

Wiltshire & Swindon Waste Site Allocations DPD – Submission Draft Equality Impact Assessment


Stage 1: Screening for Relevance

Name of the Strategy / Policy / Procedure / Practice

Wiltshire & Swindon Waste Site Allocations Development Plan Document (DPD) – Submission Draft

Author:

Wiltshire Council & Swindon Borough Council

Name: Geoff Winslow	Job title and directorate: Team Leader Minerals & Waste Policy Economy & Regeneration	Date: 22/11/11	Signature: 
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Does the strategy / policy / procedure / practice require an equality impact assessment (EIA)?

Please answer the following questions.

1. What are the main aims, purpose and outcomes of the strategy / policy / procedure / practice and how do these fit in with the wider aims of the organisation?

The Submission draft Wiltshire and Swindon Waste Site Allocations DPD (“the draft DPD”) builds upon the adopted Wiltshire and Swindon waste policy framework; and sets out a schedule of proposed waste sites to meet joint forecast requirements for waste management facilities over the period to 2026.

The proposed site allocations represent the councils’ ‘preferred locations’ for waste management use. They have been identified through an iterative and detailed process of site selection and appraisal – i.e. sustainability appraisal (SA, incorporating the requirements of the Strategic Environmental Assessment (SEA)) Directive.

Throughout the process of preparing the draft DPD, the councils have applied the policies of their respective Statements of Community Involvement (SCI) and rigorous appraisal techniques (e.g. the sustainability appraisal). The policies of the SCIs in particular seek to ensure that all community engagement and consultation processes are fully inclusive, targeting groups such as:

- People with disabilities;
- Children and young people;
- 25-40 year olds (especially those in fulltime employment);
- Lone parents;
- Those who don’t speak English as their first language;
- Older people;
- Black and ethnic people;
- Gypsies, Travellers and canal dwellers;
- The military;
- Isolated rural people and community groups;
- Residents who work outside Wiltshire;
- People who work in Wiltshire but live elsewhere.

Once adopted, the draft DPD will form part of the development plan for the area and, as such, be incorporated into the councils' statutory policy frameworks.

2. How will these aims affect our statutory duty to:

1. Promote equality of opportunity?
2. Eliminate discrimination and harassment?
3. Promote good community relations and positive attitudes towards disabled people?
4. Encourage participation of disabled people, including the consideration of more favourable treatment of disabled people?
5. Protect and promote human rights?

The draft DPD has been prepared through an inclusive process, as outlined above. To this extent, and bearing in mind the scope of the draft DPD, the aims of document are not considered to adversely impact on our statutory duties in relation to equality and diversity.

1. The draft DPD presents a schedule of proposed sites for the management of waste across Wiltshire and Swindon. The document does not favour any sector of the waste management industry, nor does it seek to discriminate or limit the potential for competition in the waste industry.
2. The draft DPD has been influenced by a robust appraisal process. The Sustainability Appraisal presents a range of factors that seek to ensure that the proposals presented within the draft DPD are sound. Although the appraisal process does not explicitly refer to issues such as harassment and discrimination, it does however seek to ensure that the proposals for waste management uses do not lead to environmental harm. In this sense, we believe that any subsequent detailed proposals for waste management must accord with the Development Plan (and all relevant waste policies) and thereby design out impacts on local communities (in accordance with the provisions of the European Waste Framework Directive and all other related provisions).
3. The draft DPD has been prepared through an iterative process of appraisal, engagement and consultation. The SA/SEA process presents a rigorous approach to the management / mitigation of environmental impacts. In addition, the draft DPD should be read within the context of the extant (adopted) policy framework. In this sense, the Waste Core Strategy and Waste Development Control Policies DPD present a clear policy approach to reducing and mitigating the environmental effects of waste management operations, particularly in relation to sites and operations that interface with local communities.
4. The draft DPD does not actively promote ways in which disabled people can utilise the proposed site allocations. The reason for this is simply because the document doesn't positively discriminate; nor does it present detailed design aspects that may assist disabled access. Detailed design aspects within each site will be matters for subsequent planning applications. That said the draft DPD does promote a range of local-scale waste uses that are intended to provide access for local communities. Such uses include Household Recycling Centres which are open to all members of the community.
5. The draft DPD has been prepared and challenged within the context of Sustainability Appraisal (SA). The SA framework presents a range of social criteria against which the proposed site allocations have been assessed. The promotion and protection of human rights does not form an explicit aspect of the appraisal and plan making processes. However, these processes are geared towards the protection of human health and the protection of the environment, which are factors that influence aspects of our basic human rights.

