

## 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:
  - Age
  - 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: Democratic Services

If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team: N/A

Title of policy or decision:

Epping Forest Local Highway Panel - Administrative Support Arrangements

Officer completing the EqIA: S. Tautz Tel: 01992 564180 Email: stautz@eppingforestdc.gov.uk

Date of completing the assessment: 10 November 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></p> <p>Yes. Reinstatement of administrative support services to the Epping Forest Local Highway Panel, with effect from 16 January 2018.</p>
2.2	<p><b>Describe the main aims, objectives and purpose of the policy (or decision):</b></p> <p>Provision of administrative support services to the Epping Forest Local Highway Panel to support a partnership approach between the Council and Essex County Council.</p> <p><b>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</b></p> <p>Provision of administrative support services to the Epping Forest Local Highways Panel.</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 decision will have no direct effect on these groups. The decision will have limited influence on the operations of the Council and Essex County Council.</p>
2.4	<p><b>Will the policy or decision involve substantial changes in resources?</b></p> <p>No, the costs associated with the provision of support for the Local Highway Panel can be met from current Democratic Services budgets.</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>This decision supports partnership arrangements between the Council and Essex County Council.</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></p> <p>The provision of administrative support services to the Epping Forest Local Highway Panel by the Council will have no direct effect on any equality group. No communities will be affected by this decision.</p>
3.2	<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></p> <p>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></p> <p>The provision of administrative support services to the Epping Forest Local Highway Panel by the Council will have no direct effect on any equality group. No communities will be affected by this decision.</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	Neutral. The provision of administrative support services to the Epping Forest Local Highway Panel by the Council will have no direct effect on any equality group, as the operation of the roles and responsibilities of the Panel will continue in the manner prescribed by Essex County Council in accordance with the terms of reference for the Panel.	L
Disability		
Gender		
Gender reassignment		
Marriage/civil partnership		
Pregnancy/maternity		
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 ' <b>YES</b> ', 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. This decision supports partnership arrangements between the Council and Essex County Council.	N/A	NA/

<b>Section 7: Sign off</b>	
<b>I confirm that this initial analysis has been completed appropriately. (A typed signature is sufficient.)</b>	
Signature of Head of Service: S. Hill	Date: 10 November 2017
Signature of person completing the EqIA: S. Tautz	Date: 10 November 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.