

Customer Access Review – Full Assessment

Before completing this Full Assessment, please read the Guidance Note on Customer Access Reviews
Initial Screening is required before completion of a Full Assessment

Assessment details		
Assessment area	Assets of Community Value Listing And Community Right to Bid Guidance	
Date of assessment	19 December 2019: Reviewed 13.12.2022	
Directorate and Service	Corporate Services – Legal Services	
Manager	Head of Legal Services	
Officer conducting assessment	Head of Legal Services	
Step 1: Scoping the assessment		
1	What are the aims and objectives of the activity or proposal?	<p>The asset of community value or ACV regime, allows local communities to identify land or buildings that serve a purpose to further the social wellbeing or social interests of the local community and provides the community with an opportunity to bid for the land or building when the owner decides to sell – known as the community right to bid.</p> <p>The Guidelines ensure a fair and consistent approach for dealing with the nominations to list land/buildings as assets of community value, including any ancillary processes as set out in the Localism Act 2011, the Assets of Community Value (England) Regulations (2012) and non-statutory advice note for local authorities (2012).</p>
2	Who will be affected?	Owners, former owners, under-tenants and nominators
3	How does the activity or proposal contribute to: a) any key performance indicators? b) policies, values or objectives of Dartford Borough Council?	<p>Contributes to the Corporate Plan objectives:</p> <ul style="list-style-type: none"> ‘A Council Performing Strongly’
4	Which aspects of the activity or proposal are dictated by legislation/regulation and where do we have discretion in how they are delivered?	As dictated by legislation.

Customer Access Review – Full Assessment

Step 2: Information collection

Note: Equality and Diversity information for Dartford can be found at <https://www.kent.gov.uk/about-the-council/information-and-data/facts-and-figures-about-Kent>

5	What do you know about the groups of people who will be affected? i.e. demographic information in relation to the protected characteristic groups (age, disability, pregnancy and maternity, religion or belief, race, sex, sexual orientation, gender reassignment)	The Guidelines have no potential or actual differential impact on grounds of race, ethnicity, nationality, gender, transgender, disability, age, religion or belief or sexual orientation.
6	What consultation has taken place with affected groups? Please describe who was consulted and the key findings	None
7	Are there any gaps in information? If so, what additional research and/or consultation is needed to ensure that affected groups needs and views are taken into account?	No

Step 3: Assessing the equality impact

8	<p>Consider whether the activity or proposal has or will have any positive or negative equality impacts on the protected characteristic groups in relation to the following aims of the General Equality Duty:</p> <p>a) tackling unlawful discrimination b) promoting equality of opportunity c) promoting good relations</p> <p><u>NOTES:</u></p> <ul style="list-style-type: none"> • The Initial Screening will have identified which aims of the Public Sector Equality Duty are relevant to the activity or proposal for consideration • For existing activities, consider how they are working in practice for each relevant protected group • For new proposals, consider whether there is anything that could give rise to positive and negative equality impacts for each relevant protected group • If there is no identified equality impact, please tick the 'No Impact' box and explain why in question 9 • If the equality impact is unclear, please tick the 'Unknown' box and explain why in question 9
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		POSITIVE IMPACTS	NEGATIVE IMPACTS	NO IMPACT	UNKNOWN
a	Age	There is no evidence to suggest that the Guidelines will have a negative disproportionate impact on people because of their age.		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Customer Access Review – Full Assessment

b	Disability	There is no evidence to suggest that the Guidelines will have a negative disproportionate impact on people because of their disability.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
c	Gender (including reassignment)	There is no evidence to suggest that the Guidelines will have a negative disproportionate impact on people because of their gender.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
d	Race	There is no evidence to suggest that the Guidelines will have a negative disproportionate impact on people because of their race.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
e	Religion/Belief	There is no evidence to suggest that the Guidelines will have a negative disproportionate impact on people because of their religion/belief		<input checked="" type="checkbox"/>	<input type="checkbox"/>
f	Sexual Orientation	There is no evidence to suggest that the Guidelines will have a negative disproportionate impact on people because of their sexual orientation.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
g	Pregnancy/Maternity	There is no evidence to suggest that the Guidelines will have a negative disproportionate impact on people because of their pregnancy or maternity.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	If 'no impact' or 'unknown' was selected, please explain				
10	If Dartford Borough Council works with partners to deliver the activity or proposal, please describe any circumstances that could give rise to positive or negative equality impacts between different groups	Not applicable			
11	Any other comments	Non-discrimination provisions are referred to in the Equality & Diversity Document Framework.			

Customer Access Review – Full Assessment

Customer Access Review – Full Assessment

Step 4: Action plan

11. Based on the information in Steps 1 to 3, please list the actions that will be taken to address:
 a) any gaps in information and consultation
 b) how any negative impacts on equality will be mitigated or eradicated

a) If additional information and/or consultation is required or the impact is still unclear, what actions will you put in place to gather the information you need?

Information needs	Action	Intended outcome	Date for completion	How this will be monitored	Responsible officer

b) If any negative impacts on equality were found, what actions will you put in place to mitigate or eradicate these impacts?

Identified impacts (and who is affected)	Action	Intended outcome	Date for completion	How this will be monitored	Responsible officer

Step 5: Decision making and future monitoring

13	Which decision making process does this Customer Access Review need to go through? i.e. who does this need to be approved by?	Management Team - Sarah Martin –Strategic Director (Internal Services)
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Customer Access Review – Full Assessment

14	How will you continue to monitor the impact of the activity or proposal on the equality groups?	Monitoring of equality information received through the complaints process.
15	When will you review this Customer Access Review?	Every three years
Step 6: Final steps		
16	Once this Customer Access Review has been approved, send this assessment to the Policy & Projects Officer	
17	If the subject of the Customer Access Review is going to committee, summarise your findings in the committee report	
18	Implement the actions identified from this Customer Access Review and ensure progress is monitored and recorded	