3. Are there any aspects of the strategy / policy / procedure / practice, including how it is delivered, or accessed, that could contribute to inequality? This should relate to all areas of our statutory duties.

The document has been designed to ensure that all proposed sites (and uses) will not lead to adverse

impacts on local communities or the wider environment. Each site and proposal outlines the scale and broad design of all necessary mitigation required. In addition, there is a clear difference between what the draft DPD proposes and what may in future be built. The proposals present the detail necessary to guide the preparation of any subsequent planning application. It will be for the planning application process to ensure that all detailed design aspects of each proposal are delivered in a manner which does not lead to inequality, but instead maximises opportunity for inclusion wherever appropriate.

4. Will the strategy / policy / procedure / practice have an impact (positive or negative) upon the lives of people, including members of particular communities and groups? What evidence do you have for this?

The draft DPD has been fully appraised for potential impacts on local communities and particular land uses. Direct positive impacts are difficult to quantify, because the draft DPD does not specifically state what the potential waste uses will look like. Each site proposal is classified as a 'preferred location'; and therefore any application submitted in relation to the site will present the detail. For certain sites, the uses proposed could present opportunity for all people to access facilities, particularly those that would expect public interaction.

There is the potential for waste development, as with all forms of development to lead to negative impacts on local communities and individuals. However, the degree to which such impacts manifest will be a matter for detailed control at the planning application / post-permission stage.

Of all 35 proposed sites, the proposals at Thingley Junction are important to reference by virtue of the fact that the land that has been appraised for waste uses is situated in proximity to a Council owned / operated Gypsy and Traveller transit site. In developing and appraising the draft DPD, the interests of the resident Gypsy and Traveller community have been fully assessed. The feedback from these processes and statutory consultees has not generated a reason for removing the site from the draft DPD, but has significantly strengthened the proposed mitigation measures.

5. Are particular communities or groups likely to have different needs, experiences and attitudes in relation to the strategy / policy / procedure / practice?

The draft DPD does not present a level of detail to determine the precise needs of the users of proposed waste facilities. However, the draft DPD does present opportunity for both the Waste Collection Authorities and the wider waste industry. To this extent, it will be for the detailed planning application process to consider the needs of user groups, where this is appropriate to the development in question. It will not always be appropriate for communities or groups to have access to waste facilities, but this does not mean that the draft DPD should be considered as limiting equality of choice.

Is an EIA required?

If the policy is not relevant to any aspect of the statutory duties or wider equality responsibilities, there is no need to conduct an EIA. [In this event, please contact the Corporate Equality and Diversity team to discuss this decision](#)

Remember:

'High' relevance will have potential / actual impact on 3 out of the 5 areas under the statutory duties

'Medium' relevance will have potential / actual impact on 2 of the areas

'Low' relevance policies will not have any impact relating to the areas under the statutory duties

The strategy / policy / procedure / practice is assessed as (please delete appropriately):


- LOW relevance. However, in the interests of ensuring all relevant documents have been

appropriately scoped and screened for potential equality and diversity impacts, a full EIA will be prepared (at the point the draft DPD is submitted for independent examination).

NOTE:

At the submission stage of DPD preparation, the Planning Inspectorate require an Equalities Impact Assessment to be completed and presented along with the councils' evidence.

Author of Screening for Relevance

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Stage 2: Full Assessment

Step 1– scoping the equality impact assessment (EIA)

Building on the material included at the screening stage, you should begin the EIA by determining its scope. The EIA should consider the impact or likely impact of the policy in relation to all areas of our remit, including human rights. The EIA should be proportionate to the significance and coverage of the policy.

