
Revised Statement of Community Involvement (2019) - Summary Report

Committee considering report:	Council
Date of Committee:	04 June 2019
Portfolio Member:	Councillor Hilary Cole
Date Portfolio Member agreed report:	28 May 2019
Report Author:	Rachael Lancaster
Forward Plan Ref:	C3750

1. Purpose of the Report

- 1.1 To ask Members to approve the draft updated Statement of Community Involvement (SCI) for public consultation.

2. Recommendation

- 2.1 Members are asked to approve the draft updated SCI for public consultation.

3. Implications

- 3.1 **Financial:** N/A
- 3.2 **Policy:** The SCI was introduced by legislation through the Planning and Compulsory Purchase Act 2004. A five year review period was introduced by the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017.
- 3.3 **Personnel:** N/A
- 3.4 **Legal:** N/A
- 3.5 **Risk Management:** N/A
- 3.6 **Property:** N/A
- 3.7 **Other:** N/A

4. Other options considered

- 4.1 No other options were considered as the current SCI is required to be reviewed under the five year review period introduced by the Town and Country Planning (Local Planning (England) (Amendment) Regulations 2017.

Executive Summary

5. Introduction / Background

- 5.1 The Statement of Community Involvement (SCI) sets out the policy for involving the community in the plan making and the consideration of planning applications within the district.
- 5.2 The current SCI was published in September 2014, and therefore, under the five year review requirement of the Town and Country Planning Regulations 2017 now needs to be reviewed.
- 5.3 Only minor changes have been made to the SCI as a result of the review, mainly to take into account changes in legislation and national planning policies and some other factual updates. It is worth highlighting that our approach to the Community Infrastructure Levy (CIL) has not changed; it is now set out in our Planning Obligations Supplementary Planning Document. In addition, as we now offer a pre-application advice service for all planning applications it is no longer necessary to have a separate section on significant applications.
- 5.4 Changes to the current published SCI are indicated using tracked changes
 - (1) Underline for additions
 - (2) ~~Strikethrough~~ for deletions

6. Proposal

- 6.1 Members are asked to approve the draft updated SCI for public consultation.

7. Conclusion

- 7.1 The SCI sets out how the Council will involve the community in plan making and the consideration of planning applications. The SCI has been reviewed and updates made where they are required to take into account current legislation and national planning policy requirements.

8. Appendices

- 8.1 Appendix A – Data Protection Impact Assessment
- 8.2 Appendix B – Equalities Impact Assessment
- 8.3 Appendix C – Supporting Information
- 8.4 Appendix D – Statement of Community Involvement – revised draft June 2019

Appendix A

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Environment
Service:	Development and Planning
Team:	Minerals and Waste
Lead Officer:	Rachael Lancaster
Title of Project/System:	Review of the Statement of Community Involvement
Date of Assessment:	15 May 2019

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p>Note – sensitive personal data is described as “<i>data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation</i>”</p>		<input type="checkbox"/>
<p>Will you be processing data on a large scale?</p> <p>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</p>		<input type="checkbox"/>
<p>Will your project or system have a “social media” dimension?</p> <p>Note – will it have an interactive element which allows users to communicate directly with one another?</p>		<input type="checkbox"/>
<p>Will any decisions be automated?</p> <p>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</p>		<input type="checkbox"/>
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>		<input type="checkbox"/>
<p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p>		<input type="checkbox"/>
<p>Will you be using any novel, or technologically advanced systems or processes?</p> <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>		<input type="checkbox"/>

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Appendix B

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	Approval of the draft updated Statement of Community Involvement (SCI) for public consultation
Summary of relevant legislation:	Planning and Compulsory Purchase Act 2004 brought in the requirement for Local Planning Authorities to produce an SCI. The Town and Country Planning (Local Planning (England) (Amendment) Regulations 2017 formerly requires the SCI to be updated at least every five years.
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Rachael Lancaster / Paula Amorelli
Date of assessment:	19 June 2019

Is this a:		Is this:	
Policy	Yes	New or proposed	No
Strategy	No	Already exists and is being reviewed	Yes
Function	No	Is changing	Yes
Service	No		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To set out how the Local Planning Authority will involve the community in plan making and in the consideration of planning applications in West Berkshire.
Objectives:	As above
Outcomes:	The community are engaged in the planning process.
Benefits:	The community are engaged in the planning process from the beginning, starting with the plan making stage.

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)
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Group Affected	What might be the effect?	Information to support this
Age	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other.</p> <p>The SCI contains a number of actions designed to increase the involvement of people of all ages in the planning process.</p>	<p>The SCI has been informed by the key principles contained in the Council's Consultation Policy.</p>
Disability	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other.</p> <p>Information regarding the plan making process is available in a number of formats and help and support is available to all to ensure members of the public are able to fully engage in the planning process if they wish to.</p>	<p>The SCI has been informed by the key principles contained in the Council's Consultation Policy.</p>
Gender Reassignment	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other.</p>	<p>The SCI has been informed by the key principles contained in the Council's Consultation Policy.</p>
Marriage and Civil Partnership	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other.</p>	<p>The SCI has been informed by the key principles contained in the Council's Consultation Policy.</p>
Pregnancy and Maternity	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other.</p>	<p>The SCI has been informed by the key principles contained in the Council's Consultation Policy.</p>
Race	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other.</p>	<p>The SCI has been informed by the key principles contained in the Council's Consultation Policy.</p>
Religion or Belief	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other.</p>	<p>The SCI has been informed by the key principles contained in the Council's Consultation Policy.</p>
Sex	<p>There is no evidence to indicate that there will be a greater impact on this group</p>	<p>The SCI has been informed by the key principles contained in the Council's Consultation</p>

	than on any other.	Policy.
Sexual Orientation	There is no evidence to indicate that there will be a greater impact on this group than on any other.	The SCI has been informed by the key principles contained in the Council's Consultation Policy.
Further Comments relating to the item:		
It is not considered that the impacts of the SCI on persons with the nine protected characteristics will differ in any way from any other interested party, therefore, there will be no adverse impacts on equalities or discrimination with regard to the protected characteristics.		

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer: The SCI has been informed by the key principles contained in the Council's Consultation Policy. It is not considered that the impacts of the SCI on persons with the nine protected characteristics will differ in any way from any other interested party.	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer: The SCI has been informed by the key principles contained in the Council's Consultation Policy. It is not considered that adoption of the SCI will have an adverse impact upon the lives of people, including employees and service users.	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4 Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Rachael Lancaster

Date: 19/6/19

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.