

Sevenoaks District Local Plan:

# Sevenoaks District Local Plan – Regulation 18 Consultation October 2025

Equalities Impact Assessment (EqIA)

| Details of the assessment                      |                                                                         |
|------------------------------------------------|-------------------------------------------------------------------------|
| Name of Function/Policy/Service being assessed | Sevenoaks District Local Plan - Regulation 18 Consultation October 2025 |
| Date of assessment                             | October 2025                                                            |
| Directorate & Service                          | Development Services                                                    |
| Policy Owner                                   | Strategic Planning Team                                                 |

| Step 1 | Initial Screening for:<br>• New/revised policies/strategies                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                             |
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|        | Key Questions                                                                                   | Answers/Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                             |
| 1      | What are you looking to achieve in this activity?                                               | To assess the <b>Sevenoaks District Local Plan – Regulation 18 Consultation October 2025 document</b> ; this is the next step in preparing a new Local Plan for Sevenoaks District. The document sets out a proposed vision and strategic objectives, for development in the district, to cover the plan period from 2027 up to 2042. The new Local Plan will become a Development Plan Document (DPD) and will replace the Core Strategy (2011) and the Allocations and Development Management Plan (ADMP) (2015). This strategy is central to the delivery of sustainable development and the creation of sustainable communities throughout the District. |                                                                                                                                                                                                                             |
| 2      | Who in the main will benefit?                                                                   | All persons who engage with the planning system and require planning guidance and advice, inclusive of members of the public, developers, and private applicants.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                             |
| 3      | Does the activity have the potential to cause adverse impact different groups in the community? | Yes <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Please explain: The Plan, once adopted, will allocate land for future development and set out policies by which future development must be assessed against. This has the potential to negatively impact particular groups. |
|        |                                                                                                 | No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Please explain:                                                                                                                                                                                                             |
|        |                                                                                                 | <i>Note: if the answer is 'yes' then a full equality impact assessment is required – see step 2.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                             |

|               |                                                                                 |                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>Step 1</b> | <b>Initial Screening for:</b><br>• New/revised policies/strategies              |                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                     |
|               | <b>Key Questions</b>                                                            | <b>Answers/Notes</b>                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4             | Does the activity have potential to make a positive contribution to equalities? | Yes <input checked="" type="checkbox"/>                                                       | Please explain: The Plan, once adopted, will allocate land for future development and set out policies by which future development must be assessed against. The Plan also sets out visions and strategic objectives for key themes such as Health and Wellbeing, addressing Climate Change and Design Excellence. The Plan's aim is to have a positive impact generally and for particular groups. |
|               |                                                                                 | No <input type="checkbox"/>                                                                   | Please explain:                                                                                                                                                                                                                                                                                                                                                                                     |
|               |                                                                                 | Note: if the answer is 'yes' then a full equality impact assessment is required – see step 2. |                                                                                                                                                                                                                                                                                                                                                                                                     |

Where the screening has identified the need for a full impact assessment, this must:

- be commenced during the drafting stages of a new policy/strategy and fully completed following any consultation period before submitting for committee approval
- carried out before any policy decision is taken
- completed in the planning stages of any procurement exercise

