

# Due Regard Record

Name of policy or activity:

**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.

<b>Date / Name</b>	<b>Summary of equality analysis</b>
27/11/2013 Glen Chipp	<p>1. Directorate Restructure for senior management at EFDC. The Head of paid Service (Chief Executive) is responsible. The purpose of the restructure is to</p> <ul style="list-style-type: none"> <li>i) make efficiency savings while protecting services</li> <li>ii) encourage cooperative working within and beyond the Council</li> <li>iii) embed the agreed set of values and behaviours in our working practices</li> </ul> <p>2. The new structure impacts on all staff to varying degrees.</p> <p>3. Steps taken to test whether the proposed changes impacted any group/ person with a protected characteristic – included specialist legal advice and wide ranging consultation with staff/Trade Unions and Members.</p> <p>4. By offering and considering early retirement /voluntary redundancy applications –</p>

eliminated the need to make compulsory redundancies or consider selection criteria.

5. By consulting early and in depth this allowed concerns to be raised and dealt with.

6. An Assistant Director has been consulted whilst on maternity leave. The new post to which the AD assimilates will be covered in the interim by temporary agency and internal appointments- ensuring the AD's employment rights are protected in accordance with the law.

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