

**Shropshire Council Equality and Social Inclusion Impact Assessment (ESIIA)**  
**Part One Screening Record**

**A. Summary Sheet on Accountability and Actions**

**Name of proposed service change**

*Please use this box for the full formal name of the proposed service change, whether it is a policy, a procedure, a function, a project, an update of a strategy, etc. The term "service change" is used in this form as shorthand for whatever form the changes may take.*

Proposed designation of Tilley Conservation Area.

**Name of lead officer carrying out the screening**

Joe Crook, Historic Environment Technical Officer

**Decision, review and monitoring**

Decision	Yes	No
Part One ESIIA Only?	Y	
Proceed to Part Two Full Report?	N	

*If completion of a Part One assessment is an appropriate and proportionate action at this stage, please use the boxes below and sign off as indicated. If a Part Two report is required, please move on to separate full report stage.*

**Actions to mitigate negative impact or enhance positive impact of the service change in terms of equality and social inclusion considerations**

The impact of the proposal in equality terms is likely to be neutral, as the proposal relates to the designation of a conservation area where the primary impact is to protect the character and appearance of the village and manage development within the designated area such that it does not impact adversely on this. This does not impact on any specific groups of people within the designated area, or those who may visit the area and does not affect human rights. A formal consultation has been undertaken on the designation where any objections have been addressed and those received did not refer to issues of equality or social inclusion.

**Actions to review and monitor the impact of the service change in terms of equality and social inclusion considerations**

There is a statutory duty on the local authority to from time to time formulate and publish proposals for the preservation and enhancement of any parts of their area which are conservation areas. This would also include public consultation. However, this wouldn't generally relate to equality and social inclusion issues given the nature of the designation.

**Associated ESIIAs**

n/a

**Actions to mitigate negative impact, enhance positive impact, and review and monitor overall impacts in terms of any other considerations**

See above.

**Scrutiny at Part One screening stage**

<b>People involved</b>	<b>Signatures</b>	<b>Date</b>
<i>Lead officer carrying out the screening</i> Joe Crook Historic Environment Technical Officer	<i>Joe Crook</i>	15 <sup>th</sup> April 2019
<i>Any internal support*</i> Andy Wigley Natural and Historic Environment Manager	<i>Andy Wigley</i>	15 <sup>th</sup> April 2019
<i>Any external support**</i> Mrs Lois Dale Rurality and Equalities Specialist	<i>Lois Dale</i>	12 <sup>th</sup> April 2019

*\*This refers to other officers within the service area*

*\*\*This refers either to support external to the service but within the Council, eg from the Rurality and Equalities Specialist, or support external to the Council, eg from a peer authority*

**Sign off at Part One screening stage**

<b>Name</b>	<b>Signatures</b>	<b>Date</b>
<i>Lead officer's name</i> Joe Crook Historic Environment Technical Officer	<i>Joe Crook</i>	15/04/2019
<i>Accountable officer's name*</i> See above		

*\*This may either be the Head of Service or the lead officer*

**B. Detailed Screening Assessment**

<b>Aims of the service change and description</b>
<p>Proposal to designate Tilley conservation area following the submission of a draft Conservation Area Appraisal for Tilley.</p> <p>Tilley is a small village in North Shropshire located to the south of Wem and is a small, linear settlement with a high degree of survival of timber framed buildings.</p> <p>Designation of a conservation area would place a duty in respect of relevant planning decisions to pay special attention to the preservation or enhancement of the conservation area, providing additional planning protection from unsympathetic development which might otherwise spoil the area's special character, including the safeguarding of important trees and open spaces.</p> <p>Conservation area legislation emphasises the importance of the character of an area as a key consideration when decisions are made in respect of development proposals. A conservation area is defined as 'an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance'. Conservation is a more dynamic approach which allows change, but change that is managed so as to retain the character and appearance of a place.</p>

Other consequences of conservation area status of note:

- In most circumstances outline planning applications are not acceptable. This is because it is not possible to “pay special attention” to the desirability of preserving or enhancing the character or appearance of the area without seeing the details of what is proposed.
- Planning permission is required for demolition of buildings and structures over 115 cubic metres in size.
- It is an offence to cut down, top, lop, uproot, wilfully damage or destroy a tree in a conservation area without having given 6 weeks’ notice to the Local Planning Authority. During this period, the LPA may consider whether to make a Tree Preservation Order.
- Permitted Development rights are slightly more restricted than elsewhere.
- Rights to display advertisements are more limited than elsewhere.
- It shall be the duty of a local planning authority from time to time to formulate and publish proposals for the preservation and enhancement of the conservation area.