|        | Key Questions                                                        | Answers/Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Step 2 | Scoping the assessment                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 1.     | What is the overall aim, or purpose of the function/ policy/service? | <p>This Sevenoaks District Local Plan – Regulation 18 Consultation October 2025 document is the next step in producing a new Local Plan for Sevenoaks District. The consultation document sets out the vision and strategic objectives for future development in the District, over the period up to 2042. It is central to the delivery of sustainable development and creating sustainable communities.</p> <p>The document sets out a general, high-level approach to the scale, nature and location of development to accommodate the District's needs. The Sevenoaks District Local Plan document sets out objectives and policies for how certain issues can be addressed throughout the course of the Plan period. This includes the following topics:</p> <ul style="list-style-type: none"> <li>• Development Strategy</li> <li>• Housing Choice for All</li> <li>• Employment and Economy</li> <li>• Climate Change</li> <li>• Design</li> <li>• Health and Wellbeing</li> <li>• Historic Environment</li> <li>• Natural Environment</li> <li>• Infrastructure and Community</li> <li>• Transport</li> </ul> <p>As this document is at an early stage of the Local Plan process, it is expected that this Equalities Impact Assessment will be developed through the course of the plan-making process.</p> |
| 2.     | What outcomes do you want to achieve with this                       | This document forms the next step in producing the new Local Plan for Sevenoaks District, which will cover the period up to 2042. The themes outlined are designed to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|  | Key Questions                          | Answers/Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | function/ policy/service and for whom? | <p>deliver sustainable development whilst tackling the District's issues and challenges identified by the evidence which support and underpin the emerging Local Plan. The document's Vision is outlined in more detail below:</p> <p><b>V1. Promoting healthy communities:</b><br/>Incorporating green space and healthy design principles, to encourage good physical and mental health. Recognition of health as a principle that cuts across all policies in the plan.</p> <p><b>V2. Tackling the challenge of climate change:</b><br/>Minimising carbon emissions and adapting to a changing climate.</p> <p><b>V3. Delivering design excellence - in our built environment that responds to our distinctive local character and creates the heritage of the future:</b><br/>Demanding well-designed spaces that deliver exceptional places to live, work and relax, provide innovative ways to support mental and physical well-being.</p> <p><b>V4. Supporting the delivery of strategic infrastructure:</b><br/>To meet the needs of all residents, businesses and visitors we want to deliver sustainable, high quality and resilient infrastructure. This will include a sustainable movement network, high quality open spaces that offer health, wellbeing and social benefits, excellent education, health and sports facilities close to where people live, and appropriate investment in robust utilities and digital infrastructure.</p> <p><b>V5. Homes to meet local needs:</b><br/>Boosting the supply of homes including much needed affordable housing across the District.</p> <p><b>V6. Agile and competitive economy and resilient town centres:</b><br/>Through vital and viable, unique and flexible town centres, capitalising on the</p> |

|    | Key Questions                                                           | Answers/Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |
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|    |                                                                         | <p>strategic location of the District and its functional economic links. Ensuring the delivery of the right type of employment space and supporting the rural economy and tourism are equally important in encouraging economic competitiveness.</p> <p><b>V7. Protecting the natural and historic environment:</b><br/>Our District’s valuable natural and historic built environment makes an important contribution to the quality of life our residents and all who visit.</p> <p>The Vision has been informed by evidence that supports this emerging Local Plan and also reflects the Council’s wider objectives on matters such as tackling Climate Change, Health and Wellbeing and Design Excellence.</p> |   |
| 3. | Who will be affected?                                                   | <p>All persons who engage with the planning system and require planning guidance and advice, inclusive of members of the public, developers and private applicants.</p> <p>The Plan also has the potential to affect members of the community through site allocations and wider proposals.</p>                                                                                                                                                                                                                                                                                                                                                                                                                    |   |
| 4. | Who defines or defined the function/service/ policy?                    | <p>This document is prepared by the Sevenoaks District Council Strategic Planning Team via continued consultation with the general public (and statutory bodies) in accordance with the adopted Statement of Community Involvement (SCI).</p> <p>Full Council (Members) are responsible for adopting the Local Plan, a decision which is due to be taken in 2027, following successful Examination of the Local Plan, according to the adopted Local Development Scheme (LDS)</p>                                                                                                                                                                                                                                  |   |
| 5. | Who implements the function/service/policy?                             | Sevenoaks District Council, other partner organisations operating within the District area, individuals and private sector companies may have a role in implementation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |   |
| 6. | How do the outcomes of the function/service/policy meet or hinder other | Please indicate which of the Councils core values / promises (as set out in the Vision) these outcomes relate to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |
|    |                                                                         | We will provide value for money                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | x |

