

# Surrey County Council Equality Impact Assessment – Initial Screening Form



Please read pages 9-14 of the EIA toolkit for guidance before completing this form

<b>Service: Services for Communities</b>		<b>Policy: Surrey Minerals Plan</b>		<b>Name of officer: Les Andrews</b>	
1. Is this a major policy: i.e. high profile / will effect many people / will have a severe effect on some people?	Yes	√	No		
	High risk. Complete a full EIA		Go to section 2		
2. Is the policy likely to have an impact on a specific group of people? (People from the E&D strands)	Yes		No	√	
	High risk. Complete a full EIA		Go to section 3		
3. For policies that have a low risk of impact on the E&D strands and where possible improvements have been identified complete section 5 below <b>and</b> sections 3 and 4 of the full EIA.					
4. For policies that have a low risk of impact on the E&D strands and require no action to be taken complete section 5 below.					
5. If this policy is low risk please give or attach evidence to indicate how you have reached this conclusion:					
<p><b>Aims:</b> The intention of the county council in preparing and completing the Surrey Minerals Plan (the Plan) is to discharge its legal responsibilities as mineral planning authority. It aims to carry out this responsibility by having an appropriate regard to the interests of its residents and the environment.</p> <p><b>Purpose:</b> The reason for preparing and completing the Surrey Minerals Plan is to make adequate provision for the working of minerals in Surrey in accordance with Government policy and guidance. It is essential that there is an adequate and steady supply of material to provide the infrastructure, buildings and goods that society, industry and the economy needs.</p> <p><b>Objectives:</b> In preparing the Surrey Minerals Plan the county council have the goal of consulting in as much detail and with as wide a range of people and representative organisations as is reasonably possible. This is to ensure that their views on the contents of the Plan are known and can be taken into account in the preparation of the Plan.</p> <p><b>Outcomes:</b> A large number of responses, verbal and written, have been received on the contents of the Plan. These views have been taken into account in the preparation of the Plan. The key outcome therefore is a Plan which reflects the views of Surrey communities and which aims to minimise / remove any adverse impact on them.</p> <p><b>Stakeholder groups:</b> A wide range of groups across the Age, Belief/Faith, Disability and Race strands have been consulted.</p>					

A large number of views have been received from men and women regarding the proposed contents of the Plan.

**Actions:** The consultation arrangements for the Surrey Minerals Plan and its approach to the equality and diversity strands are considered excellent and will be held as an exemplar across the Council.

The EIA will be published as a background paper to the Surrey Minerals Plan.

### **Summary**

The main finding of the Plan EIA is that the approach to the six equality groups in preparing it was thorough and penetrating. On the basis of consideration by the EIA team, the spread of groups contacted and the absence of any complaints or specific issues around negative impact from these groups, no evidence has been found to indicate that there has been any discernible adverse impact or discrimination against any of the groups. The scope for recommending improvements has been considered but it is concluded that all areas affected by the Plan are being dealt with in a satisfactory manner. There will be on going consultations and engagement with the various equality groups, as with other key statutory consultees. The findings of this EIA will be shared with planning partners and those responsible for considering planning applications (see below) as the location of minerals sites has the potential for differential impacts, depending on the make of local communities.

### **Background**

The county council as Mineral Planning Authority (MPA) has a statutory duty to prepare a Minerals Plan. This is to ensure that Surrey can meet its requirements for minerals in the most sustainable way, and to set the framework and policies to determine future planning applications for mineral development up to 2016. The Plan will identify sites that are considered suitable for mineral extraction and processing. The Plan operates at the strategic level in making overall provision across the county and at the local level by identifying sites that are considered suitable for mineral extraction and processing. The Plan will set out detailed policies against which planning applications for mineral development from the private sector will be determined.

### **Impacts of the Plan**

The proposals and policies in the Plan apply to the community as a whole. There is no evidence to suggest that the Plan is likely to impact people in the equality groups any differently from the impact on the general Surrey population. It should be noted that no new mineral development takes place directly as a result of the Plan; before new mineral development takes place the Minerals Industry must submit planning applications to Surrey County Council as MPA for assessment and determination. An EIA will be carried out on the process of determining planning applications for mineral development.

### **Consultation**

The preparations of the Plan include public consultation with the local community and representative organisations. This area has been the main focus of this EIA.

