

Equality Impact Assessment

Section 1: Identifying details

Your function, service area and team: Interim Assistant Director, Planning Policy

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: **Epping Forest District Council response to Chigwell Neighbourhood Plan Regulation 16 publication and supporting documents**

Officer completing the EqlA: Tai Tsui Tel: 01992 564547
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Date of completing the assessment: 31 May 2018

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? Yes
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision): The Chigwell Neighbourhood Plan Submission Version (CNPSV) sets out planning policies which will influence future developments within the designated neighbourhood area of Chigwell. The Council's response to the CNPSV is part of the statutory process. The CNPSV, once 'made', will form part of the Council's Development Plan.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? An agreed Council response to the CNPSV Regulation 16 publication and supporting documents</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none">• service users• employees• the wider community or groups of people, particularly where there are areas of known inequalities? <p>It will affect the Chigwell community but in the event of a positive recommendation from an independent examiner (without or without proposed modifications) and a subsequent decision by the Council that the CNPSV meets the basic conditions, a referendum will be held at which a majority must approve the Plan before it can formally be made by the Council</p> <p>Will the policy or decision influence how organisations operate? Yes. Once 'made' the Council will need to apply policies in the CNP in determining relevant planning applications.</p>

2.4	Will the policy or decision involve substantial changes in resources? No
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? Once 'made'. The CNP will form part of the Council's Development Plan and has the same weight as the Local Plan.

Section 3: Evidence/data about the user population and consultation¹

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?
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?
3.3	<p>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:</p> <p>As part of their submission documents Chigwell Parish Council has published a 'Consultation Statement' detailing what steps have been taken to engage with local communities and other organisations.</p> <p>The Council has engaged constructively with Chigwell Parish Council and provided the Parish Council with advice and assistance in the preparation of its neighbourhood plan in accordance with its statutory duties throughout the process to date and will continue to provide such advice and assistance.</p>

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 Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Neutral – no impact	
Disability	Neutral – no impact	
Gender	Neutral – no impact	
Gender reassignment	Neutral – no impact	
Marriage/civil partnership	Neutral – no impact	
Pregnancy/maternity	Neutral – no impact	
Race	Neutral – no impact	
Religion/belief	Neutral – no impact	
Sexual orientation	Neutral – no impact	

Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqlA 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 'YES', use the action plan at Section 6 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.
n/a	n/a	n/a

Section 7: Sign off

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

Signature of Head of Service:	Date:
Signature of person completing the EqIA: Alison Blom-Cooper	Date: 1 June 2018

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.