|                                                     | Key Questions                                                                                                                     | Answers/Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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|                                                     | policies, values or objectives of the public authority (if applicable)?                                                           | We will work in partnership to keep the District of Sevenoaks safe                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                     |                                                                                                                                   | We will continue to collect rubbish efficiently and effectively                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                     |                                                                                                                                   | We will protect the Green Belt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                     |                                                                                                                                   | We will support and develop the local economy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                     |                                                                                                                                   | Fairness                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                     |                                                                                                                                   | Integrity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                     |                                                                                                                                   | Quality                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 7.                                                  | What factors could contribute or detract from the outcomes identified earlier?                                                    | Factors at play include financial constraints, general economic stability and market fluctuations, and suitable land availability, as well as emerging National Planning Policy reforms.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Step 3 Consideration of data and information</b> |                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 8.                                                  | What do you already know about who uses this function/service/ policy?                                                            | All persons who work and live in the District or in close vicinity could be affected by the proposals of the strategy, particularly those who wish to engage with the planning process, as well as organisations and individuals who wish to promote development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 9.                                                  | Has any consultation with service users already taken place on the function/service/ policy and if so what were the key findings? | <p>This Sevenoaks District Local Plan Regulation 18 Consultation October 2025 document will be the third Regulation 18 Consultation which has been consulted on leading up to the adoption for a new Local Plan.</p> <p>Our initial Local Plan consultation focused on making the best and most efficient use of land in our towns and other settlements across the District. Our second consultation considered poorly performing Green Belt and sought comments on our proposed policies and site allocations. This Regulation 18 Consultation focuses on updates to policies in light of new guidance published by Government (namely the introduction of grey belt land and increased housing targets), the implications they have on us as a District and how we intend to address the changes.</p> <p>Below is the timetable for the new Local Plan.</p> |

|     | Key Questions                                                                                       | Answers/Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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|     |                                                                                                     | <ul style="list-style-type: none"> <li>• Regulation 19 – Summer 2026</li> <li>• Submission – December 2026</li> <li>• Examination – 2027</li> <li>• Adoption – 2027</li> </ul> <p>All consultations will take place in accordance with the Council's Statement of Community Involvement (SCI) including consultation with a wide number of community groups, statutory stakeholders, other agencies, service providers, business sectors, local communities, developers and landowners. These are all identified within the SCI.</p> <p>As this document is an early stage of the emerging Local Plan process, it is expected that this Equalities Impact Assessment will be developed through the course of the plan-making process.</p>                                                                                                                                                                 |
| 10. | What, if any, additional information is needed to assess the impact of the function/service/policy? | <p>The Sevenoaks District Local Plan – Regulation 18 Consultation 2025 document and preparation of the new Local Plan is supported by an established evidence base. Evidence that has been completed can be found on our website at:</p> <p><a href="http://www.sevenoaks.gov.uk/info/20069128/emerging_local_plan/691/sevenoaks_district_local_plan_-_evidence_base_documents">www.sevenoaks.gov.uk/info/20069128/emerging_local_plan/691/sevenoaks_district_local_plan_-_evidence_base_documents</a></p> <p>Evidence that is still in preparation or will need further updates as the process progresses include:</p> <ul style="list-style-type: none"> <li>• Strategic Flood Risk Assessment</li> <li>• Strategic Transport Assessment</li> <li>• Viability Assessment</li> <li>• Sustainability Appraisal</li> <li>• Strategic Housing and Economic Land Availability Assessment (SHELAA)</li> </ul> |