The adopted Statement of Community Involvement sets out the county council's policy for public consultation and involvement in the preparation of the minerals plan. Communication arrangements are The Plan has been the subject of extensive consultation. There is a database of consultees which now numbers over 9,400 names and addresses. The consultation process included specific targeted attempts to engage with the equality groups. These include Disability Groups (over 80), Minority ethnic Groups (16 - including Muslim, Asian, Chinese, Gypsy, Traveller and Baha'l groups), Religious Groups (75 - including Christian, Muslim, Islamic, and Hindu groups), Senior Persons Groups (9) and Youth organisations (35). The following link is a document that sets out the organisations that is used as a basis for consulting on the minerals development documents:

<http://www.surreycc.gov.uk/sccwebsite/sccwspublications.nsf/WebLookupFileResourcesByUNID/docidC7CB478F3571684E8025718400423678?openDocument>

In the over 3,000 consultation responses received there has been no instance of someone from an equality group claiming that their interests have been discriminated against. Since its adoption in July 2006, all consultations on the Plan have been conducted in accordance with the Statement of Community Involvement, which requires consultations to include groups such as disability groups and ethnic groups.

### Best Value Indicators

The preparation of the Plan is covered by BV 200b. Plan – making: Milestones. The Plan has been prepared in accordance with the submitted Local Development Scheme for 2006 / 2007 and subsequent revisions to it. The Plan is on target for 2007 / 2008.

6 Please state where, if at all, you think the policy has a neutral effect on equality groups:

Age	Belief/faith	Disability	Gender	Race	Sexual Orientation	HR Issues
Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	N/A

Equality and Diversity strands that the policy is to be assessed against:	Age		Belief / Faith		Disability		Gender		Race		Sexual Orientation		HR Issues Only	
	+	-	+	-	+	-	+	-	+	-	+	-	+	-
Could the policy have a negative or positive impact? (Yes/No)														
													n/a	n/a

Head of Service Signed: \_\_\_\_\_ R A Hargreaves \_\_\_\_\_ Date: \_\_\_\_\_ 14 Sept 2009 \_\_\_\_\_

# Surrey County Council Full Equality Impact Assessment



## 1. Summary of impact identified by equality and diversity strand:

<p><b>Age</b> Positive or Negative Impact:</p>	<p>None of the responses received in the consultations (including targeting the views of older and younger people) highlighted evidence which indicates that there is a discernible impact on this strand.</p> <p>The county council as MPA has a statutory duty to consult with the public regarding its proposals in the Plan. Public notice is given by local advertisement and covers the entire administrative area of the county council. Public notice is also given in the County Council's web pages. The notice advises the public where, when and for how long the consultation documents can be examined. It also advises to whom and by when any representations regarding the proposals should be made. In addition direct notification is given by letter to a number of representative Senior Persons Groups (see consultees list referred to in section 1 above)</p> <p>People are able to examine the consultation documents in public buildings such as public libraries and council offices.</p> <p>People who are unable to visit such buildings can view the consultation documents on the county council's web pages.</p> <p>Those people who are unable to visit such buildings and cannot access the consultation documents by computer are covered by the current custom and practice of the Environment &amp; Regulation Service, which is to meet any reasonable request for documentation sympathetically.</p>
<p><b>Belief / Faith</b> Positive or Negative Impact:</p>	<p>None of the responses received in the consultations (including targeting the views of people of different religious beliefs) highlighted evidence which indicates that there is a discernible impact on this strand.</p> <p>See the Age strand for the general arrangements made for consultation. In addition to those arrangements direct notification is given by letter to a number of representative Minority Ethnic, Racial and Religious Groups (see consultees list referred to in section 1 above)</p>

