

Section 1: Identifying details

Your function, service area and team: **Planning Directorate**

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:
(1) HGGT Sustainability Guidance and Checklist and EFDC Sustainability Guidance

Officer completing the EqlA: **Merve Anil** Email: **manil@eppingforestdc.gov.uk**

Date of completing the assessment: **03 February 2021**

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? No
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>The HGGT Sustainability Guidance and Checklist and EFDC Sustainability Guidance and Checklist documents (Volume 1: Major Developments and Volume 2: Minor Developments) will provide practical and technical guidance in relation to sustainability indicators and policies (environmental, social, and economic) to be applied to new strategic developments across the District and the Garden Town.</p> <p>The Guidance documents described above focus on new build developments. A further EFDC Sustainability Guidance has been added to this suite of documents: the Draft EFDC Sustainability Guidance Volume 3 (Extensions and Refurbishments), relating to the extension and refurbishment of existing buildings.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>The adoption of sustainability guidance as a material planning consideration in the determination of planning proposals</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>The report is to provide an overview of the HGGT Sustainability Guidance and EFDC Sustainability Guidance documents (Volume 1: Major Developments and Volume 2: Minor Developments) to be approved as material planning considerations – they are guidance documents to support policies in the emerging Local Plan and the principles and indicators in the Harlow and Gilston Garden Vision, in relation to sustainability and high-quality design.</p> <p>The report is also to provide an overview of the draft EFDC Sustainability Guidance Volume 3: Extensions and Refurbishments, which is to be approved for public consultation. The decision regarding the EFDC Guidance Volume 3 will not affect any group at this stage as it is being recommended that the draft guidance should be subject to consultation</p> <p>Will the policy or decision influence how organisations operate?</p> <p>Following consultation if the guidance documents are agreed then the guidance and checklists will be used to inform the consideration of planning proposals within the District and within the Harlow and Gilston Garden Town.</p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p>No</p>
2.5	<p>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?</p> <p>The work being undertaken is required to support policies in the emerging Local Plan in relation to sustainability, high quality design and social equity. If endorsed to be a material planning consideration, the guidance documents will inform development management and implementation processes to ensure delivery of high-quality and sustainable growth in the District and within the Harlow and Gilston Garden Town.</p>

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	<p>What does the information tell you about those groups identified?</p> <p>The current position affects the District as a whole.</p>
3.2	<p>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?</p> <p>The Council undertook informal engagement prior to the development of the HGGT Guidance and Checklist, and the EFDC Sustainability Guidance and Checklist documents (Volumes 1 +2). Following approval at Cabinet on 19 October 2020, the guidance documents were published for formal consultation for a six-week period from 2 November 2020 to 14 December 2020.</p> <p>This early engagement included whole-document reviews as well as specific topic-focused workshops with relevant officers across the Council as well as HGGT Partner Authorities. External sustainability expertise has also been sought via the Quality Review Panel and UK Green Building Council. An EFDC Member workshop was held on 21 September 2020, and two All-Member HGGT briefing and workshop sessions were held on 27 July 2020 and 26 August 2020.</p> <p>The formal consultation was undertaken in accordance with the Council's adopted Statement of Community Involvement. It took place during the COVID-19 pandemic, consequently involved both digital and non-digital means. The public was consulted simultaneously on the EFDC Sustainability Guidance and Checklist documents (Volume 1: Major Developments and Volume 2: Minor Developments) and the HGGT Sustainability Guidance and Checklist.</p> <p>The Council also has and will continue to conduct workshops with EFDC officers in the preparation of the draft EFDC Sustainability Guidance and Checklist Volume 3: Extensions and Refurbishments. Informal engagement has been undertaken with the Local Plan Implementation Forum and officers across different service departments including Planning and Housing.</p>
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>Consultation already undertaken with regards to the HGGT Guidance and EFDC Guidance (Volumes 1+2) have been outlined above. With regards to the EFDC Sustainability Guidance and Checklist Volume 3:</p>

	<p>In accordance with the Council's Statement of Community Involvement (SCI), the Council will consult stakeholders and the general public on the draft EFDC Sustainability Guidance and Checklist Volume 3: Extensions and Refurbishments. It is proposed to do this when the LETI guidance has been published. The proposed period of consultation in line with the SCI is six weeks. All those on the Council's planning policy database will be notified, information including the document and an online survey/ questionnaire will be made available on the Council's website and by notification to statutory consultees.</p>
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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	Adverse – potential for restrictions due to COVID-19 to make non-digital engagement more difficult, with potential for this to affect consultation with age groups (possibly children and the elderly) who are less digitally enabled.	M
Disability	Adverse – potential for restrictions due to COVID-19 to make non-digital engagement more difficult, with potential for this to affect consultation with those with disabilities that affect their ability to engage digitally enabled.	M
Gender	Neutral – no impact	L
Gender reassignment	Neutral – no impact	L
Marriage/civil partnership	Neutral – no impact	L
Pregnancy/maternity	Neutral – no impact	L
Race	Neutral – no impact	L
Religion/belief	Neutral – no impact	L
Sexual orientation	Neutral – no impact	L

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 type="checkbox"/>	
		Yes <input checked="" 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.
Adverse – potential for restrictions due to COVID-19 to make non-digital engagement more difficult, with potential for this to affect consultation with age groups (possibly children and the elderly) who are less digitally enabled.	Utilise forums such as the authority’s Youth Council(s) to engage younger audience. Advertise consultation in non-digital manner (through Town and Parish Council magazine, posters/ leaflets). Ensure that online material is accessible for all and easy to read and feedback and questionnaires are simple to understand and complete.	Summer 2021
Adverse – potential for restrictions due to COVID-19 to make non-digital engagement more difficult, with potential for this to affect consultation with those with disabilities that affect their ability to engage digitally enabled.	Advertise consultation in non-digital manner (through Town and Parish Council magazine, posters/ leaflets). Ensure that online material is accessible for all and easy to read and feedback and questionnaires are simple to understand and complete. This will include captioning any video material.	Summer 2021

Section 7: Sign off

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

Signature of Head of Service: Alison Blom-Cooper

Date: 04 February 2021

Signature of person completing the EqIA: Merve Anil

Date: 03 February 2021

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.