

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
21/11/2013 Peter Millward	<p>This is part of Planning and Economic Development plans to progressively reduce its dependency on manual microfiche records for 71 000 microfiche jackets containing important historical planning information. These microfiche records are over thirty years old and have been frequently exposed to light which in turn reduces their shelf life. In addition access is a cumbersome and slow process. Conversion of these records will enable multiple access by officers across all areas of the council via their office PC.</p> <p>The main benefit of this project is that the information can be accessed more locally via a Parish Council Office, local library, or from a home PC. Any person who finds travelling difficult or inconvenient for any reason will no longer have to make the journey to the Civic Offices and rely on staff being available there to help them. This increased accessibility will benefit all people of all characteristics, but particularly people with disabilities or the elderly, by providing greater choice and flexibility.</p> <p>These improvements will allow for more information to be accessed more easily. Any person preferring to access the information locally or from their own PC will be able to do so. Greater transparency and a common approach to accessing the information helps to prevent perception by any group that they are being treated in anyway less well than another. This improvement to the service will help to tackle prejudice and promote understanding between different communities.</p>