

Appendix 3

EQUALITY, HEALTH AND HUMAN RIGHTS IMPACT ASSESSMENT FORM

This form is to be used in conjunction with the Equality, Health and Human Rights Impact Assessment Guidelines. Please refer to these before starting; if you require further guidance contact community.planning@west-dunbarton.gov.uk

Section 1: Policy/Function/Decision (PFD) Details	
A PFD is understood in the broad sense including the full range of functions, activities and decisions the council is responsible for.	
Name of PFD:	Preferred Bidder for Mitchell Way Redevelopment Site, Alexandria
Lead Department & other departments/ partners involved:	HEED
Responsible Officer	Michael McGuinness
Impact Assessment Team	Jamie McCracken
Is this a new or existing PFD?	Existing PFD which relates to ongoing regeneration project. PFD has been subject of screening and EIA at previous points during its development.
Start date: (the assessment should be started prior to PFD development/drafting or at the early stages of review): 10/10/2011	
End date (this should allow for the assessment to inform decision-making): 03/3/14	
What are the main aims of the PFD ?	To agree the appointment of the selected preferred bidder to purchase and develop a key town centre site, and to enter into agreement with a third party landowner to purchase land.
Who are the main target groups/ who will be affected by the PFD ?	The project relates to the theme of Regeneration of the local economy. This will affect the residential and business communities within Alexandria town centre and surrounding area, as well as other general users.
Relevance of PFD to the general equality duties and equality groups, also record if there is no relevance giving reasons/ evidence)	
Disposal of the development site to the preferred bidder would ensure that this key town centre site is improved to the benefit of residents and businesses. The bidder has been selected on the basis of their response to the Council's tender requirements which were developed through community consultation and background studies. The bidder will be held to the delivery of their scheme by entering into a developer agreement. The scheme will result in the introduction of a foodstore which will significantly improve the retail offer within the town centre to the benefit of local residents and in particular those without access to private transport and who	

would otherwise have had to travel outwith Alexandria for a large shop.	
	If yes, complete all sections, 2-9
	If no, complete only sections 8-9
	If don't know, complete sections 2& 3 to help assess relevance
Section 2: Evidence Please list the available evidence used to assess the impact of this PFD, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.	
Available evidence:	
Consultation/ Involvement with community, including individuals or groups or staff as relevant	<ul style="list-style-type: none"> • Consultation events held during the production of the Alexandria Town Centre Masterplan Public consultation events held in June 2008, April 2009, • Public Information Day held in March 2010 • WDC staff workshop held October 2010. <p>Throughout the development of the Alexandria Town Centre Masterplan, regular meetings were held with the Alexandria Regeneration Forum to discuss the proposals.</p> <p>The feedback from community consultation and discussions with the Alexandria Regeneration Forum has been used to develop the tender documents and development brief.</p>
Research and relevant information	<p>The Council has been working to dispose of this site to an appropriately qualified and experienced developer for a period of time. This has involved significant input into the tender documents, a thorough and robust procurement process and consultation with the local community and businesses. Significant background research has also been undertaken including a Retail Impact Assessment (RIA) in July 2011 which tested the impact of foodstores of various sizes upon the existing town centre. The result of the RIA informed the Council's approach to the tender documents to set a size threshold for the foodstore and applied a pass/fail mark to ensure it is delivered by the developer.</p> <p>Officers and an appointed representative have been involved in negotiations with a third party landowner with the aim of achieving a voluntary agreement to purchase.</p>

Officer knowledge	<p>There are no residential tenants living in development area. There remain 2 commercial tenants with leases expiring 2015 and 2016. Give the likely timeline for development, however, these fit in with the development programme.</p> <p>Officers from a number of relevant departments, including Economic Development, Estates, Housing, Roads, Planning and Legal have been consulted on this process. No issues of equality have been raised.</p> <p>By contrast, to not progress with this development opportunity would threaten any potential investment and regeneration in the town centre and risk a continued decline in the centre. This would have a negative impact upon the socio-economic characteristic of Alexandria.</p>		
Equality Monitoring information – including service and employee monitoring	No specific equalities monitoring is required to ensure fairness for this project.		
Feedback from service users, partner or other organisation as relevant	No feedback indicating any equalities issues from the consultation/involvement noted above or from other sources.		
Other			
Are there any gaps in evidence? Please indicate how these will be addressed			
Gaps identified	There are no identified gaps in data relevant to this process		
Measure to address these			
<i>Note: Link to Section 6 below Action Plan to address any gaps in evidence</i>			
Section 3: Involvement and Consultation Include involvement and consultation relevant to this PFD, including what has already been done and what is required to be done, how this will be taken and results of the consultation.			
Please outline details of any involvement or consultation, including dates carried out, protected characteristics. Also include involvement or consultation to be carried out as part of the developing and implementing the policy.			
Details of consultations	Date	Findings	Characteristics

The regeneration proposals were developed from the Alexandria Town Centre Masterplan which was the subject of extensive community consultation. The Alexandria Regeneration Forum, formed of local stakeholders, business and community representatives have also been consulted throughout the development of the proposals.

