

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
1 February 2014 Assistant Director – CSS (HR)	<p>The Council has closed the Civic Offices over the Christmas/New Year since 2002.</p> <p>Staff and members have been consulted at various times during since 2002, with both parties agreeing to continue the arrangements up to this point.</p> <p>During February 2013 staff were consulted on the arrangements via the Employee Survey. 58% of staff responded to the Survey.</p> <p>The following is a breakdown of Survey respondents who wished the arrangements to continue;</p> <ul style="list-style-type: none"> 91% of male respondents 96% of female respondents 94.5% of Christian respondents 100% of Hindu respondents 100% of Jewish respondents 80% of Muslim respondents 95% of atheists 100% of Sikh respondents <p>This shows that the benefit is uniformly supported by staff regardless of gender or</p>

	<p>race.</p> <p>Overall, 94% of respondents wished to see the arrangements to continue.</p> <p>Over the last 10 years, sickness absence in the UK is on average 27% higher during October to March than in April to September. (Office of National Statistics). At the Council over recent years there is only a 13% difference. It should be noted that there is approximately a 30% reduction of new sickness absence cases in Q4 compared to Q3. Many cases in Q4 are due to long term absence first recorded in Q3.</p> <p>The Council is not closed during this period and a number of services are providing a normal service in particular, the Careline service. Scheme Managers also make visits over this period. In addition, the Waste Management Officers provide a regular service on the non Bank Holidays.</p> <p>Calls to the main switchboard number will continue to be answered, in 2014 by Mears. The majority of calls are for housing repairs and arrangements are in place for call out for Council staff and contractors.</p>
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