<p><b>Disability</b> Positive or Negative Impact:</p>	<p>None of the responses received in the consultations (including targeting the views of disabled people) highlighted evidence which indicates that there is a discernible impact on this strand.</p> <p>See the Age strand for the general arrangements made for consultation. In addition to those arrangements direct notification is given by letter (available in different formats if required) to a number of representative Disability Groups (see consultees list referred to in section 1 above)</p> <p>People are able to examine published consultation documents in public buildings such as public libraries and council offices. It is Surrey County Council library policy to ensure that staff, volunteers, and members of the public that access their services are not discriminated against directly or indirectly because of any disability they have or may have had. People who are unable to visit such buildings can view the consultation documents on the county council's web pages.</p> <p>People who are unable to visit such buildings and cannot access the consultation documents are covered by the current custom and practice in the Service which is to meet any reasonable request for documentation sympathetically.</p> <p>The extent to which people with sight impairment were sought out was partly covered by their ability to be aware of the public notices of the proposals. Thereafter the above steps apply. In addition the following provision was set out in a formal document (called the 'Statement of Community Involvement') accompanying the Plan's proposals 'We are happy to provide information about Surrey County Council and the services we provide in (your language), in large print, Braille or on audio tape. To get the information you need phone our contact centre on 08456 009009. We use Language Line, a telephone interpreting service, so at the beginning of your call please let us know which language you would like to speak to us in. We will then get an interpreter on the line to talk to you and you can ask for your information. Email us at <a href="mailto:contact.centre@surreycc.gov.uk">contact.centre@surreycc.gov.uk</a> in English or your own language. Write to us in English or your own language.'</p> <p>A requirement of the Plan is that all mineral developments are restored to an acceptable after use. This includes matters such as restoring the land to agricultural use, forestry, water features, conservation and amenity uses and the reinstatement of footpaths. At present, the restoration of mineral workings and rights of way in particular are required to be constructed to a standard which makes them accessible to all. This is set out in the SCC Good Practice Guide for Mineral Site Restoration and Enhancement. This principle will be carried forward into the Restoration section of the Plan. The restoration of mineral sites is monitored to ensure site operators comply</p>
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	with all planning conditions.
<b>Gender</b> Positive or Negative Impact:	<p>None of the responses received in the consultations highlighted evidence which indicates that there is a discernible impact, due to gender or transgender, on men or women or transgendered people.</p> <p>See the Age strand for the general arrangements made for consultation.</p> <p>The proposals and policies in the Plan apply to the community as a whole. Evidence collected for this EIA does not suggest that gender groups will be impacted differently compared to the general Surrey population.</p>
<b>Race</b> Positive or Negative Impact:	<p>None of the responses received in the consultations, including responses from minority ethnic groups whose views were sought, highlighted evidence which indicates that there is a discernible differential impact on this strand.</p> <p>See comments made in respect of the Belief / Faith strand above for consultation arrangements . In addition the provision of information in other languages is applicable to this strand (see Disability strand above).</p>
<b>Sexual Orientation</b> Positive or Negative Impact:	<p>None of the responses received in the consultations highlighted evidence which indicates that there is a discernible differential impact on this strand.</p> <p>The proposals and policies in the Plan apply to the community as a whole and evidence collected does not suggest that the impact on this group will be any different from the impact on the general Surrey population.</p>
<b>HR issues only:</b> Positive or Negative Impact:	N/ A

Please continue and attach a separate sheet if necessary

## **2. Give details of involvement and consultation or research undertaken for each relevant equality and diversity strand, upon which this policy has had an impact either internally or externally:**

The consultations undertaken for the draft Plan have been examined. The Members of the county council have been briefed on the draft Plan throughout its preparation. Area Local Committees have also been briefed at key stages of the Plan's preparation. They have provided feedback from the residents in the wards they represent. The means of communicating with local residents and representative groups have been extensive and included:

- 'Issues and Options' consultation 2003. An 'Issues and Options' consultation with Surrey residents, Community and Representative Organisations, District and Parish councils, Local committees, neighbouring authorities, the regional planning authority, the government, mineral operators, businesses and environmental groups for 11 weeks between July and September 2003. Three public meetings were held in Reigate, Shepperton and Godalming.
- Potential Sand and Gravel Sites Consultation 2004. A consultation on the "Assessment of Potential Mineral Zones for Extraction of Sand and Gravel in Surrey" (the PMZ report) was held between September 2004 and March 2005. Over 300 stakeholders were contacted by letter or email when the PMZ report was published. Consultees included county councillors, English Nature, the Environment Agency, parish and district councils, residents' groups and mineral operators. Any organisation or individual who took part in the previous issues and options consultation in 2003 was also notified. During September and October 2004 seven stakeholder meetings were organised across the county in liaison with Surrey Local Committee Directors. All stakeholders who had been contacted about the PMZ Report were invited to attend the meetings. The meetings provided an opportunity for officers to hear stakeholders' comments about the report and mineral working in Surrey. During the consultation period and in response to requests, officers also met with residents groups. The views expressed have been taken into account in the preparation of the Plan.
- Stakeholder meetings 2005. A full-day stakeholder workshop to assist with the preparation of the draft minerals plan was held on 21 September 2005 at the Runnymede Centre in Chertsey. The event provided an opportunity to discuss the key parts of the draft minerals plan with a diverse range of stakeholders. The issues discussed included draft objectives, policies, and site selection methodology and future consultation strategies. Five evening workshops were held with representatives of communities in areas where large numbers of objections had been received to zones in the PMZ Report. The meetings were held in Mole Valley, Runnymede, Spelthorne, Tandridge and Waverley in June and July 2005.

