

## Appendix 1

### Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
  - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
  - advancing equality of opportunity between people who share a protected characteristic and those who do not,
  - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
  - age
  - disability
  - gender
  - gender reassignment
  - marriage/civil partnership
  - pregnancy/maternity
  - race
  - religion/belief
  - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. All **Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA**. An EqIA should also be completed/reviewed at key stages of projects.
8. 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

## Section 1: Identifying details

Your function, service area and team: Development Management

If you are submitting this EqlA on behalf of another function, service area or team, specify the originating function, service area or team: Development Management

Title of policy or decision:

Portfolio Holders Report - Waiving of Contract Standing Orders to enable use of Employment Agency staff to temporarily cover four Development Management establishment posts.

Officer completing the EqlA: Peter Millward Tel: 01992 564338 Email: pmillward@eppingforestdc.gov.uk

Date of completing the assessment: 11<sup>th</sup> September 2017

## Section 2: Policy to be analysed

2.1	<p><b>Is this a new policy (or decision) or a change to an existing policy, practice or project?</b> Waiving of Contract Standing Orders to enable use of Employment Agency staff to temporarily cover four Development Management establishment posts.</p>
2.2	<p><b>Describe the main aims, objectives and purpose of the policy (or decision):</b> Waiving of Contract Standing Orders to enable use of Employment Agency staff to temporarily cover four established planning officer posts in Development Management.</p> <p><b>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</b> Waiving of Contract Standing Orders</p>
2.3	<p><b>Does or will the policy or decision affect:</b></p> <ul style="list-style-type: none"><li>• <b>service users</b></li><li>• <b>employees</b></li><li>• <b>the wider community or groups of people, particularly where there are areas of known inequalities?</b></li></ul> <p>This will result in better service for all the above groups.</p> <p>Will the policy or decision influence how organisations operate? Yes</p>
2.4	<p><b>Will the policy or decision involve substantial changes in resources?</b></p> <p>No</p>
2.5	<p><b>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</b></p> <p>Will improve Service Delivery and assist in meeting statutory performance indicators.</p>

### Section 3: Evidence/data about the user population and consultation<sup>1</sup>

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	<p><b>What does the information tell you about those groups identified?</b>                  We know that the provision of planning services enables the provision of timely, accurate and relevant planning decisions. We also know that this helps many of the equality groups to be able to access planning information better and faster if we have the required amount of planning officer vacancies covered in the event of sickness absence and/or prior to recruitment.</p>
	<p><b>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</b>                  No</p>
3.3	<p><b>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</b>                  This waiver of standing orders will not have an adverse impact on affected groups as the proposed waiver of standing orders will assist in the processing of planning applications and in turn will lead to improvements in planning service delivery. We do consult with residents via the Local Plan and within a range of forums that represent affected groups. However in this case there is an expectation both from the wider parts of the district residents and representatives from affected groups that we take step to provide an uninterrupted planning service which at times may need to be with the minimum of delay.</p>

### Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Positive;	M
Disability	The proposed waiver of standing orders will assist Development Management to reduce potential delays in the processing of planning applications and will assist in the short term by ensuring improved responsiveness by Planning Officers.	
Gender		
Gender reassignment		
Marriage/civil partnership		
Pregnancy/maternity	This will also provide a better quality of service and links in with the Electronic Planning Information displayed on the EFDC website as Planning Officers play a key role in ensuring that the processing of planning applications is timely, accurate and is made available to all affected groups across the district via iPlan at the earliest available opportunity	
Race		
Religion/belief		
Sexual orientation		

<b>Section 5: Conclusion</b>		
		<b>Tick Yes/No as appropriate</b>
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No <input checked="" type="checkbox"/>
		Yes <input type="checkbox"/>
		If 'YES', use the action plan at <b>Section 6</b> to describe the adverse impacts and what mitigating actions you could put in place.

<b>Section 6: Action plan to address and monitor adverse impacts</b>		
<b>What are the potential adverse impacts?</b>	<b>What are the mitigating actions?</b>	<b>Date they will be achieved.</b>
There are no adverse impacts the proposed structural adjustments will improve service delivery	N/A	NA/

<b>Section 7: Sign off</b> I confirm that this initial analysis has been completed appropriately. (A typed signature is sufficient.)	
<u>Signature of Head of Service:</u> Nigel Richardson	Date: 11 <sup>th</sup> September 2017
<u>Signature of person completing the EqIA:</u> Peter Millward	Date: 11 <sup>th</sup> September 2017

**Advice**  
Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.