1.1. Name of the strategy / policy / procedure / practice
Wiltshire and Swindon Waste Site Allocations Development Plan Document (DPD) – Submission draft.
1.2. What are the main aims, purpose and outcomes of strategy / policy / procedure / practice and how does it fit in with the wider aims of the organisation?
<p>The Submission draft Wiltshire and Swindon Waste Site Allocations DPD (“the draft DPD”) builds upon the adopted Wiltshire and Swindon waste policy framework; and sets out a schedule of proposed waste sites to meet forecast requirements for waste management facilities over the period to 2026.</p> <p>The proposed site allocations represent the councils’ ‘preferred locations’ for waste management use. They have been identified through an iterative and detailed process of site selection and appraisal – i.e. sustainability appraisal (SA, incorporating the requirements of the Strategic Environmental Assessment (SEA)) Directive.</p> <p>The draft DPD will, once adopted, form part of the councils’ statutory planning policy framework. The councils are committed to ensuring that planning policy documents are prepared in accordance with statutory provisions and good practice in relation to issues associated with inclusivity and equality.</p>
1.3. List the main activities relating to the strategy / policy / procedure / practice and identify who is likely to benefit from it
<p>The draft DPD presents a schedule of 35 proposed sites for future waste management development. The document has been designed to offer opportunity and choice to the councils (as Waste Collection Authorities) and wider industry in terms of bringing forward detailed schemes for the development of new (or expanded) waste facilities. As such, the document sets the context for outcomes rather than formally delivering detailed proposals.</p> <p>In terms of process, the draft DPD has been prepared in accordance with statutory provisions, local policy (the councils’ respective Statements of Community Involvement) and the requirements of an iterative sustainability appraisal.</p> <p>The principle benefits accrued from the document will be essentially realised by the councils (new facilities to service the waste collection contracts) and industry (new facilities for the management of commercial and industrial waste).</p>

What do you already know about the relevance of the strategy / policy / procedure / practice? What are the main issues you need to consider?
<p><i>Some things to consider:</i></p> <ul style="list-style-type: none">• <i>How is the policy likely to affect the promotion of equality in the areas of age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, or human rights?</i>• <i>How do you think that the policy will meet the needs of different communities and groups?</i>• <i>What consultation has already been undertaken which is relevant to the development of this policy?</i>• <i>Are there any examples of existing good practice in this area – such as measures to improve access</i>

to the policy among particular groups?

- *Do you think that your policy presents any problems or barriers to any community or group?*

1.4. What data, research and other evidence or information is available which will be relevant to this EIA?

The draft DPD is supported by a raft of technical evidence designed to support the proposals it contains. Each proposed site within the document represents the culmination of detailed iterative evidence gathering, appraisals and assessments all designed to ensure that any potential impacts (direct, indirect and/or cumulative) on all facets of local communities have been appropriately addressed.

It is not entirely possible to demonstrate that the document and all subsequent plan implementation phases will meet the needs of different communities and/or groups in society. The draft DPD is, in essence a plan which presents options and opportunities for the development of new (or expanded) waste facilities. Not all of these facilities will be open to the public for use, neither would it be appropriate in all cases for any subsequent development to operate in this manner. The important point to make is that the draft DPD is not designed to discriminate, it is a document designed to deliver a particular form of development that, in part, will service the community (through managing everyday municipal waste) and industry.

1.5. What further data or information do you need to carry out the assessment?

The draft DPD will (once submitted) be examined by an independent, government appointed Planning Inspector. At this stage, the councils' do not consider that more could be done to improve the draft DPD's assessment of equality impacts. That said, the Planning Inspector may wish to interrogate this as a matter through the examination process.

Once the draft DPD is adopted, any subsequent planning application process associated with the delivery of new waste development on any of the 35 proposed sites will need to demonstrate that all necessary mitigation measures have been designed to address potential impacts on local communities / groups and individuals. Where necessary, this may entail developing evidence through further assessment work designed to support the application.

Step 2 – Involvement, Consultation and Partnerships

When considering how you will involve and consult other people in developing the policy, you need to think about internal and external audiences and all areas of the statutory duties.

2.1. Please use the table directly below to outline any previous involvement or consultation which is relevant to this strategy / policy / procedure / practice

Equality target group	Briefly describe what you did, with whom, when and where. Please provide a brief summary of the responses gained and links to relevant documents, as well as any actions.
Age	Consultation in accordance with the councils' SCIs
Disability	Consultation in accordance with the councils' SCIs
Gender	Consultation in accordance with the councils' SCIs
Gender reassignment	Consultation in accordance with the councils' SCIs
Race	Consultation in accordance with the councils' SCIs
Religion or belief	Consultation in accordance with the councils' SCIs
Sexual orientation	Consultation in accordance with the councils' SCIs
Human rights	Consultation in accordance with the councils' SCIs
Other	Consultation in accordance with the councils' SCIs

Note: The councils have also undertaken inclusive processes of engagement – e.g. The Wiltshire and Swindon Waste Forum process (2005/6); public exhibitions, Area Board meetings and wider consultation events undertaken to support the pre-submission consultation (2011).

