



Integrated Impact Assessment Pre-screening Stage 1

The Integrated Impact Assessment (IIA) supersedes the previous Equality and Human Rights Impact Assessment (EHRIA) form.

The pre-screening (Stage 1) will determine if your proposal requires a full impact assessment (Stage 2). Stage 2 will look at details of your proposals, the impact and any mitigations in place.

Note: This form should be completed using the guidance contained in the document: 'Guide to Completing an Integrated Impact Assessment'. Please read the guidance before completing this form.

This assessment and accompanying guidance use the term 'policy' for any activity within Aberdeen City Council. Therefore 'policy' should be understood broadly to embrace the full range of your policies, provisions, criteria, functions, practices and activities including the delivery of services - essentially everything you do.

Purpose:

Aberdeen City Council wants Aberdeen to be a place where all people can prosper. We want everyone in Aberdeen to have fair opportunities regardless of their background and circumstances. The aim of this assessment is to allow you to critically assess:

- the impact of the policy / proposal on different communities.
- whether Aberdeen City Council is meeting its legal requirements in terms of [Public Sector Equality Duty](#), [Equality Outcomes](#) and [Human Rights](#);
- whether [Children's Rights](#) have been impacted;
- whether [Socio-economic disadvantage](#) is reduced;
- whether any measures need to be put in place to ensure any negative impacts are eliminated or minimised which will be covered in Stage 2.

Title* Name your business case, policy, strategy or proposal (including budget proposals)	Review of Representation Procedure at Planning Development Management Committee (PDMC).							
Report no or Budget proposal number:	GOV/23/317							
Committee name and date :	Planning Development Management Committee - 7.12.2023							
Is this a new or existing policy/ proposal?	Review of existing procedure							
Brief description of policy / proposal (including intended outcomes and purposes)	To amend the existing Representation Procedure at PDMC to ensure the continued ability for objectors/supporters and the applicant to make representations at Committee before the determination of planning applications while balancing the need for Committee business to be dealt with expeditiously.							
Do you consider this proposal to have any impact on the:								
a. Human Rights of people?	Yes	No	Unsure					
b. Rights of Children and Young people?	Yes	No	Unsure					
What is your assessment of the impact on groups with: a. Protected characteristics b. Children and young people c. Other As part of your assessment here, consider the impact of your policy on people and how they will be able to access goods, services and information with no barriers.	H	High negative impact	H	M	L	N	P	U
	M	Medium negative impact						
	L	Low negative impact						
	N	No impact						
	P	Positive impact						
	U	Unsure						
	Age				X			
	Disability				X			
	Gender Reassignment					X		
	Marriage and Civil partnership					X		
	Pregnancy and Maternity					X		
	Race					X		
	Religion or Belief					X		
	Sex					X		
Sexual Orientation					X			
Children and young people					X			
Other					X			
Socio-Economic Inequalities Not every person / family has access to regular income or savings. Will your proposal have an adverse or high impact on them?	Yes	No	Unsure					
What considerations did you have when making the above selections?								
Internal or existing data Please detail your sources								

<p>Consultations with officers or partner organisations Please list your sources</p>			
<p>Other: Please list your sources</p>	<p>The Representation Procedure is open to all who have submitted representations as part of the planning application process and is available to partake in both in person at the Town House, via Microsoft Teams or by the use of a proxy.</p>		
<p>Does this proposal contribute to the Public Sector Equality Duty to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations?</p>	<p>Yes - The Representation procedure is open to all citizens to partake in and encourages good relations with citizens in relation to the planning decision making process.</p>	<p>No</p>	<p>Unsure</p>
<p>Does this proposal contribute to the Council's Equality Outcomes 2021-25?</p>	<p>Yes - Equality Outcome EO1 - The Representation Procedure improves access to information and reduces barriers by increasing accessibility by being open to all via both Microsoft Teams and in person and also allows the use of a proxy to read out a prepared statement on behalf of someone else who may be unable to attend the meeting. Additionally Equality Outcome EO3 - The Representation Procedure allows for representation in civic participation and allows the opportunity to ensure an open and transparent decision making process.</p>	<p>No</p>	<p>Unsure</p>
<p>Please note for any high negative or medium negative impacts identified (red or amber), a full Integrated Impact Assessment will be required (stage 2).</p>			
<p>Please provide a brief high-level summary that your policy will bring about: The report is to update the Representation Procedure and accompanying guidance at PDMC. The proposed amendments aim to provide continued access to the planning decision making process for objectors/supporters and the applicant whilst also ensuring the smooth and expeditious running of PDMC. By continuing to make the Representation Procedure available both in person at the Town House and via Microsoft Teams as well as allowing a proxy to read out a prepared</p>			

statement this ensures that all those who would wish to have their representation heard by the Committee prior to the decision being made can do so.			
Will a full assessment be required?	Yes	No	Unsure
Assessment completed by: Name and job title	Elena Plews		
Date:	4.10.2023		
Signed and approved by Chief Officer (Name and signature)	Jenni Lawson		
Date:	16 October 2023		

If you have any queries or require this form in an alternative format, please contact

equality_and_diversity@aberdeencity.gov.uk

A fully completed and signed form should be mailed as a PDF to the above email address for publishing your assessment.