

## REPORT TO CABINET

<b>Open</b>		Would any decisions proposed :		
<b>Any especially affected Wards</b>	Mandatory	Be entirely within Cabinet's powers to decide	YES/ NO	
		Need to be recommendations to Council	YES/NO	
		Is it a Key Decision	YES/NO	
Lead Member: Cllr Blunt E-mail: <a href="mailto:cllr.Richard.Blunt@West-Norfolk.gov.uk">cllr.Richard.Blunt@West-Norfolk.gov.uk</a>		Other Cabinet Members consulted: All		
		Other Members consulted: LDF Task Group		
Lead Officer: Stuart Ashworth/ Alan Gomm E-mail: <a href="mailto:stuart.ashworth@west-norfolk.gov.uk">stuart.ashworth@west-norfolk.gov.uk</a> <a href="mailto:alan.gomm@west-norfolk.gov.uk">alan.gomm@west-norfolk.gov.uk</a> Direct Dial: 6417 / 6236		Other Officers consulted: Management Team		
Financial Implications YES/NO	Policy/Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment YES/ NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO

Date of meeting: 24 May 2016

### **KINGS LYNN & WEST NORFOLK STATEMENT OF COMMUNITY INVOLVEMENT (MAY 2016)**

#### **Summary**

The Statement of Community Involvement (SCI) is a document which outlines how the Council will consult with the public as part of the Local Plan process, on Planning Applications, and also on Neighbourhood Plans.

#### **Recommendation**

That Cabinet recommend to Council that

1. the Statement of Community Involvement be made available for consultation for a period of 6 weeks. Comments received by the public will be considered by the Executive Director - Environment and Planning, and Portfolio Holder Cllr Blunt.
2. Following the consultation period, delegated powers are given to the Portfolio Holder Cllr Blunt to adopt the SCI on behalf of the Council.

#### **Reason for Decision**

To ensure that the Borough Council has an up-to-date Statement of Community Involvement adopted, to inform the next stages of the Local Plan review and planning application process.

## **1. Background**

- 1.1 The Council adopted an SCI in 2006. This review of the Council's SCI takes account of the recent changes in legislation and policy. Planning legislation sets

out a number of statutory requirements with respect to consultation on planning policy documents and planning applications. The SCI sets out how the Council will meet these requirements along with the additional activities the Council will undertake to involve people in the planning system.

- 1.2 The Localism Act 2011 also sets out a 'duty to co-operate'. It is a requirement that the Council engage with neighbouring Councils and other statutory bodies to consider joint approaches to plan-making. The Council is committed to meeting this duty and intends to work closely with neighbouring authorities, other partner organisations and stakeholders.
- 1.3 The revised SCI is required to go out to consultation for 6 weeks, to give stakeholders and the local community the opportunity to comment upon the document.
- 1.4 It is proposed that those comments will then be considered by the Executive Director - Environment and Planning and the portfolio holder, with the intention that the document is amended if required and then adopted via delegated powers.

## **2. Options Considered**

- 2.1 It was important that the document was revised to bring it up to date. The previous document was more detailed and complex and so has dated quickly, with the new version also being much clearer.
- 2.2 In terms of the consultation proposed, much of this is a statutory requirement.

## **3. Policy Implications**

- 3.1 The SCI, once adopted, will set out the consultation standards and requirements for the Council, stakeholders and the community. It will sit alongside the Local Plan, as part of the suite of documents which make up and inform the development plan.

## **4. Financial Implications**

- 4.1 None directly arising from this report; however the consultation methods described will require resources. There are existing budgets for this as they are an ongoing cost.

## **5. Personnel Implications**

- 5.1 None directly arising from this report.

## **6. Statutory Considerations**

- 6.1 The SCI is a document required by planning legislation, and much of the consultation we do carry out is also specified in legislation and guidance.

## **7. Equality Impact Assessment (EIA)**

7.1 Pre-screening report attached.

## **8. Risk Management Implications**

8.1 If the SCI was too onerous, then it has the ability to overcomplicate the processes, and could result in delays or an increased amount of resources required.

8.2 The Council must follow the minimum requirements, in line with legislation, to ensure we would not be vulnerable to legal challenge on any of our documents/ processes.

8.3 The Council clearly would not want to set out standards for consultation, which we are then unable to follow/ adhere to. We will monitor the content of the document and review it if required.

## **9. Declarations of Interest / Dispensations Granted**

9.1 None advised as of 27 April 2016

## **10. Background Papers**

Statement of Community Involvement (adopted Jan 2007) (Available at <http://www.west-norfolk.gov.uk/pdf/Full1.pdf> )

Appendix

1. Draft Statement of Community Involvement (April 2016)



**Pre-Screening Equality Impact  
Assessment**

Name of policy	Statement of Community Involvement				
Is this a new or existing policy/ service/function?	New				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations	Update of existing policy document setting out how the Council will consult when carrying out its planning functions.  The policy is constrained by statutory provisions, as much consultation is legally required.				
<b>Question</b>	<b>Answer</b>				
<p><b>1. Is there any reason to believe that the policy could have a specific impact on people from one or more of the following groups <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</b></p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
	Other (eg low income)			x	
<b>Question</b>	<b>Answer</b>	<b>Comments</b>			
<b>2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?</b>	No				
<b>3. Could this policy/service be perceived as impacting on communities differently?</b>	No				
<b>4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</b>	No				
<p><b>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</b> If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	Yes / No	<b>Actions:</b> <b>NA</b>			
		<b>Actions agreed by EWG member:</b> .....			
<b>Assessment completed by:</b> <b>Name Stuart Ashworth</b>					
<b>Job title Assistant Director – Environment &amp; Planning</b>	<b>Date 28/4/2016</b>				

