

Section 1: Identifying details
Your function, service area and team: Planning Directorate
If you are submitting this EqIA 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) EFDC Sustainability Guidance and Checklist Volume 3
Officer completing the EqIA: Merve Anil Email: manil@eppingforestdc.gov.uk
Date of completing the assessment: 26 January 2022

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 EFDC Sustainability Guidance and Checklist Volume 3: Refurbishment and Extensions is to act as a practical and technical guide on sustainability principles as they apply to householder applications to ensure development of existing homes within the District meets sustainability targets. It sets out the EFDC policy context as it relates to sustainable development, provides best practice sustainable design principles that can be implemented by homeowners and signposts to other relevant guidance documents. The document also refers to the London Energy Transformation Initiative (LETI) Retrofit Guide (providing best-practice advice from industry experts, published in October 2021) which is included as an Appendix.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>The adoption of the Sustainability Guidance Volume 3 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 EFDC Sustainability Guidance Volume 3 to be approved as a material planning consideration – it is a guidance document to support policies in the emerging Local Plan in relation to sustainability and high-quality design.</p>

	<p>Will the policy or decision influence how organisations operate?</p> <p>Following consultation, if the guidance document is agreed, then it will be used to inform the consideration of planning proposals within the District.</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 and high quality design. If endorsed to be a material planning consideration, the guidance document will inform development management processes to ensure delivery of high-quality and sustainable growth in the District.</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 EFDC Sustainability Guidance and Checklist Volume 3. This early engagement included whole-document reviews with the Local Plan Implementation Forum as well as specific topic-focused workshops with relevant officers across the Council, including Planning, Housing and Development Management. Following approval at Cabinet on 11 March 2021 and the publication of the LETI guidance in October 2021, the EFDC guidance document was published for formal consultation for a six-week period from 10 January 2022 to 21 February 2022.</p> <p>The formal consultation was undertaken in accordance with the Council's adopted Statement of Community Involvement (SCI). It involved both digital and non-digital means. All those on the Council's planning policy database as well as the general public were notified. Information including the document and an online survey/questionnaire has been made available on the Council's website and by notification to statutory consultees.</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 that has already been undertaken with regards to the EFDC Sustainability Guidance and Checklist Volume 3 has been outlined above.</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	L
Disability	Neutral – no impact	L
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 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.

Section 7: Sign off

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

Signature of Head of Service: Nigel Richardson

Date: 26 January 2021

Signature of person completing the EqIA: Merve Anil

Date: 26 January 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.