

# 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

<p>Name of the policy, service or project: <i>be specific</i></p>	<p>Housing Repairs and Maintenance (incorporating Council house-building programme and work to Void Properties).</p> <p>EFDC undertakes responsive repairs to all of its 6,500 Council homes, undertakes works to around 300 void properties per annum making properties ready for re-letting and has a planned maintenance programme over a 30-year business plan cycle that aims to renew around 3,300 key components per annum. EFDC also plans to build 315 new homes over the next 10 years.</p>
<p>Revised / new / withdrawal:</p>	<p>New</p>
<p>Intended aims / outcomes/ changes:</p>	<p>That all Council homes meet the “Modern Homes Standard”, which is a higher standard than the Governments’ “Decent Homes Standard.</p> <p>The Council house-building (CHB) programme aims to provide well-designed, quality homes that are affordable, sustainable and suitable for people’s needs.</p> <p>This assessment intends to fully evaluate the effect the programme could have on protected groups, and therefore aims to give an overview of the actual and potential impacts of actions set out within the programme.</p> <p>This assessment will continually evolve as the programmes of work progress.</p>
<p>Relationship with other policies / projects:</p>	<p><b>1. Repairs and Maintenance Business Plan 2016</b> – Sets the Council’s standards, Policies, strategies and targets for all</p>

	<p>Responsive Repairs, Voids and Planned Maintenance programmes.</p> <ol style="list-style-type: none"> <li>2. <a href="#">EFDC Housing Allocations Scheme</a> – the Council’s policy for assessing need and priority for council housing accommodation.</li> <li>3. <a href="#">EFDC Development Strategy Final 2013-19</a> – sets out how the Council consults.</li> <li>4. <a href="#">EFDC Procurement Rules 2016</a> – dictates the procedures the Council needs to follow governing the award of contracts.       <ol style="list-style-type: none"> <li>a. <a href="#">EFDC Procurement Strategy 2015-20</a></li> </ol> </li> <li>5. <a href="#">EFDC Street numbering and naming policy</a> – Agreed process and requirements for the numbering and naming of streets.</li> <li>6. <a href="#">EFDC Combined Policies Local Plan 1998 alterations 2006</a> – plans for EFDC community infrastructure and future development to meet the needs of the local population and improve resources. <a href="#">Epping Forest Draft Local Plan 2016</a></li> <li>7. <a href="#">EFDC – HRA Business Plan 2016</a> - the housing register is assessed and housing need is reflected in the new build plans.</li> </ol> <p>Pg 11 Para 19 - EFDC Council Housing Services compares the protected characteristics of those people who we have housed with those people on the Housing Register. This exercise showed that generally the ‘protected characteristics’ of housing applicants and those that have been given council accommodation are similar. No amendments to the Housing Allocations Scheme have been necessary to avoid discrimination.</p> <ol style="list-style-type: none"> <li>8. <a href="#">KPIs COM002, COM003, COM004, COM005, COM006, COM007, COM 008 and COM009</a> and suite of local performance indicators (<a href="#">Repairs</a> and <a href="#">Assets</a>) factor in how we consider our equality duty.</li> <li>9. <a href="#">EFDC Tenant Census 2014</a></li> <li>10. <a href="#">Strategic approach to the prioritisation of potential developments – council housebuilding programme</a></li> </ol>
Name of senior manager for the policy /	Paul Pledger, Assistant Director (Housing

project:	Property & Development)
Name of policy / project manager:	Haydn Thorpe, Housing Assets Manager Darren Barlow, Housing Repairs Manager Peter Chivrrall, Repairs Operations Manager Stuart Waller, Customer Repairs Manager

**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: Yes, for all protected characteristics.
If no, state your reasons for this decision. Go to step 7.  <i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i>	If no, state reasons for your decision:

### 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'

Characteristic	Evidence (name of research, report, guidance, data source etc)	What does this evidence tell you about people with the protected characteristics?
Age	<p><a href="#">Census information 2011 for EFDC area</a></p> <p><a href="#">ONS Censuses 2011 EFDC data – version I created</a></p> <p><a href="#">Epping Forest Draft Local Plan 2016.</a></p> <p><a href="#">Housing Background paper – Draft Plan 2016 Consultation</a></p> <p>Residents consultations – <a href="#">EFDC Planning EFDC Statement of Community Involvement</a></p> <ol style="list-style-type: none"> <li><a href="#">EFDC Neighbour Consult Template letter</a></li> <li><a href="#">EFDC Making your views known leaflet</a></li> </ol> <p><a href="#">EFDC Tenant Census 2014</a></p> <p><a href="#">SLAA Population forecasting – (ONS 2012 Sub-national population projections).</a></p> <p><a href="#">EFDC ER's Vol 1-5 JCT DB11</a></p>	<p>The evidence outlines the living arrangements for all age groups, including the ageing population.</p> <p>Ageing population – will require dwellings that are adaptable and accessible</p> <p>Neighbour consultation letters are sent out once a planning application is registered. Where any comments are invited to be returned within 21 days. Site notices are erected and more consultations are carried out if development was on a major scale (dwellings over 10). This enables members of the local community to contact the planning department raise an issue if there is one.</p> <p>Over half of the tenants responded:</p> <ul style="list-style-type: none"> <li>just under half of tenants (47%) were 65 or over, and</li> <li>26.9% were 75 and over.</li> </ul> <p>Council considers all new homes should be built to category 2 'accessible and adaptable dwellings' – dependent on site specific viability testing ensuring no compromise to delivery of development.</p> <p>Contractors are required to produce a plan to target employment for the existing estate and local labour and discuss opportunities that will be available on any project to enable the placement of apprentices and</p>

[Strategic Housing Market Assessment for West Essex & East Herts 2015 Pg101 & 108](#)

EFDC Employers Requirements [EFDC ER's Vol 1-5 JCT DB11](#)

[Gracelands CMS Equality and Diversity Policy](#)

[Mears PLC Equality and Diversity Policy](#)

trainees.

Also, contractors are required to recruit new apprentices and trainees from approved sources - 'The Contractor shall employ apprentices and trainees for supervised waged work experience, throughout the duration of this contract.

Contractor will agree numbers of apprentices. Trainees or waged trainees weeks on site with the Employed based on the thresholds contained within the Framework Agreement.

This evidence shows that EFDC needs to provide approximately 11,300 (market housing & affordable) new homes over the Local Plan period (up to 2033), and also the specific split of houses vs. flats, numbers of bedrooms etc. that the data shows we need.

It was noted that older people are living longer, healthier lives and specialist housing offered today may not be appropriate for the future years and the government's reform of Health and Adult Social Care is underpinned by a principle of sustaining people at home for as long as possible. This report supports the need for all dwellings to meet category 2 requirements (dependent on viability).

Adopted by EFDC – Based on a combination of the East Thames Design Standards and the HCA Design Standards.

Gracelands CMS Ltd has embedded equality into its service provision, targeting resources where they are needed and in ways that ensure tenants have equal access to services. Their Policy extends to monitoring its suppliers. Their tender submission sets out how the company positively reflects the mix of the team delivering the Service with the community in which the Service is provided.

Mears operates an ethos of respect for all and are fully committed to ensuring accessible service and opportunities to all. This extends

from the Board and includes all staff, supply chain partners they work with, residents and customers across all of its contracts. Their Policy is reviewed and updated bi-annually or sooner if required. Their tender submission sets out how the company positively reflects the mix of the team delivering the Service with the community in which the Service is provided.

[East Thames Priority Needs Policy](#)

East Thames Single Equality Scheme which included their equality and diversity statement, aims and action plan. The document includes the Equality Act 2010 and due to the nature of the document it goes further than promoting equalities internally. The action plan sets out clear equalities responsibilities for meeting the aims of the Scheme including a range of tasks working with residents/community/service users.