- Stakeholder Meetings 2006. A full-day stakeholder workshop to provide an update on the progress of the Minerals Plan was held on 16 October 2006 at the Runnymede Centre in Chertsey. The event provided an opportunity to discuss with a diverse range of stakeholders, some key issues which emerged through consultation on the draft Plan. The people attended included representatives of amenity and resident groups, District Councils, the Women’s Institute and Farnham Town Council. The main discussions focussed on the methodology for selecting the preferred areas, restoration of mineral sites, and monitoring and enforcement of mineral operations.
  
- Preferred Option Consultation 2006. A consultation on the draft Surrey Minerals Plan (minerals core strategy, minerals development control policies, primary aggregates, mineral site restoration documents and proposals map) and Draft Sustainability Appraisal took place in April and June 2006. Letters of invitation to comment on the preferred option were sent to interest groups shown in the document ‘Consultees on Minerals and Waste Plans and Planning Applications’ (see *consultation* in section 5 above). Public exhibitions supported by officers were held in Farnham, Sunbury, Staines and Redhill. Over 3000 representations were received. Many of the responses received were from individuals
  
- Preferred Option Consultation April 2008. A consultation on the draft Surrey Minerals Plan (Proposed amendments to the Core Strategy Development Plan Document, Policy options for non-aggregate minerals, rail aggregate depots and recycled and secondary aggregates. Silica sand) took place from April to June 2008. Letters of invitation to comment on the preferred option were sent to the interest groups shown in the document ‘Consultees on Minerals and Waste Plans and Planning Applications’ (see *consultation* in section 5 above). Over 450 representations were received on the consultation. A half-day stakeholder meeting was held in Dorking on 28 April 2008. The workshop involved a wide range of individuals representing organisations with a particular interest in mineral development such as community groups, statutory bodies (for example the Environment Agency), Surrey borough/district councils and mineral operators. Officers of the county council were in attendance at the workshop to outline the proposals and to answer questions.

Age	See above
Disability	See above
Belief / Faith	See above



Gender	See above
Race	See above
Sexual Orientation	See above
HR issues only:	N / A

Please continue and attach a separate sheet if necessary

### 3. Recommendations to improve this policy:

It is the intention of the county council to require that all public consultations be accompanied by a request for consultees to indicate when they respond whether they fall into one or more of the equality groups.

<b><u>Age.</u></b> None
<b><u>Belief / Faith.</u></b> None
<b><u>Disability.</u></b> None
<b><u>Race.</u></b> None
<b><u>Sexual Orientation</u></b> None

Please continue and attach a separate sheet if necessary

**4. Actions required to implement the EIA recommendations:**

<b>Action Plan:</b>	<b>Responsibility:</b>	<b>Date to be completed:</b>
Publish findings of this EIA	L Andrews	November 2009
Share learning with others in the Council about the good practice on consulting communities and equality interest groups gained from this exercise	L Andrews	Ongoing

Please continue and attach a separate sheet if necessary

**5. If no actions to be taken with respect to the recommendations please give reasons below:**

**Action plan review date:** \_\_\_\_\_ **Name of person responsible for review:**

EIA Assessor(s): \_\_\_Les Andrews. Maureen Prescott\_\_\_\_\_

Name Head of Service: \_\_\_Roger Hargreaves\_\_\_\_\_ Signed: \_\_\_\_\_R A Hargreaves\_\_\_\_\_

Date Completed: \_\_\_\_\_22 Sept 2009\_\_\_\_\_

- 1. Signed hard copy and electronic version to be kept in your team for audit purposes**
- 2. Send an electronic copy to the SCC 'Web Operations Team'**

Date sent to Web Operations Team: \_\_\_\_\_22 Sept 2009\_\_\_\_\_