

Impact Assessment of: House Extensions Design Guide	
Service/ Directorate:	Planning Services City Directorate
Date Completed:	27th September 2007
Lead Officer:	Shameem Hussain

Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service
Shameem Hussain	Project Team ,City Development	Session lead , service client
Daniel Devine	Planning Services Householder Team , City Development	Document Author
Carol Cunningham	Planning Services Householder Team	Document User
Helen Farrer	Planning Services Householder Team	Document User
Bhavna Patel	Planning Services Householder Team	Document User
Uzma Ahmed	Policy and Performance , Learning and Leisure	Service client-outside observer
Dean Heathcote	Performance management ,City Development	Session administration,equalities support ,service client

Brief description of policy/ service:

The guide at the heart of the assessment provides
“Assistance for residents who wish to extend their property.It contains advice as to how dwellings maybe extended while ensuring a high quality, sustainable built environment and seeking to protect the amenity currently enjoyed by the residents of Leeds.

In doing so this document serves to reflect the policies of the service and the parameters it has set for development of residential properties.

Brief account of how the impact assessment was carried out:

A workshop style meeting took place with a brainstorming session assessing the Guide from a range of perspectives which included the Author, officers that used the guide in service delivery, and a “fresh eye “ approach from outside observers, who had not come across the Guide at all .

Brief description of any adverse affects found:

Equality monitoring is not included as part of the government planning forms, therefore there is no equality monitoring of applications from main point of client access to system. As there is an absence of this data it has an impact on the services ability to monitor performance and client profile.

Summary of Actions arising from Assessment

Actions	Responsibility	Timescale
Details of GP9 should be included in a policy background section of the Design Guide	Householder Team	Prior to consultation
Promotion of Document & consultation via formal council press release	Dan Devine	After document is presented to Management Team and concurrent to public consultation.
Publicise to general public by article in Leeds newsletter (as circulated to all homes in council area)	Dan Devine	Dovetailed with public consultation.
Completed document to be made available in Libraries and One –Stop Shops	Dan Devine	At time of formal consultation
Consider addition of a “glossary of terms “section	Dan Devine	Ideally included
Improve layout of address boxes and ensure general high standards of “Plain English” are maintained.	Dan Devine	In consultation document.
Include Statement /section advising clients on the use of “Agents” to facilitate applications	Dan Devine	Certainly in final
Include translation services and accessibility options on back cover of document	Dan Devine	Publication.
Adding a reference to special requirements and circumstances in the body of the first page text.	Dan Devine	Prior to consultation

Issuing a training pack for staff to support the standards of the design guide and supporting policy.	Dan Devine & Sue Wraith	Following adoption
Give consideration to the "Delegated Report" including an equality section.	Dan Devine and Sue Wraith	Currently underway
Consider the use and promotion of monitoring and pre-applications	Dan Devine	Prior to consultation
Add office opening times to the contact boxes in the guidance	Dan Devine	Prior to consultation
Consider revising the image content of the guidance to increase the diversity of housing represented, to more reflect the profile of the city.	Entire Team	Indefinite, certainly before final publication.
Usage /satisfaction and equality monitoring should be integrated into the use of the guidance over time.	Dan Devine/ All service	After publication
Internal consultation on content conducted prior to public consultation.	Dan Devine/All services	Before public consultation begins.
Feedback /satisfaction survey carried out after implementation of guide	Dan Devine/All service	After publication
Better provision of information within guide should reduce high proportion of BME communities planning applications which have to be rejected.	Dan Devine/All services	After publication
Ensure content of guidance maintains a diverse and representative spectrum of community housing	Planning Team	Prior to publication.
Include "Secure by Design" link and other safety standards in guidance.	Planning Team	Prior to publication.

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