[Pellings Equality Diversity Policy](#)

Pellings is committed to upholding and developing the principles of equality and diversity throughout the organisation and in the preservation of an individual's dignity at work. They recognise the need to encourage a positive attitude towards diversity amongst their employees as part of their culture. This commitment extends to the Contractors and other Consultants that they contract with.

[Secure by Design](#) – Designing out crime of new developments

Consideration is given to designing safe places to live (vulnerable older people).

[Handyperson Scheme](#)

This recognises that some aspects of the Tenancy Agreement falling under the responsibility of tenants that some may not be able to undertake or place them at risk of harming themselves i.e. fall from a height when changing lightbulbs. This is a free of charge service provided to all Council residents living in Sheltered Accommodation or in General Needs housing if over 60-years of age or registered disabled.

[Internal Decorating Service for the elderly](#)

This recognises that decorating, which falls under the responsibility of tenants, may place older tenants at risk of harming themselves i.e. fall from a height when hanging wallpaper or painting ceilings. This

		is a free of charge service that aims to help residents that are over the age of 60-years to decorate a room of their choice every 4-years.
Dependents / caring responsibilities	<p><a href="#">‘Considerate constructors’ reports &amp; site scoring explained</a></p> <p>Example:(<a href="#">Roundhills 08/07/15</a> )</p> <p>Residents consultations – <a href="#">EFDC Planning EFDC Statement of Community Involvement</a></p> <p>Approach to assisting Vulnerable Tenants</p>	<p>The Monitor’s Site report lists the following headings in the checklist which must be addressed in order for the site to achieve compliance and the scores (1/10) indicate that a site has reached a standard beyond statutory requirements.</p> <ol style="list-style-type: none"> <li>1. Care about <b>Appearance</b></li> <li>2. Respect the <b>Community</b></li> <li>3. Protect the <b>Environment</b></li> <li>4. Secure everyone’s <b>Safety</b></li> <li>5. Value their <b>Workforce</b></li> </ol> <p>Sites are not only assessed for compliance, but also to identify measures taken which are above and beyond these requirements, and addressing the non-bolded questions on the checklist may result in a higher score.</p> <p>The score awarded reflects the Monitor’s opinion on how the site is performing based on what they see at the time of the visit and their discussion with the Site Manager.</p> <p>As above category – the local community has a chance to raise any issues.</p> <p>Identification is worn at all times The Council employs a Tenant Liaison Officer, who can attend whenever a resident feels uneasy or threatened. The Council can arrange for a female Officer to attend in conjunction with a tradesman if needed.</p>
Disability	<p>Profile of applicants on the housing register</p> <p>Residents consultations – <a href="#">EFDC Planning EFDC Statement of Community Involvement</a></p>	<p>Numbers of tenants who will require dwellings that are adaptable.</p> <p>As above category – the local community has a chance to raise any issues.</p>

[JCT D&B contract](#) and JCT Measured Term Contract, 2011 are the industry standard contracts signed by both parties to agree scope cost of works.

[‘Considerate constructors’ reports & site scoring explained](#)

[ECC Development Management Policies \(to be read in conjunction with,](#)

- [The Urban Place Supplement](#); and,
- [The Essex Design Guide](#),
- [Parking Standards Design](#)

Equal Opp Para states Pg 10: -  
In all its activities carried out pursuant to this agreement the Contractor shall comply and ensure that its agents and employees comply with: -

- i. the Human Rights Act 1998 as if the Contractor are a public body (as defined in the Human Rights Act)
- ii. all Laws relating to equal opportunity including but without limitation to discrimination on the basis of age, disability, sex or sexual orientation, race, religion or belief; and,
- iii. the Employer’s equal opportunities policies and procedures as may be adopted and amended from time to time as notified to the Contractor.

As above category.

The reports reflect the required balance between the need for new housing, protecting the transport network for the safe movement of people.

Lists design standards, accessibility and transport sustainability policies along with Impact and mitigation policies such as safety audits, congestion, air quality and HGV movement.

