Q6 Will this initiative have an impact (however minor) on any other Council service?

Yes No **If yes, please provide details below**

Q7 HOW DID YOU SCORE?

Please tick the relevant box

**MOSTLY H and/or M → HIGH PRIORITY → EIA to be completed
Please go to Section 2**

**MOSTLY L → LOW PRIORITY / NOT RELEVANT → Do not complete EIA
Please go to Q8 followed by Section 2**

Q8 If you determine that this initiative is not relevant for an EIA report, you must provide a full explanation here. Please ensure that you cover all of the relevant protected groups.

An Equality Impact Assessment Screening has been undertaken and it has identified mostly low impacts. The SPG seeks to facilitate community cohesion by assisting the implementation of the relevant LDP policies. The LDP policies have already been subject to EIA and are based on a comprehensive, and up to date evidence base,

which has been found sound by the Planning Inspectorate. The SPG balances the need for providing affordable, flexible housing for people in housing need with managing growth in a sustainable manner. A significant amount of engagement has already been completed in the formulation of the policies with the public; and key stakeholders, including Swansea University and University of Wales Trinity St David, local private landlords, Registered Social Landlords, The Wallich, Swansea Student Liaison Forum, Council Officers and Local Councillors.

The SPG is a draft for public consultation. Following the public consultation, the document will be reviewed and amended where appropriate (in-line with Welsh Government planning guidance) before being presented to Planning Committee for approval to be adopted as planning guidance. Public consultation and engagement is a central element of producing planning guidance.

Section 2

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email – no electronic signatures or paper copies are needed.

Screening completed by:
Name: David Rees
Job title: Senior Planning Officer
Date: 16/08/2019
Approval by Head of Service:
Name: Phil Holmes
Position: Head of Service
Date: 16/08/2019

Please return the completed form to accesstoservices@swansea.gov.uk