

**MID SUSSEX DISTRICT COUNCIL**

**Equality Impact Assessment**

**Title of Policy/Service/Contract: Local Land Charges & Planning Reception**

**Division: Legal Services**

**Lead Officer: Jacqui Steele**

**Date Assessment completed: November 2012**

**1. SCOPING**

**1.1 What are the aims of the policy, service/service change or contract?**

**Maintain the Local Land Charges Register. Provide property information to solicitors, personal search companies and the public**

**1.2 Who does the service/policy/contract affect? Who are the main customers (internal or external)?**

**Main customers are mostly external professional groups:-  
Solicitors, Electronic Search Providers, Personal Search Companies and members of the public.**

**1.3 What equality information is available, including any evidence from engagement and analysis of use of services?**

**Main customers are solicitors who act on behalf of their clients.  
Evidence used in the assessment comes from experience of Local Land Charges and Planning Reception staff in dealing with customers.**

**1.4 What does this information tell us about the equality issues associated with the service and implications for the protected groups?**

**There is no data to suggest that there are any equality issues with the provision of this service for any of the protected groups. Staff experience points to access issues for disabled people in the Planning Reception and the benefits of making more on-line data available.**

**1.5 Are contractors or partnerships used to deliver the service? No**

**If No go to section 2.**

**If yes, please refer to the guidance notes, particularly Appendix One of the MSDC Guidance "Integrating Equality and Diversity into Procurement", and complete the next three questions.**

**Identify the contractors/partnerships used to deliver the service.**

**N/A**

**What is their contribution to equality in service delivery and the promotion of equality? N/A**

**How are equality issues addressed through contractual arrangements and service level agreements? N/A**

## 2. Assessment of Impact; Analysis and Action Planning

Any gaps in information or provision, opportunities to promote equalities and good relations identified above need to be translated into SMART actions and recorded here. These actions need to be delivered and monitored through the service planning process.

Opportunity to promote equality, good relations and/or address barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
The needs of different ethnic groups including white minorities, but also established white communities	n/a	n/a		
The needs of men and women. Including taking account of pregnancy and maternity.				
<b>No baby changing facilities in the public toilets at Planning Reception</b>	None	Raise with Building Maintenance	Emma Grundy	Ability for parents to change babies when necessary.
The needs of disabled people				
Heavy ledgers holding land charges data	Office access for both services plus handling issue with heavy LLC registers	Presently in the process of converting manual paper records to electronic data. Estimated this work will be completed by July 2015	Tom Clark	Conversion of data will facilitate inspection via a computer terminal at reception. No longer a need to gain access to internal offices
General office accessibility				
Wheelchair Access – door bell needs to be lowered.	None	Door bell requires lowering So that wheelchair users can summon staff to open double doors. However, there are plans to move to a new building on campus and the main reception also be used for planning services.	Emma Grundy Jacqui Steele	Wheelchair users being able to access building.
Customers who have hearing problems - hearing loop needs to be provided in Planning Reception	None	There is a hearing loop in main reception so if necessary		People with hearing difficulties more

		meetings could take place in main reception. There are plans for the Planning Service to move offices at some time in the future. This may mean a shared reception.		likely to access services
The needs of people with a religion or belief	N/A			
N/A				

Opportunity to promote equality and/or barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
The needs of gay men, lesbians, bisexuals and straight people N/A	N/A	N/A		
Issues from marriage and civil partnership N/A	N/A	N/A		
The needs of different age groups, for example older and younger people <b>Some older people that do not have IT skills.</b>	Planning Receptionist assist with accessing information on computers in reception	Ensure that assistance is available for this group.	Jacqui Steele	This group is more likely to make representations regarding current planning proposals
The needs of transgender communities N/A	N/A	N/A		
The needs of people who are disadvantaged by socio-economic factors such as low incomes, skill or living in a deprived area N/A	N/A	N/A		
The needs of people who live in a rural area	Current planning data can be viewed online. In certain circumstances when residents cannot attend the Council offices and do not have the ability to access the information online we direct them to their Parish or Town Council who have current planning data. If this is not possible a paper copy can be posted.		Jacqui Steele	Ability for this group of people to comment on current planning proposals

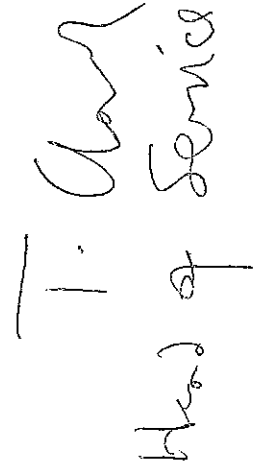
3. Mid Sussex District Council Equality Impact Assessment Summary

Key Findings	Future Actions
<ul style="list-style-type: none"> <li>• The main group affected by the present service provision is those with a disability. The Planning Reception does not have a hearing loop and the doorbell needs to be lowered for wheelchair users. Inspection of the Local Land Charges Register is not possible as the internal office is not accessible for wheelchair users. Also, access to heavy registers situated on a chest high shelf arrangement is unsuitable.</li> <li>• Online provision of data helps to overcome access issues for those unable to visit the Oaklands offices. Provision also needs to be considered for those unable to access data online.</li> </ul>	<ul style="list-style-type: none"> <li>• Some short term measures are being considered for improvements to the accessibility of the Planning Reception. Longer term, there are plans for the Planning Service to move to the main Oaklands offices, which may mean integrating with the main reception.</li> <li>• The Modernisation of Data Project will capture all Public Registers and Environmental Information Records presently held in paper format to electronic data that can be viewed on a computer in the Council's reception. It is anticipated this work will be completed by July 2015. Until such time as this work is completed where people do not have access to online data their Parish/Town Council can assist, and in special cases in line with present practice a paper copy could be provided by post.</li> </ul>

4. Signing off this assessment and action plan



Signature .....



Head of Service