The Council has a duty to review from time to time areas of special historic or architectural interest for designation. At the present time there are 128 conservation areas designated within the County.

#### **Intended audiences and target groups for the service change**

The proposed designation will affect those living in the village should they come forward with development proposals. All residences have been consulted as part of the proposal.

The consultation took place over a period of over 7 weeks between 11th January and 6th March 2019. The Consultation included the following:

- Written letter notification of the proposed conservation area to all buildings affected including proposed boundary plan and information sheet.
- Further letters were sent to landowners not resident in Tilley following requests from those consulted.
- The proposals were advertised via the Shropshire Council website.
- Laminated posters were put up at three locations in Tilley as well as the Parish Council’s local notice boards.
- The Local Members were informed of the proposals by email.
- Relevant Council departments were consulted including Trees, Planning Policy and Development Management.
- Historic England were consulted.

### Evidence used for screening of the service change

The request for consideration of a conservation area came from the local community where a detailed conservation area appraisal was submitted in relation to Tilley. This made up part of the consultation on the designation. Following comments received during the consultation process, the boundary of the proposed conservation area was reduced and has been included within the report as appendix 1.

### Specific consultation and engagement with intended audiences and target groups for the service change

See above in relation to consultation process. The documents included information in relation to the potential impact of this service change on them. Comments received, both objection and support, have been fully considered and documented.

### Initial assessment for each group

*Please rate the impact that you perceive the service change is likely to have on a group, through inserting a tick in the relevant column. Please add any extra notes that you think might be helpful for readers.*

Protected Characteristic groups and other groups in Shropshire	High negative impact <i>Part Two ESIIA required</i>	High positive impact <i>Part One ESIIA required</i>	Medium positive or negative impact <i>Part One ESIIA required</i>	Low positive or negative impact <i>Part One ESIIA required</i>
Age (please include children, young people, people of working age, older people. Some people may belong to more than one group eg child for whom there are safeguarding concerns eg older person with disability)				Y  This service change is not anticipated to impact specifically on any of these groups listed
Disability (please include: mental health conditions and syndromes including autism; physical disabilities or impairments; learning disabilities;				y

Multiple Sclerosis; cancer; HIV)				
<b>Gender re-assignment</b> (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				y
<b>Marriage and Civil Partnership</b> (please include associated aspects: caring responsibility, potential for bullying and harassment)				y
<b>Pregnancy &amp; Maternity</b> (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				y
<b>Race</b> (please include: ethnicity, nationality, culture, language, gypsy, traveller)				y
<b>Religion and belief</b> (please include: Buddhism, Christianity, Hinduism, Islam, Judaism, Non conformists; Rastafarianism; Sikhism, Shinto, Taoism, Zoroastrianism, and any others)				y
<b>Sex</b> (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				y
<b>Sexual Orientation</b> (please include associated aspects: safety; caring responsibility; potential for bullying and harassment)				y
<b>Other: Social Inclusion</b> (please include families and friends with caring responsibilities; people with health inequalities; households in poverty; refugees and asylum seekers; rural communities; people for whom there are safeguarding concerns; people you consider to be vulnerable)				y

## Identification of likely impact of the service change in terms of other considerations

It is considered that the proposal will have a positive impact on the character and appearance of the village in terms of helping inform future development.

### Guidance Notes

#### **1. Corporate and Service Area Policy and Practice on Equality and Social inclusion**

This involves taking an equality and social inclusion approach in planning changes to services, policies or procedures, including those that may be required by Government.

The decisions that you make when you are planning a service change need to be recorded, to demonstrate that you have thought about the possible equality impacts on communities and to show openness and transparency in your decision making processes.

This is where Equality and Social Inclusion Impact Assessments (ESIAs) come in. Where you carry out an ESIA in your service area, this provides an opportunity to show:

- What evidence you have drawn upon to help you to recommend a strategy or policy or a course of action to Cabinet;
- What target groups and audiences you have worked with to date;
- What actions you will take in order to mitigate any likely negative impact upon a group or groupings, and enhance any positive effects for a group or groupings; and
- What actions you are planning to review the impact of your planned service change.