2.2. If consultation and involvement of specific groups did not take place, please state why

Not applicable. Consultation on all Local Development Documents prepared by the councils is undertaken in an inclusive manner. Our database of consultees contains a broad mix of statutory, non-statutory and general consultees. We also advertise widely across Wiltshire, Swindon and beyond within local newspapers and engage the media more generally with articles relating to our work.

2.3. What do previous consultations show about the potential take-up of any resulting activities or services?

The results of previous consultations on the draft DPD consistently demonstrate that local communities who consider themselves to be affected by the councils' proposals actively engage the councils. Indeed, we have consistently received comments from more people than originally consulted. Although this doesn't entirely demonstrate our commitment to engaging 'hard to reach' groups, the SCI commitments of both councils have been rigorously applied.

The issue that continues to face the councils is how the process of engaging all facets of local communities can be improved. There is definitely an element of communication failure that still needs to be addressed. This is being tackled through such measures as translation services, but more can still be done.

2.4. How are external partners involved, or how do you intend to involve external partners, in delivering the aims of this strategy / policy / procedure / practice? (if applicable)

The draft DPD has been prepared jointly with Swindon Borough Council. Once adopted, the draft DPD will be a 'shared' document involving the councils, industry and the community (through dialogue and consultation) developing detailed proposals for new waste development.

Step 3 – data collection and evidence

3.1. What evidence or information do you already have about how this policy might affect equality, and what does this tell you?

Please cite any quantitative (for example, statistical or research) and qualitative evidence (for example, monitoring data, complaints, surveys, focus groups, questionnaires, meetings, interviews) relating to groups having different needs, experiences or attitudes in relation to this project. Describe briefly what evidence you have used.

Bearing in mind the content and strategic status of the draft DPD, it is not possible to fully quantify the extent to which the proposed waste use allocations will impact on equality in local communities. The evidence gathered throughout the plan preparation process combined with the outcomes of the site assessment and iterative sustainability appraisal processes leads the councils to consider that equality and diversity within the community will not be adversely affected.

3.2. What does available data tell you about the potential take-up of any resulting activities or services?

As outlined above, the principle aim of the draft DPD is to present a flexible framework of sites for the management of waste generated by local communities, commerce and industry. It [the document] is not designed to provide sites specifically for community use, although such uses have been promoted where it has been demonstrated there would be benefit.

Once the plan has been adopted and implemented, it (along with all sites that are subsequently permitted and developed) will be regularly monitored to ensure that the impacts of development (positive, negative and cumulative) are addressed. This approach will provide the councils with the necessary evidence to undertake reviews of key policies and proposals. In turn, such reviews will also

present opportunity to continue the process of engaging with users of waste facilities (tackling need issues) and local communities (tackling impacts).

3.3. What additional research or data is required to fill any gaps in your understanding of the potential or known effects of the strategy / policy / procedure / practice? Have you considered commissioning new data or research?

At this stage, the councils have not considered the need to commission more research. The process of plan, monitor and review will enable the councils to keep abreast of changing circumstances. In addition, the implementation of the plan (post adoption) will lead to the opportunity to fully test the degree to which the proposed mitigation set out for each proposal reduces impacts on local communities.

Step 4 – Assessing impact and strengthening the strategy / policy / procedure / practice

What evidence do you have about how the strategy / policy / procedure / practice will affect different groups and communities in relation to equality and human rights?

4.1. How does / will the strategy / policy / procedure / practice and resulting activities affect different communities and groups?

Some things to consider:

- *Is there any potential for, or known, adverse or positive impacts of the policy?*
- *You should consider how the policy might affect communities with small populations; people affected by discrimination in multiple areas of equality (age, disability, gender, gender reassignment, race, religion or belief, and sexual orientation); specific interest groups such as small businesses, voluntary sector agencies and other service providers.*
- *Are there examples of good practice that can be built on?*
- *You may wish to consider how the policy will be delivered or communicated.*

The draft DPD sets out proposals for waste uses on land considered to offer the most sustainable opportunity for development. It does not fully define the precise nature of any subsequent development, to do so would go beyond the scope of what a DPD can cover. However, the DPD does highlight specific issues that will need to be addressed in order to mitigate for potential impacts. It will be for the subsequent implementation phase to fully scope and address the precise nature of mitigation measures.

4.2. What measures does, or could, the strategy / policy / procedure / practice include to help promote equality of opportunity?

For example, positive measures designed to address disadvantage and reach different communities or groups?

