

Equality analysis report

Use this report template to record your equality analysis. This report is a written record that demonstrates that you have shown *due regard* to the need to **eliminate unlawful discrimination**, **advance equality of opportunity** and **foster good relations** with respect to the personal characteristics protected by equality law. Due regard must be paid at formative stages of policy or service development, changes, or withdrawal.

To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:

- Factsheet 1: Equality Profile of the Epping Forest District
- Factsheet 2: Sources of information about equality protected characteristics
- Factsheet 3: Glossary of equality related terms
- Factsheet 4: Common misunderstandings about the Equality Duty
- Factsheet 5: Frequently asked questions
- Factsheet 6: Reporting equality analysis to a committee or other decision making body

If you require further help, please contact the Performance Improvement Unit.

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: be specific	Business process improvement in Development Management
Revised / new / withdrawal:	Revised
Intended aims / outcomes/ changes:	Development Management is working towards reducing the time taken to process planning applications to meet statutory deadlines. At the same time there is a need to provide a high quality cost effective service that will be responsive to the needs of the district and be able to compete against long term competition from the private sector. This report proposes the creation and funding of Technical Validation Officer to support this and also seeks to extend the scanning of Building Control files and other measures to move away from manual paper records and lay the foundation for 'paperless' working within Development Management.
Relationship with other policies / projects:	P019 File Scanning Building Control Project Succession Planning Workforce Development Plan Section 4 (h) and Appendices Four and Five Business Plan 2016/17 Governance Directorate.
Name of senior manager for the policy / project:	Colleen O'Boyle
Name of policy / project manager:	Nigel Richardson

Step 2. Decide if the policy, service change or withdrawal is equality relevant

<p>Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.</p> <p>If no, state your reasons for this decision. Go to step 7.</p> <p><i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i></p>	<p>If yes, state which protected groups:</p> <ul style="list-style-type: none"> • This will indirectly support all vulnerable groups within the community who may be reliant on the provision of efficient planning information via iPlan, which may be compromised due to a combination of the current increase in planning applications and resultant shortage of specialists support from both planning and contaminated land sections. • In addition these appointments will also support the provision of timely advice particularly in supporting community aspirations for greenbelt protection and regulated brownfields development which in turn will result in better service delivery for all protected groups within the community and add value to the EFDC Local Plan.
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Step 3. Gather evidence to inform the equality analysis

What evidence have you gathered to help you understand the impact of your policy or service change or withdrawal on people? What does your evidence say about the people with the protected characteristics? If there is no evidence available for any of the characteristics, please explain why this is the case, and your plans to obtain relevant evidence. Please refer to Factsheet 2 'Sources of evidence for the protected characteristics'

Characteristic	Evidence (name of research, report, guidance, data source etc)	What does this evidence tell you about people with the protected characteristics?
Age	Draft EFDC Equality Scheme 2012 – 16 Corporate Plan 2011 – 15 Theme 2 - Sustainable. Theme 4 - Aspiring. Our Commitment To Equality page 14 Overarching Theme - Making our district a great place to live, work, study and do business	The elderly and the very young would normally experience difficulties in travelling to Epping to access planning information. Currently most planning information is electronically available via iPlan and a key aspect of this is to ensure that information provided is accurate, timely and transparent.
Dependents / caring responsibilities	Draft EFDC Equality Scheme 2012 – 16 Corporate Plan 2011 – 15 Overarching Theme - Making our district a great place to live, work, study and do business	Those who due to caring responsibilities may experience difficulties in visiting planning offices to access planning information. Currently this information is available locally in Parish Council offices or able to be viewed via iPlan electronically either from a home PC or at the local library.
Disability	Draft EFDC Equality Scheme 2012 – 16 Corporate Plan 2011 – 15 Theme 1 - Safe Theme 2 - Sustainable Theme 3 – Health Our Commitment To Equality page 14 Overarching Theme - Making our district a great place to live, work, study and do business	Persons with disabilities may have difficulties in travelling to Epping to accessing planning information. As a result they are able to access planning and contaminated land information either via their local Parish Council offices or view them electronically either from a home PC or at their Local library.
Gender reassignment	Draft EFDC Equality Scheme 2012 – 16 Corporate Plan 2011-15 Our Commitment To Equality page 14	In the case of Gender reassignment they may feel uncomfortable in travelling to Epping to access planning information where specialist data may be more easily available either via iPlan or by e-mail on request..
Marriage and civil partnership	Draft EFDC Equality Scheme 2012 – 16 Corporate Plan 2011-15 Overarching Theme - Making our district a great place to live, work, study and do business	While there is limited data available for this the overarching theme of the EFDC Corporate Plan indicates that persons who are married or in a civil partnership may experience difficulties in finding the time to travel to Epping to access this information.
Pregnancy and maternity	Draft EFDC Equality Scheme 2012 – 16 Corporate Plan 2011-15 Our Commitment To Equality page 14 Overarching Theme - Making our district a great place to live, work, study and do business	While there is limited data available for this the overarching theme of the EFDC Corporate Plan indicates that persons within this sector may experience difficulties in finding the time to travel to Epping to access this information.
Race / ethnicity	Draft EFDC Equality Scheme 2012 – 16 Corporate Plan 2011-15 Our Commitment To Equality page 14 Our Commitment To Equality page 14 Overarching Theme - Making our district a great place to live, work, study and do business	In the case of Race/Ethnicity some groups may be reluctant or feel uncomfortable in travelling to Epping to access specialist planning and contaminated land information.
Religion or belief	Draft EFDC Equality Scheme 2012 – 16	In the case of Religion/Belief some groups may feel uncomfortable in travelling to

