

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.

Date / Name	Summary of Equality Analysis
14 November 2013 I Willett	<p>The substantive review of the Council's premises licensing procedures is being undertaken by the Constitution and Members Services Scrutiny Panel and will report to a later Cabinet meeting in more detail.</p> <p>The Cabinet in considering this report is being asked to agree the continuation of posts that support a wider consultation agenda that seeks to ensure that the public are aware of premises licence applications that are made within their local area. The arrangements were designed to increase public awareness across a broader section of the community.</p> <p>The Review itself will also examine the impact and benefits of holding meetings relating to those premises in the evening and whether this has enabled an equality of access to these meetings.</p> <p>Issues that might be relevant are whether holding meetings at particular times may mean that some sections of the community are not able to attend.</p> <p>The report before the Cabinet therefore seeks only to secure sums to support this process in the draft budget subject to later report.</p>