As the draft DPD covers the identification of sites considered suitable for future waste management development, it can only go so far in terms of promoting equality of opportunity. The opportunity presented through the various proposals will be utilised by the Waste Collection Authorities and the waste industry. No specific measures have been included to actively promote equality of opportunity.

4.3. What measures does, or could, the strategy / policy / procedure / practice include to address existing patterns of discrimination, harassment or disproportionality?

This is not a matter that can be addressed within the scope of the draft DPD.

4.4. What impact will the strategy / policy / procedure / practice have on promoting good relations and wider community cohesion?

The draft DPD has been designed to ensure that the impact of any subsequent waste development will be kept to an absolute minimum. Waste development is generally considered to be a 'bad neighbour' and hence the general feedback received through the consultation has been negative. This is

unfortunate, but explains why the policies of the councils, in relation to waste, are seeking to breakdown the stigma attached to waste development. The approach that has been adopted is designed to demonstrate that there are sustainability benefits of siting facilities as close as practicable to the sources of waste to reduce environmental impacts.

4.5. If the strategy / policy / procedure / practice is likely to have a negative effect ('adverse impact'), what are the reasons for this?

Consider and include comments on direct or indirect discrimination.

The draft DPD seeks to ensure that all potentially negative impacts are addressed. Matters in relation to negative effects have been scoped and assessed at various stages in the plan preparation process. The final version of the draft DPD is considered to represent the best practicable option for addressing Wiltshire and Swindon's requirements for waste management facilities for the period up to 2026.

The detailed design of planned mitigation will be a matter for the planning application process.

4.6. What practical changes will help reduce any adverse impact on particular groups?

For example:

- *Changes in communication methods, providing language support, collecting data, revising programmes or involvement activities.*
- *Have you considered our legal responsibilities under the Disability Discrimination Act, including treating disabled people more favourably where necessary?*

The practical aspects of addressing adverse impacts will be a matter for plan implementation. The draft DPD sets out measures to control impacts, but as set out previously, the planning application process will deal with all matters of detailed design (e.g. the need for applicants to prepare and submit detailed Design and Access Statements to support applications for new waste management facilities).

4.7. What evidence is there that actions to address any negative effects on one area of equality may affect other areas of equality or human rights?

The councils' have no evidence to address this particular point at this stage.

4.8. What will be done to improve access to, and take-up of, services or understanding of the policy / strategy / function or procedure?

Some things to consider:

- *Increasing awareness of the policy among staff.*
- *Reviewing your staffing profile to make sure you reach all parts of local communities.*
- *Encouraging wider public involvement in our work or communications activities.*
- *Encourage different groups, including disabled people, to get involved in what we do.*

This aspect of equality has been dealt with above.

Please note that you may need to revisit this section once you have completed the policy development process.

Step 5 – Procurement and Commissioning

5.1. Consideration of external contractor obligations and partnership working

Is the implementation of this strategy / policy / procedure / practice due to be carried out wholly or partly by contractors / commissioning? If yes, have you done any work to include equality and human rights considerations into the contract / service level agreements already?

If you have, please set out what steps you will take to build into all stages of the procurement / commissioning process the requirement to consider the general equality duties and equality more broadly.

Specifically you should set out how you will make sure that any partner you work with complies with equality and human rights legislation. You will need to think about:

- *Tendering and Specifications*
- *Processes for awarding contracts*
- *Contract / SLA clauses*
- *Performance measures and monitoring*

Where the councils have relied upon external consultants¹ to support the preparation of the draft DPD, all contracts have been prepared in accordance with law. Where considered appropriate to the scope of the contract, issues of equality, diversity and opportunity / choice have been included.

Step 6 – making a decision

6.1. Summarise your findings and give an overview of whether the strategy / policy / procedure / practice will meet the Council's responsibilities in relation to equality and human rights

The Wiltshire and Swindon Waste Site Allocations DPD ("the draft DPD") is a statutory planning policy document. It contains a flexible framework of 35 sites for locating future waste management development. These proposals set the context for future development; and will help influence choice and decision making in relation to detailed planning applications by establishing the likely issues that will require mitigation.

The councils' have reached the final preparatory stage in preparing the draft DPD – the submission stage. The document will now be submitted to the Secretary of State for Communities and Local Government and examined by an independent, government appointed Planning Inspector who will consider the soundness of the document. As part of this process, the Inspector will examine this impact assessment and consider issues of equality and diversity as they apply to the content of the draft DPD.

