

Due Regard Record

Name of policy or activity: Cabinet Report on Variation of Contracts – Grove Court Hall, Waltham Abbey

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
Housing Portfolio Decision to award contract - May 2012	<p>In May 2012, the Housing Portfolio Holder approved tenders for Refurbishment, alterations and disabled adaptations at Grove Court Hall, Waltham Abbey.</p> <p>The Residents’ Hall at Grove Court provides the older residents in the Grouped Scheme with a communal lounge similar to that provided at other Sheltered Housing Accommodation throughout the District. However, a number of residents at Grove Court made the Council aware that they were unable to make full use of the hall due to a lack of disabled facilities, including a ramped level access to the front entrance door, insufficient turning circle to navigate the entrance lobby, no disabled sanitary facilities or kitchen. Therefore, plans were prepared to adapt the hall to provide full access for those residents and visitors that rely on a wheelchair for mobility.</p>
Cabinet report on overspend – October 2013	<p>Works to refurbish, alter and adapt the building were complete in May 2013, but the cost exceeded the tendered sum. This report is to bring to the Cabinet’s attention the overspend, which is a requirement of the Council’s Financial Regulations. The report is for noting only as the works are complete. There are no other equality issues applicable for this report.</p>