

# Due Regard Record

Name of policy or activity:

**What this record is for:**

By law the Council must, in the course of its service delivery and decision making, think about and see if it can eliminate unlawful discrimination, advance equality of opportunity, and foster good relations. This active consideration is known as, 'paying due regard', and it must be recorded as evidence. We pay due regard by undertaking equality analysis and using what we learn through this analysis in our service delivery and decision making. The purpose of this form is as a log of evidence of due regard.

**When do I use this record?**

Every time you complete equality analysis on a policy or activity this record must be updated. Due regard must be paid, and therefore equality analysis undertaken, at 'formative stages' of policies and activities including proposed changes to or withdrawal of services. This record must be included as an appendix to any report to decision making bodies. Agenda Planning Groups will not accept any report which does not include evidence of due regard being paid via completion of an Equality Analysis Report.

**How do I use this record:**

When you next undertake equality analysis open a Due Regard Record. Use it to record a summary of your analysis, including the reason for the analysis, the evidence considered, what the evidence told you about the protected groups, and the key findings from the analysis. This will be key information from Steps 1-7 of the Equality Analysis process set out in the Toolkit, and your Equality Analysis Report. This Due Regard Record is Step 8 of that process.

<b>Date / Name</b>	<b>Summary of Equality Analysis</b>
1 November 2013	If there are significant equalities considerations in a particular case where planning enforcement is being considered, then these would usually be considered at the initial stages of the investigation, and by the time of the issue of the notice itself. Indeed if those changed and became more marked, so that a greater period for compliance with the notice was required then that case can be put to the Council. Direct action is usually only going to be taken where the arguments for and against action have already been made and considered, but where the requirement to comply with the notice is being ignored. Direct action will be about securing good relations in that planning control is being secured.