All the work that has gone before in terms of preparing the document (detailed site appraisals, environmental appraisals, sustainability appraisals and three rounds of inclusive consultation), has been carried out in accordance with statutory and local policy (SCI) provisions.

When the document has been adopted it will be regularly monitored to ensure that detailed proposals and new development deliver the objectives of the wider Waste policy framework of Wiltshire and Swindon. Where necessary, the document (or parts therein) will be reviewed in order to address changing circumstances. This process will offer further opportunities to consider matters of equality, diversity and opportunity through engagement and further consultation activity.

¹ The councils procured the services of C4S and Enfusion to undertake Sustainability Appraisals (incorporating Strategic Environmental Assessments) and Habitats Regulations Assessments to support the process of plan making; and Atkins to undertake detailed site assessments and appraisals.

6.2. What practical actions do you recommend to reduce, justify or remove any adverse / negative impact?

Please note that these should be reflected in the action plan (see Step 8).

- Ensure that all subsequent planning applications for development on the allocated sites deliver the level of mitigation set out in the DPD;
- Ensure that waste facilities are monitored regularly to ensure compliance with the terms of all subsequent planning permissions.
- Ensure that any subsequent plan review process continues to engage effectively with typically 'hard to reach' groups and individuals within society.

Step 7 – monitoring, evaluating and reviewing

7.1. How will the recommendations of this assessment be built into wider planning and review processes?

This may include policy reviews, annual plans and use of performance management systems.

As with all planning policy documents, the councils are committed to the process of monitoring and review to address changing circumstances (including a monitoring framework to support this DPD). To augment such processes, the councils will continue to learn from best practice and develop a 'joined-up' approach to addressing issues of equality and diversity within local communities.

7.2. How will you monitor the impact and effectiveness of the strategy / policy / procedure / practice?

This could include adaptations or extensions to current monitoring systems, relevant timeframes and a commitment to carry out an EIA review once the policy has been in place for one year.

The plan (once adopted) will be regularly monitored. Where circumstances change, or policies / proposals are deemed to be failing to deliver the outcomes required, then the plan (or parts therein) will be amended. The process of plan review will involve detailed appraisals, assessments, inclusive engagement and consultation in accordance with best practice.

7.3. Give details of how the results of the impact assessment will be published

There is legal requirement to publish assessments. Completed assessments should be first be quality assured and then, once signed off, be published on the Council website, via the Web Team.

The impact assessment will be used to support the examination of the draft DPD. To this extent, it [the impact assessment] will be submitted along with the councils' evidence in support of the draft DPD. It will also be published on the councils' examination website.

Step 8 – action plan

Taking into consideration the responses outlined in Steps 1-7, complete the action plan below (if appropriate).				
	Actions	Target date	Responsible post holder and Directorate	Monitoring post holder and Directorate
Involvement, Consultation and Partnerships	Through the review of the draft DPD (and all other aspects of the Wiltshire and Swindon Waste Development Framework) the councils will continue to develop methods of communicating and engaging local communities, specific groups and individuals to address equality and diversity issues.	As defined by the councils' Local Development Schemes.	As defined by staffing structures within the two councils.	As defined by staffing structures within the two councils.
Data collection and evidence	To investigate best practice methods in terms of data capture and integrate appropriate approaches into the review of all subsequent Waste DPDs.	As defined by the councils' Local Development Schemes.	As defined by staffing structures within the two councils.	As defined by staffing structures within the two councils.
Assessment and analysis	To develop and utilise best practice methodologies in relation to the assessment of policies; and proposals and the identification and mitigation of the impacts.	As defined by the councils' Local Development Schemes.	As defined by staffing structures within the two councils.	As defined by staffing structures within the two councils.

Procurement and Commissioning	To develop and utilise best practice methodologies in relation to how the councils procure and commission consultancy work.	As defined by the councils' Local Development Schemes.	As defined by staffing structures within the two councils.	As defined by staffing structures within the two councils.
Monitoring, evaluating and reviewing	To develop and utilise best practice methodologies. To follow the monitoring framework established through the Wiltshire and Swindon Waste Development Framework.	As defined by the councils' Local Development Schemes.	As defined by staffing structures within the two councils.	As defined by staffing structures within the two councils.


NOTE: As the draft DPD has reached the final preparatory stage, the Action Plan will be developed to support on-going monitoring and review processes.

Sign-off

The final stage of the EIA is to formally sign off the document as being a complete, rigorous and robust assessment

The strategy / policy / procedure / practice has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.

Author of strategy / policy / procedure / practice and EIA

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