

# Equality analysis report

Use this report template to record your equality analysis. This report is a written record that demonstrates that you have shown *due regard* to the need to **eliminate unlawful discrimination, advance equality of opportunity and foster good relations** with respect to the personal characteristics protected by equality law. Due regard must be paid at formative stages of policy or service development, changes, or withdrawal.

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:

- 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

If you require further help, please contact the Performance Improvement Unit.

## Step1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Introduction of 20% increase for planning fees to be applied to resource that service
Revised / new / withdrawal:	
Intended aims / outcomes/ changes:	To address the increased complexity and volume of work while speeding up the process of determining planning applications
Relationship with other policies / projects:	This is related to the introduction of the District wide Local plan which as it progresses will generate increased workloads in Development Management
Name of senior manager for the policy / project:	Nigel Richardson
Name of policy / project manager:	Nigel Richardson

## Step 2. Decide if the policy, service change or withdrawal is equality relevant

<p>Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.</p> <p>If no, state your reasons for this decision. Go to step 7.</p> <p><i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i></p>	<p>If yes, state which protected groups:</p> <p>Yes. It will impact employees and potential employees who will be recruited through equality compliant processes.</p> <p>If it succeeds in streamlining the planning application process it may impact on those seeking to build, provision of homes and employment for people.</p>
--	---

	If no, state reasons for your decision:
--	---

Considering the EFDC recruitment processes

The employment of planning officers and planning support staff will be open to all suitably qualified applicants. Recruitment will ensure that the opportunities are advertised appropriately and equivalent experience and qualifications are also acceptable.

Considering those on lower income

The price increase may impact more heavily on individuals or families with low income. However they are almost without exception home owners in order to be making the application and if granted there is likely to be an increase in the asset's value.

As a proportion of costs associated with gaining and implementing a planning permission the increase is not significant.

Considering the complexity of the Policy for those for whom English is not a first language.

This policy will not have a negative impact as it relates to a fee increase only.

**Promotion of equality**

To achieve this clear communication of the fee increase should it be agreed, will be undertaken prior to the July implementation date.

The website information will be updated so that those who prefer, through lack of mobility or otherwise, to access the application process electronically are fully informed.

**The duty to foster good relations**

The policy does not impact this aspect

**Step 7. Documentation and Authorisation**

Summary of actions to be taken as a result of this analysis (add additional rows as required):	Name and job title of responsible officer	How and when progress against this action will be reported
1. If increase agreed , publicise widely	Nigel Richardson	At monthly 1-1 with Director
2. Recruitment to new posts	Nigel Richardson	At monthly 1-1 with Director
3.		

Name and job title of officer completing this analysis:	Colleen O'Boyle
---	-----------------

Date of completion:	23/02/17
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Nigel Richardson AD ( Dev Management)
Date of authorisation:	23/02/17
Date signed copy and electronic copy forwarded to PIU <a href="mailto:equality@eppingforestdc.gov.uk">equality@eppingforestdc.gov.uk</a>	

### **Step 8. Report your equality analysis to decision makers:**

Your findings from this analysis (and any previous analysis) must be made available to a decision making body when it is considering the relevant service or policy.

Therefore you must:

- reflect the findings from this analysis in a 'Due Regard Record' (template available), and attach it as an appendix to your report. The Record can be updated as your policy or service changes develop, and it exists as a log of evidence of due regard;
- Include this equality information in your verbal report to agenda planning groups or directly to portfolio holders and other decision making groups.

### **Your summary of equality analysis must include the following information:**

- if this policy, service change or withdrawal is relevant to equality, and if not, why not;
- the evidence base (information / data / research / feedback / consultation) you used to help you understand the impact of what you are doing or are proposing to do on people with protected characteristics;
- what the evidence base (information / data / research / feedback / consultation) told you about people with protected characteristics;
- what you found when you used that evidence base to assess the impact on people with the protected characteristics;
- whether or not your policy or service changes could help to advance quality of opportunity for people with any of the protected characteristics;
- whether or not your policy or service changes could help to foster good relations between communities.