No equality issues have been raised throughout the course of the consultation process.

Race

Sex

Gender Reassignment

Disability

Age

Religion/ Belief

Sexual Orientation

Civil Partnership/ Marriage

Pregnancy/ Maternity

Health

Other

Note: Link to Section 6 below Action Plan

Section 4: Analysis of positive and Negative Impacts

Protected Characteristic	Positive Impact	Negative Impact	No impact
Race			X
Sex			X
Gender Re-assignment			X
Disability			X
Age			X
Religion/ Belief			X
Sexual Orientation			X
Civil Partnership/ Marriage			X
Pregnancy/ Maternity			X
Socio- economic	X		
Human Rights			X
Health			X
Other			X
<i>Note: Link to Section 6 below Action Plan in terms of addressing impacts</i>			

Section 5: Addressing impacts

Select which of the following apply (use can choose more than one) and give a brief explanation – to be expanded in Section 6: Action Plan

1. No major change	Following a review, it is considered that the process will not impact negatively upon any of the protected characteristics listed.
2. Continue the PFD	
3. Adjust the PFD	The PFD will be revisited if there is a delay or problem with the appointment of this developer, or if there is a significant departure from the approved scheme by any reason by the developer or the Council.
4. Stop and remove the PFD	
Give reasons:	
<i>Note: Link to Section 6 below Action Plan</i>	

Section 6: Action Plan Please describe any action which will be taken following the assessment in order to;

- reduce or remove any negative impacts,
- promote any positive impacts, or
- gather further information or evidence or further consultation required

Action	Responsible person (s)	Intended outcome	Date for completion	Protected Characteristic
Specific action would only be required if the tender process itself revealed any negative effects or if positive lessons were learned.				Race
				Gender
				Gender Reassignment
				Disability
				Age
				Religion/ Belief
				Sexual Orientation
				Civil Partnership/ Marriage
				Pregnancy/ Maternity
				Socio- economic
Are there any negative impacts which cannot be reduced or removed? please outline the reasons for continuing PFD				Human Rights
				Health
				Other

Section 7: Monitoring and review		
Please detail the arrangements for review and monitoring of the policy		
How will the PFD be monitored? What equalities monitoring will be put in place?		
When will the policy be reviewed?		
Is there any procurement involved in this PFD? Yes/No		
Section 8: Signatures		
The following signatures are required:		
Lead/ Responsible Officer:	Signature: Michael McGuinness	Date:
EIA Trained Officer:	Signature: Suzanne Greer	Date:
Section 9: Follow up action		
Publishing: Forward to community Planning and Policy for inclusion on intranet/ internet pages	Signature:	Date:
Service planning: Link to service planning/ covalent – update your service plan/ covalent actions accordingly	Signature:	Date:
Give details: H/2011/ED/06 Improve Mitchell Way Shopping Centre & market adjoining development site		
Committee Reporting: complete relevant paragraph on committee report and provide further information as necessary	Signature:	Date:

Completed form: Pass completed forms retained within department and copy passed to Policy Development Officer (Equality) within Community Planning and Policy	Signature:	Date:
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Appendix 3a: EHRC Guidance: Using the equality duties to make fair financial decisions - Checklist

The EHRC recommend that an impact assessment of financial decisions is carried out for the following reasons:

- to ensure that there is a written record
- that decisions take account of any unfair impacts on equality groups and actions to mitigate these
- decisions are made based on evidence;
- decision making processes become more transparent; and comply with the law.

Key questions to ask in carrying out an assessment:

1. Is the purpose of the financial proposal clearly set out?
2. Has the EIA considered available evidence?
3. Have those likely to be affected by the proposal been consulted and involved?
4. Have potential positive and negative impacts been identified?
5. What course of action does the EIA suggest I take? Is it justifiable?

Outcomes:

1. No major change required
2. Adjustments to remove barriers identified by the EIA or to better promote equality.
3. Continue despite having identified some potential for adverse impact or missed opportunities to promote equality
4. Stop and rethink

Other considerations:

Are there plans to alleviate any negative impact?

Monitoring impact

Further details are contained within the full guidance, which can be viewed at:

http://www.equalityhumanrights.com/uploaded_files/PSD/using_the_equality_duty_to_make_fair_financial_decisions_final.pdf