Provides guidance on the layout of densities below 20 dwellings per hectare/ over 20 dwellings. Provides guidance for accessibility for disabled people to dwellings. Good practice to design new dwellings to be able to be visited unassisted by disabled people as far as the entry to the dwelling. There will need to be a flat area 900mm x 900mm minimum on the same level as the threshold outside the entrance to each dwelling. (pg80)

Provides guidance on parking



[and Good Practice.](#)

- [ECC Development and Public Rights of Way](#)

[Feasibility Studies](#)

[Strategic Housing Market Assessment for West Essex & East Herts 2015 Pg108](#)

[Epping Forest Draft Local Plan 2016](#)

EFDC E-Learning Module – Disability Awareness

standards. 1 car parking space for every 4sqm of GFA. (Gross Floor Area. If a development has a GFA of 17sqm, a calculation 17 divided by 4 gives 4.25 spaces, rounded up to the nearest whole number giving a total number of 5 spaces.

Bus routes within the residential developments will require a min clear passage of 6 metres.

Considers access issues.

The project team undertakes a desktop analysis of each site enabling the team to rule out any sites that are not suitable for development, due to legal, financial or technical reasons. Suitable sites will then have initial feasibility plans produced, where initial views are sought from planners. An investment appraisal will be conducted. This requires rents to be agreed with the officer of the council. The contractor will work closely with the council Legal Team to identify any issues that need to be resolved and determine the best route to proceed. It is certain that issues regarding rights of way, access etc. will have to be dealt with. In these cases the necessary use of appropriation, under the planning act, will be used. The Contractor and council legal team will liaise to ensure the legal risks are fully explored and mitigated.

Report supports the need for 15% of affordable housing to meet Category 3 requirement to aid accessibility for wheelchair users. Currently, 1-30 households in England (3.3%) have at least one wheelchair user. These proportions are likely to increase over the period to 2033.

Will require dwellings that are adaptable & accessible.

All EFDC staff undertakes this learning course to improve disability awareness.

[EFDC – HRA Business Plan 2016](#)

R&M Business Plan 2016-17

[EFDC Tenant Census 2014](#)

[EFDC Customer Impact Assessment – Repairs](#)

[East Thames Priority Needs Policy](#)

[Gracelands CMS Ltd Policy on Equal Opportunities and Diversity](#)

Around 10% of the EFDC Housing Service staff have a disability

The Council endeavours to carry out adaptations to properties to meet the reasonable needs of disabled tenants. This is based on assessments and recommendations from Social Services Occupational Therapists.

Over half of all tenants responded:

- 
- 30.2%% stated they had a disability
- 34% of households contained at least one person who had a disability
- North Weald Bassett ward contained the highest proportion of tenants with a disability (39%), followed by Waltham Abbey North East (38%). These wards had a higher than average number of elderly residents.
- 1.4% of tenants needed assistance in communicating due to hearing difficulties, with 14 of these tenants understanding British Sign Language.
  - 45 of the tenants that responded could lip read.
- 6% of tenants preferred to receive information in other formats due to sight problems, and 7 of these preferred information on audio tape. Braille was preferred by 2 tenants, but the vast majority (240).

The 2011 CIA showed that the working procedure could give rise to difficulty when reporting repairs dependent on the disability. Or residents with a visual disability cannot identify tradesmen.

Staff undertake the necessary training to ensure they have 'disability awareness'.

