

Equality analysis report

Use this report template to record your equality analysis. This report is a written record that demonstrates that you have shown *due regard* to the need to **eliminate unlawful discrimination, advance equality of opportunity and foster good relations** with respect to the personal characteristics protected by equality law. Due regard must be paid at formative stages of policy or service development, changes, or withdrawal.

To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:

- Factsheet 1: Equality Profile of the Epping Forest District
- Factsheet 2: Sources of information about equality protected characteristics
- Factsheet 3: Glossary of equality related terms
- Factsheet 4: Common misunderstandings about the Equality Duty
- Factsheet 5: Frequently asked questions
- Factsheet 6: Reporting equality analysis to a committee or other decision making body

If you require further help, please contact the Performance Improvement Unit.

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Draft Local Plan
Revised / new / withdrawal:	N/A
Intended aims / outcomes/ changes:	To ensure that the views of all stakeholders that responded to the Regulation 18 consultation are represented fairly and in full.
Relationship with other policies / projects:	N/A
Name of senior manager for the policy / project:	Alison Blom-Cooper
Name of policy / project manager:	Alison Blom Cooper

Step 2. Decide if the policy, service change or withdrawal is equality relevant

<p>Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.</p> <p>If no, state your reasons for this decision. Go to step 7.</p> <p><i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i></p>	<p>If yes, state which protected groups:</p> <p>All stakeholders that participated in the consultation.</p>
	<p>If no, state reasons for your decision:</p>

Step 3. Gather evidence to inform the equality analysis

What evidence have you gathered to help you understand the impact of your policy or service change or withdrawal on people? What does your evidence say about the people with the protected characteristics? If there is no evidence available for any of the characteristics, please explain why this is the case, and your plans to obtain relevant evidence. Please refer to Factsheet 2 ‘Sources of evidence for the protected characteristics’

<i>Characteristic</i>	<i>Evidence (name of research, report, guidance, data source etc)</i>	<i>What does this evidence tell you about people with the protected characteristics?</i>
Age	http://www.eppingforestdc.gov.uk/index.php/help/file-store/category/105-evidence-base Population projection evidence SHMA evidence base Census Employment evidence	The evidence outlines the needs for housing provision for all age groups including the ageing population
Dependents / caring responsibilities	http://www.eppingforestdc.gov.uk/index.php/help/file-store/category/105-evidence-base Population projection evidence SHMA evidence base Census data Employment evidence	The evidence outlines the needs for housing provision for all age groups including the ageing population and assisted living requirements and care homes. It will also identify the need for jobs at all levels. Housing standards to be applied will be in line with the lifetime homes standards which cater for ageing population, mobility needs and other disabilities.
Disability	http://www.eppingforestdc.gov.uk/index.php/help/file-store/category/105-evidence-base Population projection evidence SHMA evidence base Census data	Housing standards to be applied will be in line with the lifetime homes standards which cater for ageing population, mobility needs and other disabilities. Where there is evidence pointing to other housing and employment needs these will be provided through the Plan.
Gender reassignment	There is no evidence directly related to this. The Plan will not be applying policies that are bias to any groups in terms of the provision of housing and job projection needs.	

Marriage and civil partnership	http://www.eppingforestdc.gov.uk/index.php/help/file-store/category/105-evidence-base Population projection evidence SHMA evidence base Census data	Population projection information based on census provides this information pointing toward changing household trends and future provision needs for existing families and new family unit trends.
Pregnancy and maternity	http://www.eppingforestdc.gov.uk/index.php/help/file-store/category/105-evidence-base Population projection evidence SHMA evidence base	Population projection information based on census will provide this information pointing toward changing household trends and future provision needs. Needs for clinics and specialist facilities are also in the scope of the plan and being addressed.
Race / ethnicity	Information collated through previous monitoring, population projection trends and consultation feedback will have provided some information	The need for community centres etc and provision will be made accordingly. The Plan will not be applying policies that are bias to any groups.
Religion or belief	Information collated through previous monitoring, population projection trends and consultation feedback will have provided some information	The need for community centres, churches etc and provision will be made accordingly. The Plan will not be applying policies that are bias to any groups.
Sex	Information collated through previous monitoring may have provided some information, although policies and development proposals in the plan will not be sex related/dependant.	
Sexual orientation	Information collated through previous monitoring, may have provided some information. The Local Plan will not be applying policies that are bias to any groups. If we have received and will receive information to support the need for development associated with specific groups we will address as part of the Plan, although policies and development proposals in the plan will not be sex orientation related/dependant.	

Steps 4 & 5 Analyse the activity, policy or change (*The duty to eliminate unlawful discrimination*)

Based on the evidence you have analysed, describe any actual or likely adverse impacts that may arise as a result of the policy decision. Where actual or likely adverse impacts have been identified, you should also state what actions will be

taken to mitigate that negative impact, ie what can the Council do to minimise the negative consequences of its decision or action.

