

DEVELOPMENT PLANS CHECKLIST FOR STRATEGIC ENVIRONMENTAL ASSESSMENT, EQUALITIES IMPACT ASSESSMENT, GAELIC & COMMUNITY ENGAGEMENT

Name of document: Highland wide Local Development Plan - Main Issues Report

Stage in process towards final document: Main Issues Report

Date of publication: August 31st 2009

Strategic Environmental Assessment (SEA)

Source:

NB: Local Plans should go straight to the Scoping Report stage.

STAGES		Date and/or Y/N
Pre-screening	▪ Is Plan, Programme or Strategy exempt from SEA using test of no or minimal environmental effects? Y/N	N/A
	▪ Date Scottish Ministers informed of an exemption to be put on pre-screening register.	N/A
Screening	▪ Screening summary sent to Consultation Authorities and SEA Gateway? Y/N	N/A
	▪ Has the Council made a Determination? Y/N	N/A
	▪ Within 28 days of determination send copy of determination to Consultation Authorities (and statement of reasons for that determination if unlikely to have significant environmental effects). Y/N and date	N/A
	▪ Copy of determination available at principle office for inspection? Y/N	N/A
	▪ Copy of determination put on website? Y/N	N/A
	▪ Within 14 days of making determination, advert in at least one newspaper Y/N and date	N/A

Scoping	<ul style="list-style-type: none"> ▪ Send scoping report to Consultation Authorities and SEA Gateway Y/N 	Yes - 16/02/2009. Responses received 23/03/2009.
	<ul style="list-style-type: none"> ▪ Advise Scottish Ministers of the intended length of consultation on the Environmental Report Y/N 	Yes - 16/02/2009 Agreed by Consultation Authorities in responses to scoping report
Environmental Report	<ul style="list-style-type: none"> ▪ Submit to Consultation Authorities and SEA Gateway Y/N 	Yes - Electronic Copies and Hard Copies sent individually to SEA Gateway. Scottish Environment Protection Agency, Scottish Natural Heritage and Historic Scotland (Scottish Ministers). 26 th August 2009
Post-adoption SEA statement	<ul style="list-style-type: none"> ▪ The Council must inform the Consultation Authorities of the adoption of the Plan, Programme or Strategy and send a copy, as adopted, along with a statement setting out the particulars referred to in Section 18(3) of the Environmental Assessment (Scotland) Act 2005 Y/N 	
	<ul style="list-style-type: none"> ▪ Information displayed on website? Y/N 	
	<ul style="list-style-type: none"> ▪ Information available at Responsible Authority principal office? Y/N 	
	<ul style="list-style-type: none"> ▪ Information brought to the attention of the public? Y/N 	

National Standards of Community Engagement

Source:

You need to demonstrate that each of the 10 Standards has been met:

NATIONAL STANDARDS	HOW IS THIS DEMONSTRATED?	
1. INVOLVEMENT: We will identify and involve the people and organisations who have an interest in the focus of the engagement.	Have we Identified who is affected?	Yes - Everyone who lives, works or visits Highland.
	Have we involved: Councillors, Community Councils, agencies, statutory consultees, landowners, and developers?	All have been identified and notified either by letter or email
	Have we attempted to involve hard to reach groups e.g. under 35s, full-time employment, disabled people, black and ethnic minorities, gypsies/travellers?	Yes- We have carried out consultation with the Highland Youth Voice and a running a competition for the under 25s. We have also attended Belladrum Tartan Heart Festival and held information days on a weekend in busy locations. We have also sent information to local disability access groups, and other organisations which represent hard to reach groups. We are continuing to carry out workshops with gypsies/travellers to ensure effective engagement.
	Have we used customer focus groups or access panels?	No
2. SUPPORT: We will identify and overcome any barriers to involvement.	What support is needed e.g. transport, crèche facilities, payment of out of pocket expenses, access to premises, communication aids?	We have worked to ensure all venues for our information days and ward forums are accessible to all due to their location and their facilities.
	Is information available in alternative formats e.g. Braille, large text, audio, alternative languages?	If this is requested it can be made available.