All employees receive training in Equal Opportunities and Diversity at induction and throughout their employment. Their tender

	<a href="#">Mears PLC Equality and Diversity Policy</a>	<p>submission sets out how the company positively reflects the mix of the team delivering the Service with the community in which the Service is provided.</p> <p>Mears operates an ethos of respect for all and are fully committed to ensuring accessible service and opportunities to all. This extends from the Board and includes all staff, supply chain partners they work with, residents and customers across all of its contracts. Their tender submission sets out how the company positively reflects the mix of the team delivering the Service with the community in which the Service is provided.</p>
Gender reassignment	There is no evidence related directly to this. The CHB programme will not be applying policies that are bias to any groups in terms of the provision and maintenance of housing.	
Marriage and civil partnership	<a href="#">Census 2011 – EFDC</a>	<p>Of the Epping Forest District population:</p> <ul style="list-style-type: none"> <li>• 49.9% are married</li> <li>• 0.2% are in a same-sex civil partnership</li> </ul>
Pregnancy and maternity	<a href="#">ONS Census 2011 EFDC data</a>	Birth rate is falling. Essex under 16 conceptions fell from 4 per 1000 women 2009-11 to 3.8 in 2010-2012
Race / ethnicity	<p><a href="#">EFDC Street numbering and naming policy</a> - Para 4.7 (4)</p> <p><a href="#">EFDC – HRA Business Plan 2016</a></p>	<p>No street or property names considered or construed as racist, obscene, or contravene any aspect of the council's equal opportunities policies will not be acceptable.</p> <ul style="list-style-type: none"> <li>• Over 90% of the EFDC Housing service staff is white.</li> <li>• Pg 11 Para 19 - EFDC Council Housing Services compares the protected characteristics of those people who we have housed with those people on the Housing Register. This exercise showed that generally the 'protected characteristics' of housing applicants and</li> </ul>

[EFDC Tenant Census 2014](#)

those that have been given council accommodation are similar. No amendments to the Housing Allocations Scheme have been necessary to avoid discrimination.

Just over half of all tenants responded: -

- 36% White Irish
- 87% White – Other
- 23% Black – African
- 11% - Black – Caribbean
- 4% - Black – Other
- 7% - Indian
- 3% - Pakistani
- 5% - Bangladeshi
- 9% - Asian – Other
- 3% - Mixed – White and Black African
- 16% - Mixed – Other
- 1% - Chinese
- 9% - Other ethnic group
- 3% - Gypsy / Roma / Traveller background

[Updating Overall Housing Need 2014](#)

Migrant trends. We have housed two Syrian families in the district so far. Some introductory information has been translated into Arabic.

The Council has access to translation services

[JCT D&B contract](#) and  
JCT Measured Term Contract,  
2011

Equal Opp Para states Pg 10: -

In all its activities carried out pursuant to this agreement the Contractor shall comply and ensure that its agents and employees comply with: -

- i. the Human Rights Act 1998 as if the Contractor are a public body (as defined in the Human Rights Act)
- ii. all Laws relating to equal opportunity including but without limitation to discrimination on the basis of age, disability, sex or sexual orientation, race, religion or belief; and,
- iii. the Employer's equal opportunities policies and

	<p><a href="#">EFDC Customer Impact Assessment – Repairs</a></p>	<p>procedures as may be adopted and amended from time to time as notified to the Contractor.</p> <p>The 2011 CIA showed low impact that working procedure can give rise to possible language problems. The Council has access to translation services</p>
Religion or belief	<p>Residents consultations – <a href="#">EFDC Planning EFDC Statement of Community Involvement</a></p> <p><a href="#">EFDC Street numbering and naming policy</a> - Para 4.7</p> <p><a href="#">ONS Censes 2011 EFDC data</a></p> <p><a href="#">EFDC – HRA Business Plan 2016</a></p> <p><a href="#">EFDC Tenant Census 2014</a></p>	<p>Neighbour consultation letters are sent out once a planning application is registered. Any comments are invited to be returned within 21 days. Site notices are erected and more consultations are carried out if development was on a major scale (dwellings over 10).</p> <p>No street or property names considered or construed as racist, obscene, or contravene any aspect of the council's equal opportunities policies will not be acceptable.</p> <p>Of the EFDC Population</p> <ul style="list-style-type: none"> <li>• Christian 77053 - 61.8%</li> <li>• Buddhist 416 – 03%</li> <li>• Hindu 1745 – 1.4%</li> <li>• Jewish 3972 – 3.2%</li> <li>• Muslim 2377 – 1.9%</li> <li>• Sikh 1253 – 1%</li> <li>• Other religion – 432 – 0.3%</li> <li>• No religion – 28061 – 22.5%</li> </ul> <p>Pg 11 Para 19 - EFDC Council Housing Services compares the protected characteristics of those people who we have housed with those people on the Housing Register. This exercise showed that generally the 'protected characteristics' of housing applicants and those that have been given council accommodation are similar. No amendments to the Housing Allocations Scheme have been necessary to avoid discrimination.</p> <p>Just over half of all tenants responded: -</p>