Characteristic	Evidence (name of research, report, guidance, data source etc)	What does this evidence tell you about people with the protected characteristics?
	Corporate Plan 2011-15 Our Commitment To Equality page 14 Overarching Theme - Making our district a great place to live, work, study and do business	Epping to access specialist planning and contaminated land information.
Sex	Draft EFDC Equality Scheme 2012 – 16 Our Commitment To Equality page 14 Overarching Theme - Making our district a great place to live, work, study and do business	While there is limited information available there is some evidence that suggests that specialist planning and contaminated land information is accessed predominantly by males. Making accurate and timely specialist data available via plan or e-mail will assist those who may be disadvantaged to access this information.
Sexual orientation	Draft EFDC Equality Scheme 2012 – 16 Corporate Plan 2011-15 Our Commitment To Equality page 14 Our Commitment To Equality page 14 Overarching Theme - Making our district a great place to live, work, study and do business	While there is no evidence to suggest that In the case of Sexual Orientation, that persons of different sexual orientation experience difficulties accessing specialist planning and contaminated land information. However the provision of accurate and timely information via iPlan or by e-mails may be helpful to disadvantaged groups.

Steps 4 & 5 Analyse the activity, policy or change (*The duty to eliminate unlawful discrimination*)

Based on the evidence you have analysed, describe any actual or likely adverse impacts that may arise as a result of the policy decision. Where actual or likely adverse impacts have been identified, you should also state what actions will be taken to mitigate that negative impact, ie what can the Council do to minimise the negative consequences of its decision or action.

Characteristic	Actual or likely adverse impacts identified	Actions that are already or will be taken to reduce the negative effects identified
Age	The elderly would normally experience difficulties in accessing specialist planning and contaminated land support. information. Also if this information is not available locally in Parish Council offices it may be easier to arrange electronic access via iPlan either from a home PC or at the local library.	The elderly normally experience difficulties in being able to make planning applications and obtaining relevant timely planning information. The creation of a trainee planner and trainee Contaminated Land Officer will assist both in the short term as part of their exposure to supporting Development Management and in the long term by helping to reduce gaps in service provision.
Dependents / caring responsibilities	Those who due to caring responsibilities may experience difficulties in accessing planning information. Also if this information is not available locally in Parish Council offices it may be easier to arrange electronic access via iPlan either from a home PC or at the local library.	The provision of additional specialist support will make it easier to access planning and contaminated land information either by iPlan, e-mail or via Parish Council offices and/or the Local library
Disability	Those persons with disabilities may have difficulties in travelling to Epping to access planning information. Also if this information is not available locally in Parish Council offices it may be easier to arrange electronic access via iPlan either from a home PC or at the	The creation of the two posts will help both in the short terms by supporting Development Management and in the long term by reducing gaps in service provision. The short term support will assist in the provision of information

Characteristic	Actual or likely adverse impacts identified	Actions that are already or will be taken to reduce the negative effects identified
	local library. Currently this information is not available locally in Parish Council offices or able to be viewed electronically either from a home PC or at the local library.	either by e-mail, placement on the website or via Parish Council offices and/or the Local library with emphasis being placed on supporting user with disabilities such as those who are visually impaired be able to access accurate and timely information via electronic means.
Gender reassignment	In the case of Gender reassignment they may feel uncomfortable in travelling to Epping to access I planning records and/or obtain planning information and may find accessing electronic information easier to obtain.	These two posts will help to support and re-inforce the use of electronic planning information.
Marriage and civil partnership	While there is limited data available for this, the EFDC Corporate Plan supports the Overarching Theme - Making our district a great place to live, work, study and do business. As a result this appears to indicate there is a need to improve the access format for planning records/information and assist those who are married or in a civil partnership to access this information.	These two posts will help to support and re-inforce the use of electronic planning information.
Pregnancy and maternity	While there is limited data available for this the overarching theme of the EFDC Corporate Plan indicates that persons within this sector may experience difficulties in finding the time to travel to Epping to access this information.	This information converted to electronic format will make it easier to access this information either by e-mail or placement on the website.
Race / ethnicity	In the case of Race/Ethnicity some groups may feel uncomfortable in travelling to Epping to access historical planning records available on microfiche.	This information converted to electronic format will make it easier to access this information either by e-mail or placement on the website.
Religion or belief	In the case of Religion/Belief some groups may feel uncomfortable in travelling to Epping to access historical planning records available on microfiche.	This information converted to electronic format will make it easier to access this information either by e-mail or placement on the website.
Sex	While there is limited information available there is some evidence that suggests that planning information is accessed predominantly by males.	This information converted to electronic format will make it universally accessible regardless of sex as well as easier to access this information either by e-mail or placement on the website.
Sexual orientation	In the case of Sexual Orientation, there is no evidence to suggest that persons of different sexual orientation would experience difficulties in travelling to Epping to access Microfiche records.	This information converted to electronic format will make it easier to access this information either by e-mail or placement on the website.