<p>3. PLANNING: We will gather evidence of the needs and available resources and use this evidence to agree the purpose, scope and timescale of the engagement and the actions to be taken.</p>	<p>Have timescales been identified?</p>	<p>Yes - We have set a consultation period of 10 weeks (31st August - 9th November 2009)</p>
	<p>Have roles and responsibilities of those undertaking engagement and those participating been identified?</p>	<p>Yes - we have a key contact for members of the public to phone if they have questions and also a separate contact if they wish to receive a hard copy of the document. We can also be contacted via e-mail or post.</p>
	<p>Have specific, measurable and realistic results been agreed and recorded?</p>	<p>We have set out a questionnaire and this includes an Equal Opportunities Monitoring form.</p>
<p>4. METHODS: We will agree and use methods of engagement that are fit for purpose.</p>	<p>What methods have been used? Distribution of information e.g. postcards, leaflets, brochures, easy read guides, mail shots Public notice boards i.e. shop windows, GP surgeries, places of worship, community centres, sports facilities Community Councils E-participation e.g. interactive plans Media e.g. newspaper adverts, radio, articles Mobile Unit Public stalls e.g. in a shopping centre Public meeting, exhibitions, road shows, workshops and focus groups Visits/talks to established groups e.g. parent and toddler Open house event Planning for Real Site visits and tours Cognitive mapping exercise or workshop with sectors of the community e.g. school pupils Photo survey Visual aids e.g. computer aided images/3D visualisation, models, photographs, animations</p>	<p>Distributed information, posters in locations throughout highland, information displayed on Community Partnership Network Television, series of press releases, adverts in local newspapers for information days, online blog, stalls at local events, stall in Eastgate centre (Inverness), Drop in information days, interactive ward forums, open invitation to groups for attendance at meetings to give presentations, photograph competition for young people, workshops with gypsy/travellers, information available in libraries and service points, telephone inquiry line, dedicated e-mail address.</p>

	Games Telephone/enquiry helpline Other	
	Do the methods involve and support excluded groups?	Yes
	Have methods been evaluated and adapted in response to feedback?	Yes - following feedback some of the methods have been used more widely and others have been rethought to make them more useful.
5. WORKING TOGETHER: We will agree and use clear procedures that enable the participants to work with one another effectively and efficiently.	Has everyone been given an equal opportunity to engage?	We believe that we have made it possible for everyone throughout Highland to get involved in the production of the Highland wide Local Development Plan.
6. SHARING INFORMATION: We will ensure that necessary information is communicated	Is information jargon free, accessible, attractive, clear, understandable and relevant?	Yes- we have worked to ensure that the Main Issues Report is in an easy to read and accessible format.

between the participants.	Is information provided in an appropriate format?	The information can be viewed online as a .pdf document or a hard copy is also available.
	Is information provided in good time?	We flagged up the consultation period in March 2009 and then the information was provided as early as possible to those who we were directly consulting.
	Is information provided via email, internet, newspaper advert, exhibition, radio/TV etc?	Information has so far been provided via email, internet, letters, newspaper adverts, exhibitions, online blog and via the community partnership network television.
7. WORKING WITH OTHERS: We will work effectively with others with an interest in the engagement.	Have we used links to other community structures and organisation to do joined up engagement e.g. community planning networks?	We have ensured that to avoid consultation fatigue and make sure people have all of the information they may need available to them that consultation on the draft Local Transport Strategy, draft Local Housing Strategy and draft Coastal Development
8. IMPROVEMENT: We will develop actively the skills, knowledge and confidence of all the participants.	Do all participants have access to support or opportunities for training?	We are offering support by being able to contact the development plans team, also at our events we are also raising awareness of the work of Planning Aid Scotland for Training and Planning Advice.
9. FEEDBACK: We will feed back the results of the engagement to the wider community and agencies affected.	Are we feeding back results to those involved in engagement?	We will be producing a report of consultation late 2009 which will set out all formal (those sent in via letter, email or questionnaire) and informal (blog comments, anonymous comments and those sought through activities at ward forums/information days) response. This each will set out how the response has been taken into consideration.