	<p><a href="#">EFDC Customer Impact Assessment – Repairs</a></p>	<ul style="list-style-type: none"> <li>• 61% stated they were Christian</li> <li>• 21% said they had no faith or religious beliefs</li> </ul> <p>The 2011 CIA showed low impact for religious groups. In that residents may be reluctant to report repairs because of a perception of discrimination. The Repairs Service addresses the dwelling rather than the occupants.</p>
Sex	<p><a href="#">‘Considerate constructors’ reports &amp; site scoring explained</a> Example:(<a href="#">Roundhills 08/07/15</a> )</p> <p><a href="#">ONS Censes 2011 EFDC data</a></p> <p><a href="#">EFDC – HRA Business Plan 2016</a></p> <p><a href="#">EFDC Customer Impact Assessment – Repairs</a></p> <p><a href="#">EFDC Tenant Census 2014</a></p> <p>Approach taken to vulnerable women</p>	<p>As above category, and: Predominately male workforce in the building industry. The number of female workers is increasing across the building industry.</p> <p>Epping Forest district population: - 64219 – 51.5% - female 60440 – 48.5% - male</p> <p>Within the Housing Service the ratio of staff is: -</p> <ul style="list-style-type: none"> <li>• Around 60% are women</li> <li>• Over 70% are over 45 years of age</li> <li>• 10% are under 35 years of age</li> </ul> <p>The CIA in 2011 showed a low impact and that residents may feel at risk when strangers are in their property.</p> <p>Just over half of all tenants responded:-</p> <ul style="list-style-type: none"> <li>• 60.3% of tenants are female</li> </ul> <p>Identification is worn at all times The Council employs a Tenant Liaison Officer, who can attend whenever a resident feels uneasy or threatened. The Council can arrange for a female Officer to attend in conjunction with a tradesman if needed.</p>
Sexual orientation	<p><a href="#">EFDC Tenant Census 2014</a></p>	<p>57%of all tenants responded stating -</p> <ul style="list-style-type: none"> <li>• 62.2% were heterosexual</li> <li>• 0.6% were gay or bisexual</li> <li>• 26% did not state their</li> </ul>



	<p>Older or younger residents may have difficulty in reporting repairs or issues to do with a new build</p> <p>Actual building works deliveries may impact on school journeys</p> <p>Assessment of works needed</p>	<p>development.</p> <p>Training provided to Customer Repairs Assistants to assist residents to identify a repair. Identification carried.</p> <p>Enable repairs or issues with a build to be reported at Reception. These can be notified in writing or via email.</p> <p>This is temporary.</p> <p>Since the Repairs and Assets Team deal with property matters, works are undertaken based on property attributes</p>
Dependents / caring responsibilities	<p>Working hours</p> <p>Additional noise from drilling or insertion of pilings for the erection of new buildings</p> <p>Interruption of water/electricity or gas supplied due to building works.</p> <p>Accessibility to residents property impaired (young children – prams)</p>	<p>Only work core working hours. Notify residents well in advance of any possible issues with pavement or road closures so alternative plans can be made. Keep disruption to a minimum.</p> <p>Communication to residents /neighbours well in advance and keep additional noise to core working day hours</p> <p>Communication to residents /neighbours well in advance. If interruption for a longer period of time then alternative measures considered</p> <p>Ensure awareness</p>
Disability	<p>Access rights. Include mental health issues.</p> <p>Hearing impairment – cannot report repairs by phone.</p> <p>Visual impairment – cannot identify tradesperson</p> <p>Speech difficulties –could be problematic when reporting repairs</p>	<p>Ensure disabled neighbours can access their properties.</p> <p>Repairs can be reported via email or a mobile phone App. Appointments confirmed in writing or by SMS text messaging. Council looking at implementing phone text messages to non-smart phones.</p> <p>Could add braille to EDFC staff or contractor identity card. Telephone passwords to check the identity of the visitor.</p> <p>Report repairs via email Communicate in writing</p>



