

# 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>   |
|--------------------|---|
| 11 June 2014       | <p>It is determined at step 2 of the Equality Analysis that the proposed policy to introduce a charge of £130 on site owners for depositing site rules with the Council is not equality relevant.</p> <p>The policy is directed at site owners who are not a protected group. They will be asked to pay a one off fee of £130 as part of their business function, an amount that is not considered prohibitive and will not detrimentally affect the sustainability of their business (which might otherwise indirectly affect a sector of the community that may have protected characteristics).</p> <p>The legislation prohibits the site owner from passing on any charge imposed by the Council for depositing site rules, to be passed on to park home residents. As such the proposed policy has no potential for disadvantaging residents, some of whom may have protected characteristics.</p> |