10. MONITORING AND EVALUATION: We will monitor and evaluate whether the engagement achieves its purpose and meets the national standards for community engagement.	Has the engagement process and its effects been evaluated?	The engagement process will be evaluated at the end of the consultation period in terms of quality and quantity of responses. The consultation methods will also be assessed.
	Have results of the evaluation been fed back to participants and the wider community?	The will be fed back through the report of consultation and a summary which will be fed back and placed online.
	Has any evidence of good practice been recorded?	Yes - Where positive feedback has been received on different methods this has been recorded and will be included in the report of consultation. Planning Aid Scotland are also looking at the consultation methods as demonstrating the principles of SP=EED.

Equalities Impact Assessment (EQIA)

Source:

Required for policies, functions, procedures and practices including those delivered in partnership or contracted out as well as those we deliver directly.

Work should be undertaken by the Lead Officer, an Equalities Impact Assessment trained representative and Business Support Unit.

STAGES		Completed
Date of Screening (using THC proforma)		September 2009
	<ul style="list-style-type: none"> ▪ Can remedial action be taken? (If not proceed to a full Equalities Impact Assessment) Y/N 	Yes - As the EqIA was carried out at an early stage the finding of the screening will be taken into consideration when preparing the proposed plan
	<ul style="list-style-type: none"> ▪ If no requirement for EQIA is this documented? Y/N 	Y - EqIA Screening and associated text sent to Equalities group who will publish. Also available on Highland wide Local Development Plan webpage.
	<ul style="list-style-type: none"> ▪ Summary of the actions taken as a result of the screening exercise including how any implementation is to be monitored – send copy to the Equalities Group. 	This will be prepared at the proposed plan stage.
Equalities Impact Assessment required? Y/N		No
	<ul style="list-style-type: none"> ▪ Date EQIA carried out (Use THC EQIA guidance and forms document) 	
	<ul style="list-style-type: none"> ▪ Report submitted to Council's Equality Group via Equal Opportunities Officer? Y/N 	Yes - 14/09/2009
	<ul style="list-style-type: none"> ▪ Actions identified? Y/N 	Yes
	<ul style="list-style-type: none"> ▪ Process agreed to monitor actions? Y/N 	No
	<ul style="list-style-type: none"> ▪ Date EQIA published 	14/09/2009
	<ul style="list-style-type: none"> ▪ Results sent to Business Support Team to collate the information for corporate reports? Y/N 	In due course

Gaelic

Source:

*All printed media (leaflets, posters, reports, documents etc) produced by The Highland Council which is viewed by the public should have a **minimum** element of Gaelic as follows:*

	Completed (Y/N)
▪ Front page title and headers bi-lingual	Yes
▪ Subsequent chapter headings bi-lingual	No - This will be carried out for the proposed plan
▪ Equal status in font size or design space attributed to Gaelic / English	Yes
▪ The use of italics and brackets should be avoided to distinguish one language from the other	Yes
▪ Different fonts (of similar size) or different colours of text or background are advised to distinguish one language from another - providing equal emphasis is achieved in the design	Yes
▪ Where the subject matter of printed media is about Gaelic e.g. Gaelic Medium education; and Gaelic related topics then the media would be totally bi-lingual. In these circumstances Gaelic appears first followed by English	N/A
▪ Where the subject matter is not about Gaelic then English appears first followed by Gaelic	Yes

Corporate Community Consultation Database

	Y/N
If a consultation document, has it been added to the Corporate Community Consultation Database?	Yes - added July 2009