	<p>or understanding neighbours.</p> <p>Mobility difficulties -</p> <p>Mental health issues</p> <p>Learning difficulties -</p> <p>Assessment of adaptation need</p>	<p>Communication to residents /neighbours well in advance (i.e. if temporary road or pavement closure, so alternative route can be planned.)</p> <p>Use of third party to act on residents behalf if considered appropriate (i.e. Advocate or Mental Health Worker)</p> <p>All assessments for disabled adaptations are undertaken by ECC Social Care Occupational Therapists and recommendations received require the Council to act upon in priority order set by ECC.</p>
Gender reassignment	Possible feeling of vulnerability.	<p>EFDC staff members attend diversity training ensuring awareness. EFDC Staff carry identification at all times.</p> <p>External contractors to wear identification at all times.</p>
Marriage and civil partnership	N/A	
Pregnancy and maternity	N/A	
Race / ethnicity	<p>If working near a religious site – could cause sensitivities if working noise impacts on religious service. This would be identified at an early stage when the local area is examined.</p>	
Religion or belief	N/A	
Sex	Predominately male build workers, possible tensions/ intimidating behaviour towards opposite sex.	<p>CCS reports undertaken regularly.</p> <p>The Council employs a Tenant Liaison Officer, who can attend whenever a resident feels uneasy or threatened. The Council can arrange for a female Officer to attend in conjunction with a tradesman if needed.</p>
Sexual orientation	N/A	

## 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)*

\* Cannot specifically advance equality of opportunity in the categories below. The programme is based on objectively assessed evidence and intends to provide and maintain housing that meets the varying needs of tenants of the district.

<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 in Step 3, information has been collated throughout the programme including the consultations and evidence that have provided information necessary to make the appropriate provisions for people of all ages. All third parties (Contractors and Consultants) working for the Council are expected to positively reflect the mix of the team delivering the Service with the community in which the Service is provided.	
Dependents / caring responsibilities	As above in Step 3, information has been collated throughout the programme that has provided information necessary to make the appropriate provisions for people of all types of housing need.	
Disability	As above in Step 3, information has been collated throughout the programme that has provided information necessary to cater for any disability needs. Tradesperson ID cards with braille writing – to assist the visually impaired.	
Gender reassignment	Explained above *	
Pregnancy and maternity	By fulfilling the need for more family homes.	
Race / ethnicity	Documentation can be made available in other languages to reduce language/cultural barriers. Translation services are available.	
Religion or belief	Explained above *	
Sex	For households who cannot allow male workers - as restricted by their religion or belief the Council employs a	

	Tenant Liaison Officer, who can attend whenever a resident feels uneasy or threatened. The Council can arrange for a female Officer to attend in conjunction with a tradesman if needed.	
Sexual orientation	Explained 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 providing housing for all age groups and needs. By providing work experience (through the Council's agreement with contractors) for younger groups – strengthening relationships with younger groups and local schools, colleges.	
Dependents / caring responsibilities	By considering all types of housing needs.	
Disability	By applying relevant housing standards, and providing information on adaptations and lifetime homes standards	
Gender reassignment	N/A	
Pregnancy and maternity	By considering all types of housing needs.	
Race / ethnicity	By promoting inclusion via community centres/ resident groups/ places of worship.	
Religion or belief	By taking into consideration all faiths.	
Sex	N/A	
Sexual orientation	N/A	