Step 6. - The duty to advance equality of opportunity

Can the policy, service or project help to advance equality of opportunity in any way? If yes, provide details. If no, provide reasons. (Note: not relevant to marriage and civil partnership)

Characteristic	Ways that this policy, service or project can advance equality of opportunity	Why this policy, service or project cannot help to advance equality of opportunity:
Age	The creation of these two posts will help service user provision and enable equitable access to planning information and applications. The creation of the two posts will help both in the short terms by supporting Development Management and in the long term by reducing gaps in service provision.	
Dependents / caring responsibilities	The creation of these two posts may assist in longer term to support and make it easier to access planning information either by e-mail or placement on the website.	
Disability	The creation of the two posts will support and assist those with disabilities particularly as their immediate role will be in supporting planning and the provision of electronic information. As a result persons with disabilities may be better able to access timely, relevant and up to date planning information from their home or the local library.	
Gender reassignment	The creation of the two posts will support the provision of timely, accurate and relevant planning information. In the case of Gender reassignment they may feel uncomfortable in travelling to Epping to access planning information and may wish to be able to access the here specialist data may be more easily available electronically either via iPlan or by e-mail on request.	
Pregnancy and maternity	The creation of these two posts will help to support the provision of electronic information and provide easier access to relevant, timely and accurate electronic information.	
Race / ethnicity	The provision of relevant, timely and accurate electronic information may make it easier to access either by e-mail or placement on the website particularly diverse members of the community who may find it easier to obtain translation services locally.	
Religion or belief	Planning information converted to electronic format may make it easier to access this information either by e-mail or placement on the website.	
Sex	This information converted to electronic format may make it easier to access this information either by e-mail or placement on the website.	
Sexual orientation	This information converted to electronic format may make it easier to access this information either by e-mail or placement on the website.	

The duty to foster good relations

Can the policy, service or project help to foster good relations in any way? If yes, provide details. If no, provide reasons. (Note: not relevant to marriage and civil partnership)

Characteristic	How this policy, service or project can foster good relations:	Why this policy, service or project cannot help to foster good relations:
Age	Greater and easier access to Planning Information. Unified community approach to the transparency of planning information	
Dependents / caring responsibilities	Greater and easier access to Planning Information. Unified community approach to the transparency of planning information	
Disability	Greater and easier access to Planning Information. This may assist persons with mobility issues and those who are visually impaired.	
Gender reassignment	Easier access to Planning Information. Electronic information makes availability more transparent and may make access more convenient.	
Pregnancy and maternity	Greater and easier access to Planning Information. Unified community approach to the transparency of planning information	
Race / ethnicity	Greater and easier access to Planning Information may create transparent access to those members who may not want to travel to EFDC to access important historical planning information.	
Religion or belief	Greater and easier access to Planning Information. Unified community approach to the transparency of planning information	
Sex	Greater and easier access to Planning Information may improve equality of access to such information.	
Sexual orientation	Greater and easier access to Planning Information. Unified community approach to the transparency of planning information	

Step 7. Documentation and Authorisation

Summary of actions to be taken as a result of this analysis (add additional rows as required):	Name and job title of responsible officer	How and when progress against this action will be reported
1. <i>None, as the analysis above has determined that no actual or likely adverse impacts would arise as a result of this project.</i>	Peter Millward	N/A
1.		

Name and job title of officer completing this analysis:	Peter Millward Business Manager
Date of completion:	16 th November 2016
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Nigel Richardson
Date of authorisation:	16 th November 2016
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	

Step 8. Report your equality analysis to decision makers:

Your findings from this analysis (and any previous analysis) must be made available to a decision making body when it is considering the relevant service or policy. Therefore you must:

- Reflect the findings from this analysis in a 'Due Regard Record' (template available), and attach it as an appendix to your report. The Record can be updated as your policy or service changes develop, and it exists as a log of evidence of due regard;
- Include this equality information in your verbal report to agenda planning groups or directly to portfolio holders and other decision making groups.

Your summary of equality analysis must include the following information:

- If this policy, service change or withdrawal is relevant to equality, and if not, why not;
- The evidence base (information / data / research / feedback / consultation) you used to help you understand the impact of what you are doing or are proposing to do on people with protected characteristics;
- What the evidence base (information / data / research / feedback / consultation) told you about people with protected characteristics;
- What you found when you used that evidence base to assess the impact on people with the protected characteristics;
- Whether or not your policy or service changes could help to advance quality of opportunity for people with any of the protected characteristics;
- Whether or not your policy or service changes could help to foster good relations between communities.