|               | Key Questions                                                                                                                                                                                                                                                                                                                |     | Answers/Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| 11.           | How do you propose to gather the additional information?                                                                                                                                                                                                                                                                     |     | Via subsequent consultations (outlined in Question 9), the examination in public and resultant Inspector's Report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Step 4</b> | <b>Assessing the Impact</b>                                                                                                                                                                                                                                                                                                  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 12.           | Based on what information you already know, in relation to each of the following groups consider whether<br>a) there is anything in the function/service/policy that could discriminate or put anyone at a disadvantage<br>b) for an existing function/service/policy, how it is actually working in practice for each group |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| a.            | <b>Equality groups</b>                                                                                                                                                                                                                                                                                                       | Age | <p>The Vision and Objectives identified in the Plan are considered to have a positive impact on different age groups.</p> <p><b>V1. Promoting healthy communities:</b><br/>Incorporating green space and healthy design principles, to encourage good physical and mental health. Recognition of health as a principle that cuts across all policies in the plan.</p> <p><b>V4. Supporting the delivery of strategic infrastructure:</b><br/>To meet the needs of all residents, businesses and visitors we want to deliver a sustainable movement network, provide high quality open spaces that offer health, wellbeing and social benefits, excellent education, health and sports facilities close to where people live, and ensure appropriate investment in robust utilities and digital infrastructure.</p> <p><b>V5. Homes to meet local needs:</b><br/>Boosting the supply of homes including much needed affordable homes across the District.</p> |

| Key Questions                                                                  |                                    | Answers/Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| b.<br><br><br><br><br><br>c.<br><br>d.<br><br>e.<br><br>f.<br><br>g.<br><br>h. | Disability                         | <p><b>V1. Promoting healthy communities:</b><br/>Incorporating green space and healthy design principles, to encourage good physical and mental health. Recognition of health as a principle that cuts across all policies in the plan.</p> <p><b>V4. Supporting the delivery of strategic infrastructure:</b><br/>To meet the needs of all residents, businesses and visitors we want to deliver a sustainable movement network, provide high quality open spaces that offer health, wellbeing and social benefits, excellent education, health and sports facilities close to where people live, and ensure appropriate investment in robust utilities and digital infrastructure.</p> |
|                                                                                | Carers                             | There is no direct evidence base on which to make an assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                | Gender                             | There is no direct evidence base on which to make an assessment. However, Vision 4 looks to meet the needs of all residents, regardless of ethnicity, gender, age, disability or social group.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                | Race / Ethnicity                   | The provision of Gypsy and Traveller sites will be considered as part of the ongoing Local Plan process and up to date evidence bases have been undertaken.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                                                | Religion/Belief                    | There is no direct evidence base on which to make an assessment. However, Vision 4 looks to meet the needs of all residents, regardless of ethnicity, gender, age, disability or social group.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                | Sexual Orientation                 | There is no direct evidence base on which to make an assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                | Marital / Civil Partnership status | There is no direct evidence base on which to make an assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| Key Questions                                       |                                                                                                         | Answers/Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| i.                                                  | Pregnancy and maternity                                                                                 | <p>There is no direct evidence base on which to make an assessment.</p> <p>However, Vision 1 looks at promotion of mental and physical health: incorporating green space and healthy design principles, to encourage good physical and mental health.</p> <p>Vision 4 looks to meet the needs of all residents, regardless of ethnicity, gender, age, disability or social group.</p>                                                                                                                             |
| j.                                                  | Gender reassignment                                                                                     | There is no direct evidence base on which to make an assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| k.                                                  | General <i>i.e affecting all of the above /other e.g. socio-economic</i>                                | The vision identified will provide the overarching framework for the Local Plan. These will guide the Local Plan to provide services, facilities and provision to ensure the sustainable development of the District and its communities, and are considered to have a positive impact on the District's population. The National Planning Policy Framework (NPPF) states that all Local Plans must be positively prepared and have a clear vision of contributing to the achievement of sustainable development. |
| <b>Step 5 Reviewing and scrutinising the Impact</b> |                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 13.                                                 | Have you identified any differential impact and does this adversely affect any groups in the community? | <p>There is the potential for differential impacts to occur, both positively and negatively, in the protected characteristics of age, disability, race and ethnicity, religion and belief, and pregnancy and maternity.</p> <p>At this stage of the plan making process no decisions have been taken. All Policy is still in development and will be informed by wide ranging publication.</p>                                                                                                                    |
| 14.                                                 | Can we make any changes?                                                                                | This impact assessment forms a screening of a draft Local Plan, for the purposes of informing the further development of the document. There remains significant scope                                                                                                                                                                                                                                                                                                                                            |