### 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. Obtain Equality Policies from East Thames (to become London and Quadrant).	Senior Development Officer	ASAP

2. To review consultation feedback at each house-building phase and update this document accordingly	Housing Development Manager	Ongoing
3. To review any consultation feedback from the tenant satisfaction surveys and update this document accordingly	Housing Assets Manager and Housing Repairs Manager	Ongoing
4. To continue to evaluate Equality & Diversity Policies from all Consultants and Contractors working with the Council.	Housing Assets Manager and Housing Repairs Manager	Ongoing

Name and job title of officer completing this analysis:	Mary Masterson Performance and Information Officer
Date of completion:	11/01/2017
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)	Paul Pledger Assistant Director - Property
Date of authorisation:	11/01/2017
Date signed copy and electronic copy forwarded to PIU <a href="mailto:equality@eppingforestdc.gov.uk">equality@eppingforestdc.gov.uk</a>	11/01/2017

### **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.

## Appendix

### Background evidence

1. [ETG Contractors Framework Agreement Pg13 1.2 Contractors Specific Framework KPIs](#) – (also pg 15) states that the engagement with East Thames approach to Equality & Diversity will be assessed bi-Annually 2.1 Contractors to actively support ETG to continue commitment to support unemployed into employment & training. ...normal labour hours enhanced with targeted employment of apprentices/trainees. (also states ratio of trainees on site or paid trainee works etc. for contract value.
2. [EFDC Strategic Housing Market Assessment –Final Report Jun2010](#) – highlighting the identified needs for 1 –to 5 bedroom properties in the district
3. [EFDC Strategic Housing Market Assessment Update](#) - Equality Analysis
4. [Sustainability Appraisal of Strategic Spatial Options for the West Essex and East Hertfordshire Housing Market Area](#)
5. [DRAFT MoU Distribution of Objectively Assessed Housing Need across the West Essex/East Hertfordshire Housing Market Area – Sept 2016](#)
6. [Practice Guide 52: Easements claimed by prescription Appropriation Guidance - S.19 of the Acquisition of Land Act 1981 - common land](#)
7. [EFDC ER's Vol 1-5 JCT DB11](#)
8. [EFDC Housing Allocations Scheme](#)
9. [EFDC Procurement Rules 2016](#)
10. [EFDC Street numbering and naming policy](#)
11. [EFDC Development Strategy Final 2013-19](#)
12. [EFDC Combined Policies Local Plan 1998 alterations 2006](#)
13. [KPIs COM002, COM003, COM004, COM005, COM006, COM007, COM 008 and COM009](#)
14. [EFDC Tenant Census 2014](#)
15. [Strategic approach to the prioritisation of potential developments – council housebuilding programme](#)
16. Census information 2011 for EFDC area
17. Epping Forest Draft Local Plan 2016.
18. EFDC Planning EFDC Statement of Community Involvement
19. EFDC ER's Vol 1-5 JCT DB11
20. [EFDC – HRA Business Plan 2016](#)
21. R&M Business Plan 2016-17
22. [EFDC Customer Impact Assessment – Repairs](#)
23. [Gracelands CMS Equality and Diversity Policy](#)
24. [Mears PLC Equality and Diversity Policy](#)
25. [East Thames Priority Needs Policy](#)
26. [Pellings Equality Diversity Policy](#)
27. [Secure by Design](#)
28. [Handyperson Scheme](#)
29. [Internal Decorating Service for the elderly](#)
30. ['Considerate constructors' reports & site scoring explained](#)
31. [JCT D&B contract](#) and JCT Measured Term Contract, 2011
32. [ECC Development Management Policies](#)
33. [The Urban Place Supplement](#)
34. [The Essex Design Guide](#)
35. [Parking Standards Design and Good Practice](#)
36. [ECC Development and Public Rights of Way](#)
37. [Updating Overall Housing Need 2014](#)