The formal template is there not only to help the service area but also to act as a stand alone for a member of the public to read.

The approach helps to identify whether or not any new or significant changes to services, including policies, procedures, functions or projects, may have an adverse impact on a particular group of people, and whether the human rights of individuals may be affected.

This assessment encompasses consideration of social inclusion. This is so that we are thinking as carefully and completely as possible about all Shropshire groups and communities, including people in rural areas and people we may describe as vulnerable, for example due to low income

or to safeguarding concerns, as well as people in what are described as the nine 'protected characteristics' of groups of people in our population, eg Age. We demonstrate equal treatment to people who are in these groups and to people who are not, through having what is termed 'due regard' to their needs and views when developing and implementing policy and strategy and when commissioning, procuring, arranging or delivering services.

When you are not carrying out an ESIIA, you still need to demonstrate that you have considered equality in your decision-making processes. It is up to you what format you choose.-You could use a checklist, an explanatory note, or a document setting out our expectations of standards of behaviour, for contractors to read and sign. It may well not be something that is in the public domain like an ESIIA, but you should still be ready for it to be made available.

**Both the approaches sit with a manager, and the manager has to make the call, and record the decision made on behalf of the Council. Help and guidance is also available via the Commissioning Support Team, either for data, or for policy advice from the Rurality and Equalities Specialist. Here are some examples to get you thinking.**

*Carry out an ESIIA:*

- If you are building or reconfiguring a building;
- If you are planning to reduce or remove a service;
- If you are consulting on a policy or a strategy;
- If you are bringing in a change to a process or procedure that involves other stakeholders and the wider community as well as particular groupings

For example, there may be a planned change to a leisure facility. This gives you the chance to look at things like flexible changing room provision, which will maximise positive impacts for everyone. A specific grouping that would benefit would be people undergoing gender reassignment

*Carry out an equality and social inclusion approach:*

- If you are setting out how you expect a contractor to behave with regard to equality, where you are commissioning a service or product from them;
- If you are setting out the standards of behaviour we expect from people who work with vulnerable groupings, such as taxi drivers that we license;
- If you are planning consultation and engagement activity, where we need to collect equality data in ways that will be proportionate and non-intrusive as well as meaningful for the purposes of the consultation itself;



- If you are looking at services provided by others that help the community, where we need to demonstrate a community leadership approach

For example, you may be involved in commissioning a production to tour schools or appear at a local venue, whether a community hall or somewhere like Theatre Severn. The production company should be made aware of our equality policies and our expectation that they will seek to avoid promotion of potentially negative stereotypes. Specific groupings that could be affected include: Disability, Race, Religion and Belief, and Sexual Orientation. There is positive impact to be gained from positive portrayals and use of appropriate and respectful language in regard to these groupings in particular.

## 2. Legal Context

It is a legal requirement for local authorities to assess the equality and human rights impact of changes proposed or made to services. It is up to us as an authority to decide what form our equality impact assessment may take. Carrying out ESIIAs helps us as a public authority to ensure that, as far as possible, we are taking actions to meet the general equality duty placed on us by the Equality Act 2010, and to thus demonstrate that the three equality aims are integral to our decision making processes. These are: eliminating discrimination, harassment and victimisation; advancing equality of opportunity; and fostering good relations.

Service areas would ordinarily carry out a screening assessment, or Part One equality impact assessment. This enables energies to be focussed on review and monitoring and ongoing evidence collection about the positive or negative impacts of a service change upon groupings in the community, and for any adjustments to be considered and made accordingly.

If the screening indicates that there are likely to be significant negative impacts for groupings within the community, the service area would need to carry out a full report, or Part Two assessment. This will enable more evidence to be collected that will help the service area to reach an informed opinion. Please contact the equality policy lead within the Council for more advice and guidance in this regard, as per details below.

***For further information on the use of ESIIAs: please contact your head of service or contact Mrs Lois Dale, Rurality and Equalities Specialist and Council policy support on equality, via telephone 01743 258528, or email [lois.dale@shropshire.gov.uk](mailto:lois.dale@shropshire.gov.uk).***