|     | Key Questions                                                                                             | Answers/Notes                                                                                                                                                                                                                                                                                                                                                             |
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|     |                                                                                                           | <p>to make changes to ensure positive and negative impacts are fully considered and understood in the plan making process.</p> <p>This impact assessment will be further reviewed after the results of the 2025 Regulation 18 Consultation are evaluated. The results of this Sevenoaks District Council Local Plan Consultation will inform any changes put forward.</p> |
| 15. | If there is nothing you can do, can the reasons be fairly justified?                                      | There is scope for changes to be made at the next stage of plan preparation, to address any potential for differential impacts to occur.                                                                                                                                                                                                                                  |
| 16. | Do any of the changes in relation to the adverse impact have a further adverse effect on any other group? | This impact assessment is the initial screening for the purposes of informing the first stage of public consultation. There is the potential for there to be some adverse impact on a further group, and this will be considered in the review of this impact assessment throughout the plan making process.                                                              |

| Step 5 continued...                                                                                                                         |                                                                                                                                                                                          | Actions to be inserted into Equality Action Plans                                                |                     |                         |
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| Based on your answers in Step 5, please finalise your actions here. These actions will then be incorporated into our equality action plans. |                                                                                                                                                                                          |                                                                                                  |                     |                         |
| Equality Strand                                                                                                                             | Action                                                                                                                                                                                   | Outcome/monitoring information and targets                                                       | Date for Completion | Responsible Officer     |
| If an adverse impact was found or unmet needs identified, which actions will you put in place to address this:                              |                                                                                                                                                                                          |                                                                                                  |                     |                         |
| Age, disability, race / ethnicity                                                                                                           | To continue to consult in accordance with the SCI, on all Local Plan documents, ensuring that all residents who wish to be involved in the preparation of DPD's can express their views  | Review and reporting of consultation results to inform the ongoing development of the Local Plan | Ongoing             | Strategic Planning Team |
| If the impact is still unclear, list the actions you will put in place to gather the information you need:                                  |                                                                                                                                                                                          |                                                                                                  |                     |                         |
| N/A                                                                                                                                         |                                                                                                                                                                                          |                                                                                                  |                     |                         |
| If you did not find any evidence of unmet needs or adverse impact, list the actions you will put in place to maintain good practice:        |                                                                                                                                                                                          |                                                                                                  |                     |                         |
| All                                                                                                                                         | To continue to consult in accordance with the SCI, on all Local Plan documents, ensuring that all residents who wish to be involved in the preparation of DPD's can express their views. | Ongoing                                                                                          | Ongoing             | Strategic Planning Team |

| Step 6 Decision making and future monitoring |                                                                                                                            |                                                                                                                                                                                                                                        |
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|                                              | Key questions                                                                                                              | Answers / notes                                                                                                                                                                                                                        |
| 17.                                          | Which decision making process do these changes need to go through i.e. do they need to be approved by a committee/Council? | See Question 9 of this assessment for timescales, in line with the adopted Local Development Scheme (LDS)                                                                                                                              |
| 18.                                          | How will you continue to monitor the impact of the function/service/ policy on diverse groups?                             | Through public consultation in accordance with the SCI including consulting a wide number of community groups: statutory Consultees; other agencies; service providers; business sector; local communities; developers and landowners. |
| 19.                                          | When will you review this equality impact assessment?                                                                      | During the next consultation stage of the Local Plan (Regulation 19) in Summer 2026.                                                                                                                                                   |

### Final steps

#### For an existing function/service/policy:

- Submit the EqIA to your Departmental Management Team for approval.
- Send your assessment to the West Kent Equalities Officer for publication on the website.
- Update Covalent.

#### For a new function/service/ policy:

- Summarise your findings in the committee report.
- Ensure planned consultations address the findings of the impact assessment.