No actual or likely adverse impacts have come to light, just needs based assessments guiding the Planning Policy team to ensure that demands of the people working, living and visiting the district are met over the Plan period to 2033. The Local Plan must plan positively for future needs around housing and employment and is required to meet the needs that have been identified in the evidence base, including the consultations. If the Draft Plan consultation with stakeholders brings up additional needs for the below groups, which the Plan must make provision for, then the team will ensure that this is taken into account. At the moment there has been a thorough and widespread engagement process to date with all stakeholders, via email (11,000 email addresses), on our website, letters and consultation information distributed to all households in the District, town and parish councils and resident associations and leaflets to commuters.

<i>Characteristic</i>	<i>Actual or likely adverse impacts identified</i>	<i>Actions that are already or will be taken to reduce the negative effects identified</i>
Age	As above	
Dependents / caring responsibilities	As above	
Disability	As above	
Gender reassignment	As above	
Marriage and civil partnership	As above	
Pregnancy and maternity	As above	
Race / ethnicity	As above	
Religion or belief	As above	
Sex	As above	
Sexual orientation	As above	

Step 6.

The duty to advance equality of opportunity

Can the policy, service or project help to advance equality of opportunity in any way? If yes, provide details. If no, provide reasons. *(Note: not relevant to marriage and civil partnership)*

The Local Plan cannot advance equality of opportunity in the below categories directly via specific policies or land allocations. That is not its purpose and is intended to be a growth and policy Plan, based on objectively assessed evidence that has no motive other than to provide housing, employment, social and recreational infrastructure to meet the needs of our stakeholders. As above in step 3 however information has been collated throughout the project

including the consultations and evidence studies that have provided information necessary to make the appropriate provisions for people of all ages, cater for any disability needs (e.g assisted living accommodation) and make provision for future needs, i.e. places of worship, civic and community centres, health clinics/medical centres. The allocation of land for housing, employment and social infrastructure, community uses and related policies are there to cater for all, in line with the emerging evidence without discrimination against any group.

<i>Characteristic</i>	<i>Ways that this policy, service or project can advance equality of opportunity</i>	<i>Why this policy, service or project cannot help to advance equality of opportunity:</i>
Age	As above	
Dependents / caring responsibilities	As above	
Disability	As above	
Gender reassignment	As above	
Pregnancy and maternity	As above	
Race / ethnicity	As above	
Religion or belief	As above	
Sex	As above	
Sexual orientation	As above	

The duty to foster good relations

Can the policy, service or project help to foster good relations in any way? If yes, provide details. If no, provide reasons. (*Note: not relevant to marriage and civil partnership*)

<i>Characteristic</i>	<i>How this policy, service or project can foster good relations:</i>	<i>Why this policy, service or project cannot help to foster good relations:</i>
Age	By making adequate provision for housing and employment for all age groups and needs. This is a statutory duty but by fulfilling it the Council strengthens its relationship with stakeholders.	
Dependents / caring responsibilities	By making adequate provision for housing and employment for all age groups and needs e.g. assisted living housing.	
Disability	Applying relevant housing standards and ensuring adequate support services whether medical centres and other facilities identified via the consultation feedback and evidence	
Gender reassignment	N/A	No active policies in Plan

Pregnancy and maternity	By making adequate provision for housing and employment for all age groups and needs	
Race / ethnicity	Making appropriate provisions for housing and employment and civic/community centres as per the evidence	
Religion or belief	Making appropriate provision for civic/community centres/places of worship.	
Sex	N/A	No active policies
Sexual orientation	N/A	No active policies

Step 7. Documentation and Authorisation

Summary of actions to be taken as a result of this analysis (add additional rows as required):	Name and job title of responsible officer	How and when progress against this action will be reported
1. Presentation of high level findings of consultation feedback to cabinet.	Alison Blom Cooper	9 March 2017
2. Detailed analysis of consultation responses and production of a consultation report.	Alison Blom Cooper	11 July 2017
3. Production of final Local Plan.	Alison Blom Cooper	Ongoing with regular reports – consultation statement produced with Reg 19 plan

Name and job title of officer completing this analysis:	Alison Blom-Cooper Interim Asst Director Planning Policy & Economic Development
Date of completion:	12/06/2017
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Derek Macnab Director Neighbourhoods
Date of authorisation:	
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	

Step 8. Report your equality analysis to decision makers:

Your findings from this analysis (and any previous analysis) must be made available to a decision making body when it is considering the relevant service or policy. Therefore you must:

- reflect the findings from this analysis in a 'Due Regard Record' (template available), and attach it as an appendix to your report. The Record can be updated as your policy or service changes develop, and it exists as a log of evidence of due regard;
- Include this equality information in your verbal report to agenda planning groups or directly to portfolio holders and other decision making groups.

Your summary of equality analysis must include the following information:

- if this policy, service change or withdrawal is relevant to equality, and if not, why not;
- the evidence base (information / data / research / feedback / consultation) you used to help you understand the impact of what you are doing or are proposing to do on people with protected characteristics;
- what the evidence base (information / data / research / feedback / consultation) told you about people with protected characteristics;
- what you found when you used that evidence base to assess the impact on people with the protected characteristics;
- whether or not your policy or service changes could help to advance quality of opportunity for people with any of the protected characteristics;
- whether or not your policy or service changes could help to foster good relations between communities.