Epping Forest District Council

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:

- o Factsheet 1: Equality Profile of the Epping Forest District
- o Factsheet 2: Sources of information about equality protected characteristics
- o Factsheet 3: Glossary of equality related terms
- o Factsheet 4: Common misunderstandings about the Equality Duty
- o Factsheet 5: Frequently asked questions
- o 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: *be specific*	Update to the Audit and Governance Committee on the actions arising from the Fire Risk Assessment at the Town Mead Depot in Waltham Abbey
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	To give an overview on the activities undertaken to improve health and safety at the depot especially in respect of Fire Risk Assessment
Relationship with other policies / projects:	Health and Safety policies and procedures across the Council
Name of senior manager for the policy / project:	Q Durrani
Name of policy / project manager:	Q Durrani

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

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.	If yes, state which protected groups:
If no, state your reasons for this decision. Go to step 7. *The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.*	If no, state reasons for your decision: The consequence of decision of this report will be an improvement in health and safety arrangements at the site

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Epping Forest Local Highways Panel meets regularly and considers capital highway improvement schemes across the District. The Panel works under the Localism Agenda and linked to the Essex County Council's Corporate Plan, key objectives of the Panel are:

- *Encourage Essex residents to influence decisions and shape their communities,*

- *Help communities play a greater role in shaping, challenging and developing local services,*

- *Making Essex roads safer,*

- *Encourage residents to get more involved in their communities,*

- *Promote closer working between local authorities*

- *Ensure that the highway infrastructure supports businesses to trade and grow*

- *Ensure that the road network is well maintained*

The types of schemes considered vary, for example: speed survey, installation of a traffic sign or a dropped kerb for access. Every scheme is in line with local and national policies and subject to equality impact assessments any equality and diversity issue identified is addressed before a scheme is recommendation for approval.

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
The decisions in this report will enable more schemes to be implemented by the Epping Forest Local Highways Panel. The Panel is supported by officers of Essex Highways and governance arrangements of Essex County Council. It is understood that the Equality analysis of any scheme being implemented will be assessed under the decision making processes of the County Council.	Q Durrani Assistant Director Technical, Neighbourhoods	

Name and job title of officer completing this analysis:	Q Durrani Assistant Director Technical, Neighbourhoods
Date of completion:	22/01/2018
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)	Qasim (Kim) Durrani Assistant Director (Technical) 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:

- o 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;
- o 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:

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