

Equality Impact Assessment / Equality Analysis

(Version 4)

Item name	Details
Title of service or policy	Local List of Planning Application Requirements (LLPAR) review 2025
Name of directorate and service	Sustainable Communities, Planning
Name and role of officers completing the EqlA	John Theobald, Project/Technical & Management Support Officer
Date of assessment	March 2025

Equality Impact Assessment (or ‘Equality Analysis’) is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on people and different groups within our community. The main aim is to identify any adverse impacts (i.e. discriminatory or negative consequences for a particular group or sector of the community, and to identify areas where equality can be better promoted). Equality impact Assessments (EqIAs) can be carried out in relation to services provided to customers and residents as well as employment policies/strategies that relate to staffing matters.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EqIA) or Equality Analysis. **Not all sections will be relevant – so mark N/A any that are not applicable.** It is intended that this is used as a working document throughout the process, and a final version will be published on the Council’s website following relevant service lead approval.

1.1 Identify the aims of the policy or service and how it is implemented

Key questions	Answers / notes
1.1 Briefly describe purpose of the service/policy e.g. <ul style="list-style-type: none"> • How the service/policy is delivered and by whom • If responsibility for its implementation is shared with other departments or organisations • Intended outcomes 	In accordance with paragraph 45 of the NPPF, local planning authorities are encouraged to publish a list of their information requirements for applications for planning permission. National policy sets out that these requirements should be reviewed at least every 2 years.
1.2 Provide brief details of the scope of the policy or service being reviewed, for example: <ul style="list-style-type: none"> • Is it a new service/policy or review of an existing one? • Is it a national requirement?). • How much room for review is there? 	Following Bath & North East Somerset Council’s previous review in early 2023, the Council is undertaking consultation on further proposed updates and changes to the Local List of Planning Application Requirements (LLPAR). We are required to consult the public if we want to alter the requirements of the LLPAR.
1.3 Do the aims of this policy link to or conflict with any other policies of the Council?	No

2. Consideration of available data, research and information

Key questions	Data, research and information that you can refer to
2.1 What equality focussed training have staff received to enable them to understand the needs of our diverse community?	Training has been provided through the online corporate training programme.
2.2 What is the equality profile of service users?	Service users include the population of Bath and North East Somerset as well as agents/architects, developers and other applicants outside the District. The equality profile of service users is therefore difficult to ascertain. However, for the whole population of Bath & North East Somerset the 2021 census information is publicly available: https://www.ons.gov.uk/visualisations/censusareachanges/E06000022/ .
2.3 Are there any recent customer satisfaction surveys to refer to? What were the results? Are there any gaps? Or differences in experience/outcomes?	No recent customer satisfaction surveys.
2.4 What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results?	No formal consultation. Around 80% of planning applications come via a planning agent/architect. The Agents Forum is a mailing list of over 130 planners and architects based in the South West which Planning invite to bi-annual meetings. We will advise the Agents Forum and advertise the LLPAR changes on our website.
2.5 If you are planning to undertake any consultation in the	Not proposing to undertake any further LLPAR consultation than this Spring 2025 one, but the LLPAR will be reviewed again in 2 years time in line with government best practice.

future regarding this service or policy, how will you include equality considerations within this?	The Local List is published on the Council's website in accordance with the statutory requirements meaning it may not be easily accessible to people with limited access to the internet, although information on applying for planning permission is currently published in this way. This is legislation led. Hard copies or alternative formats and translated documents could be made available to people on a request basis, which could be collected by hand or posted.
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3. Assessment of impact: 'Equality analysis'

Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy:

- Meets any particular needs of equalities groups or could help promote equality in some way.
- Could have a negative or adverse impact for any of the equality groups

Key questions	Examples of what the service has done to promote equality	Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this
3.1 Issues relating to all groups and protected characteristics	<p>The service has undertaken equalities training and is aware of equalities issues in the provision of services.</p> <ul style="list-style-type: none"> • Hard copies or alternative formats and translated documents could be made available to people on a request basis, which could be collected by hand or posted. 	<p>LLPAR are considered to be neutral. Planning does not envisage that any group will be adversely affected by introducing these changes. Some people might have limited access to the internet and/or may find the Local List requirements confusing. The impact is considered low because the Local List does not make a significant change to the current situation whereby the process of submitting planning applications may already seem confusing to some and the place where most information can be found in this respect is the internet.</p>

*There is no requirement within the public sector duty of the Equality Act to consider groups who may be disadvantaged due to socio economic status, or because of living in a rural area. However, these are significant issues within B&NES and have therefore been included here.

** The Equality Act does not cover armed forces community. However, the Armed Forces Bill (which came in on 22 Nov 2022) introduces a requirement to pay 'due regard' to make sure the Armed Forces Community are not disadvantaged when accessing public services.

***The Equality Act does not cover care experienced people. B&NES adopted this group as a protected characteristic in March 2024 alongside over 80 other Local Authorities. Although we have data for care leavers and children/young people who are currently in the care of B&NES we do not have wider data on disadvantage experienced through being in care.

4. Bath and North East Somerset Council Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment/analysis. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
No issues	Ongoing training in Equalities	Officers 6 monthly review of own training needs	Individual officers	Ongoing

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5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equality Team (equality@bathnes.gov.uk), who will publish it on the Council's website. Keep a copy for your own records.

Signed off by: Sarah James
senior officer)

(Divisional Director or nominated

Date: 27/03/2025