

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.

Date / Name	Summary of Equality Analysis
3 February 2014 – Review of the Standard Tenancy Agreement	<ol style="list-style-type: none"> 1. The report concerns the review of the Council's Standard Tenancy Agreement for all existing and new Secure Tenants. As the proposed review will result in major changes to all tenants Conditions of Tenancy it is considered to be a major change in policy. Therefore, a Customer (Equality) Impact Assessment has been undertaken. 2. The Council monitors the Protected Characteristics of all its tenants and homeseekers. Each year the Housing Scrutiny Panel monitors the ethnicity of all homeseekers on the Housing Register and compares this information to the ethnicity of those allocated accommodation. The reason for this analysis is to identify concerns (none have been raised to date) and then give consideration to making changes to the Housing Allocations Scheme. From 2014/2015, in addition to ethnicity, the Panel will continue to give active consideration by extending its monitoring processes to include all Protected Characteristics of the Council's Secure Tenants, Flexible (fixed-term) Tenants and homeseekers to ensure there is no unlawful discrimination. 3. The Council sought advice from an external legal advisor on the new Tenancy Agreement.

	<p>4. All existing Secure Tenants have been consulted with their views being reported to the Tenants and Leaseholders Federation and the Cabinet.</p>
--	---

	<p>5. It is considered all efforts have been made to eliminate any potential for unlawful discrimination and that monitoring processes are in place in the future to ensure that any risks of unlawful discrimination are eliminated.</p>
--	---