

## Section 1: Identifying details

Your function, service area and team: Planning Service

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

Title of policy or decision: Approval of Draft Statement of Community Involvement to be published for consultation

Officer completing the EqlA: Alison Blom Cooper Tel: 01992 564066 Email: [ablomcooper@eppingforest.gov.uk](mailto:ablomcooper@eppingforest.gov.uk)

Date of completing the assessment: 9 May 2019

## Section 2: Policy to be analysed

|     |   |
|-----|---|
| 2.1 | Is this a new policy (or decision) or a change to an existing policy, practice or project? Change to an existing policy document  |
| 2.2 | <p>Describe the main aims, objectives and purpose of the policy (or decision):<br/>To explain to all stakeholders and communities the processes of engagement in the production of all forms of planning policy and the determination of planning proposals, including how they will be engaged, how their personal information will be used and what they should expect of the Council in this regard.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?<br/>Communities that are well informed regarding how to engage with the planning process and higher levels of engagement as a result.</p> |
| 2.3 | <p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"><li>• service users - Yes</li><li>• employees - Yes</li><li>• the wider community or groups of people, particularly where there are areas of known inequalities? - Yes</li></ul> <p>Will the policy or decision influence how organisations operate?<br/>In respect of their engagement with the Council yes.</p>  |
| 2.4 | <p>Will the policy or decision involve substantial changes in resources?<br/>No, on the whole the Draft Statement of Community Involvement reflects current practice, although there may be an increase in the number of people that engage as a result and therefore some increase in pressure on the service but this would be absorbed in normal budgets for the service.</p>  |

|     |  |
|-----|--|
| 2.5 | 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?<br>It is associated with corporate policies with respect to positively engaging and consulting the public and supports this outcome. |
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### **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 | What does the information tell you about those groups identified?<br>The Draft Statement of Community engagement applies to every community and individual in the District.   |
| 3.2 | 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?<br>Not yet.   |
| 3.3 | 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:<br>The purpose of consulting on the Draft Statement of Community Involvement is to gather feedback on the contents and check that the proposed approach is acceptable to communities, the consultation is expected to take place this summer. |

## 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<br>Positive, neutral, adverse<br>(explain why) | Extent of impact<br>Low, medium, high<br>(use L, M or H)   |
|----------------------------|---|--|
| Age                        | Positive as the SCI encourages the engagement of all            | M (this is dependent upon whether individuals engage which could be very positive for the group. |
| Disability                 | As above  | M  |
| Gender                     | As above  | M  |
| Gender reassignment        | As above  | M  |
| Marriage/civil partnership | As above  | M  |
| Pregnancy/maternity        | As above  | M  |
| Race                       | As above  | M  |
| Religion/belief            | As above  | M  |
| Sexual orientation         | As above  | M  |

## Section 5: Conclusion

|     |  | Tick<br>Yes/No as<br>appropriate       |  |
|-----|--|--|--|
| 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. |

## Section 6: Action plan to address and monitor adverse impacts

| What are the potential adverse impacts? | What are the mitigating actions? | Date they will be achieved. |
|---|----------------------------------|-----------------------------|
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## **Section 7: Sign off**

**I confirm that this initial analysis has been completed appropriately.  
(A typed signature is sufficient.)**

Signature of Head of Service: Nigel Richardson

Date: 10/5/19

Signature of person completing the EqIA: Alison Blom-Cooper

Date: 9/5/19

### **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.