

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: <i>be specific</i>	Major Tree Works Contract - To agree award criteria and term of the next contract for the provision of planned and emergency maintenance on trees managed by the Authority
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	Successful retendering for the arboricultural service contract
Relationship with other policies / projects:	EFDC Procurement Policy Arb Association Best practice
Name of senior manager for the policy / project:	Q Durrani
Name of policy / project manager:	P Hawkins

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

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.	If yes, state which protected groups: Council Officers, residents and members of public
If no, state your reasons for this decision. Go to step 7. <i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i>	If no, state reasons for your decision:

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'

<i>Characteristic</i>	<i>Evidence (name of research, report, guidance, data source etc)</i>	<i>What does this evidence tell you about people with the protected characteristics?</i>
Age	EFDC Equality Scheme 2012-16 Corporate Plan 2011 -15. Themes: Sustainable, Aspiring The Council's commitment to Equality and aspiration to make the District a great place to live, work, study and do business in	Elderly patrons may feel vulnerable and therefore uncomfortable, dealing directly with tree contractors working on or close to their property
Dependents / caring responsibilities	EFDC Equality Scheme 2012-16 Corporate Plan 2011 -15. The overarching theme to make the District a great place to live, work, study and do business in	Dependents or those with caring responsibilities may find difficulty accessing Service when works required are located in private gardens
Disability	EFDC Equality Scheme 2012-16 Corporate Plan 2011 -15. Themes: Safe, Sustainable, Health The overarching theme to make the District a great place to live, work, study and do business in	Patrons with disabilities may have difficulty liaising/dealing with contractor or client officer during tree inspections or operational works
Gender reassignment	EFDC Equality Scheme 2012-16 Corporate Plan 2011 -15. Corporate commitment to Equality	There is limited information available to enable an assessment of the impact on this Characteristic. However, it is recognised that the Council's tree service must be fully accessible to all equality groups
Marriage and civil partnership	EFDC Equality Scheme 2012-16 Corporate Plan 2011 -15. The overarching theme to make the District a great place to live, work, study and do business in	There is limited information available to enable an assessment of the impact on this Characteristic. However, it is recognised that the Council's tree service must be fully accessible to all equality groups
Pregnancy and maternity	EFDC Equality Scheme 2012-16 Corporate Plan 2011 -15. The overarching theme to make the District a great place to live, work, study and do business in	There is limited information available to enable an assessment of the impact on this Characteristic. However, it is recognised that the Council's tree service must be fully accessible to all equality groups

Race / ethnicity	EFDC Equality Scheme 2012-16 Corporate Plan 2011 -15. Corporate commitment to Equality The overarching theme to make the District a great place to live, work, study and do business in	There is limited information available to enable an assessment of the impact on this Characteristic. However, it is recognised that the Council's tree service must be fully accessible to all equality groups.
Religion or belief	EFDC Equality Scheme 2012-16 Corporate Plan 2011 -15. Corporate commitment to Equality The overarching theme to make the District a great place to live, work, study and do business in	The pruning or removal of a living tree may not be in agreement with some groups or beliefs
Sex	EFDC Equality Scheme 2012-16 Corporate Plan 2011 -15. Corporate commitment to Equality The overarching theme to make the District a great place to live, work, study and do business in	There is limited information available to enable an assessment of the impact on this Characteristic. However, it is recognised that the Council's tree service must be fully accessible to all equality groups
Sexual orientation	EFDC Equality Scheme 2012-16 Corporate Plan 2011 -15. Corporate commitment to Equality The overarching theme to make the District a great place to live, work, study and do business in	There is limited information available to enable an assessment of the impact on this Characteristic. However, it is recognised that the Council's tree service must be fully accessible to all equality 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.

<i>Characteristic</i>	<i>Actual or likely adverse impacts identified</i>	<i>Actions that are already or will be taken to reduce the negative effects identified</i>
Age	Elderly patrons may feel vulnerable and therefore uncomfortable, dealing directly with tree contractors working on their property	Clear communication must be relayed to all parties concerning visit/works. Council representative to be in attendance with contractor if necessary
Dependents / caring	Dependents or those with caring	Council officer and tree

responsibilities	responsibilities may find difficulty accessing Service when works required are located in gardens	contractor must afford flexibility and understanding to enable provision of service required
Disability	Patrons with disabilities may have difficulty liaising/dealing with contractor or client officer during tree inspections or operational works	Council officers to carefully liaise/plan/programme site visits and works in accordance with the needs of the customer
Gender reassignment	There is limited information available to enable an assessment of the impact on this Characteristic. However, it is recognised that the Council's tree service must be fully accessible to all equality groups	It is an essential requirement that the appointed tree contractor will be fully aware of the equalities Act 2010 and to ensure these are delivered through the contract
Marriage and civil partnership	There is limited information available to enable an assessment of the impact on this Characteristic. However, it is recognised that the Council's tree service must be fully accessible to all equality groups	It is an essential requirement that the appointed tree contractor will be fully aware of the equalities Act 2010 and to ensure these are delivered through the contract
Pregnancy and maternity	There is limited information available to enable an assessment of the impact on this Characteristic. However, it is recognised that the Council's tree service must be fully accessible to all equality groups	It is an essential requirement that the appointed tree contractor will be fully aware of the equalities Act 2010 and to ensure these are delivered through the contract
Race / ethnicity	There is limited information available to enable an assessment of the impact on this Characteristic. However, it is recognised that the Council's tree service must be fully accessible to all equality groups.	It is an essential requirement that the appointed tree contractor will be fully aware of the equalities Act 2010 and to ensure these are delivered through the contract
Religion or belief	The pruning or removal of a living tree may not be in agreement with some groups or beliefs	Information on why tree works are completed is available on the Council Website and can be explained by appropriately qualified officers
Sex	There is limited information available to enable an assessment of the impact on this Characteristic. However, it is recognised that the Council's tree service must be fully accessible to all equality groups	It is an essential requirement that the appointed tree contractor will be fully aware of the equalities Act 2010 and to ensure these are delivered through the contract
Sexual orientation	There is limited information available to enable an assessment of the impact on this Characteristic. However, it is recognised that the Council's tree service must be fully accessible to all equality groups	It is an essential requirement that the appointed tree contractor will be fully aware of the equalities Act 2010 and to ensure these are delivered through the contract

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)*

<i>Characteristic</i>	<i>Ways that this policy, service or project can advance equality of opportunity</i>	<i>Why this policy, service or project cannot help to advance equality of opportunity:</i>
Age	Tree contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	
Dependents / caring responsibilities	Tree contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	
Disability	Tree contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	
Gender reassignment	Tree contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	
Pregnancy and maternity	Tree contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	
Race / ethnicity	Tree contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	
Religion or belief	Tree contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	
Sex	Tree contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	
Sexual orientation	Tree contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	

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)*

<i>Characteristic</i>	<i>How this policy, service or project can foster good relations:</i>	<i>Why this policy, service or project cannot help to foster good relations:</i>
Age	Provides confidence in service(s) being provided	
Dependents / caring responsibilities	Ensures dependants/carers are able to take full advantage of service provided	
Disability	Enable ease of access to service	
Gender reassignment	Creates ability to monitor contractors commitment to equality legislation and foster good relations with customer/partners	
Pregnancy and maternity	Creates ability to monitor contractors commitment to equality legislation and foster good relations with customer/partners	
Race / ethnicity	Creates ability to monitor contractors commitment to equality legislation and foster good relations with customer/partners	
Religion or belief	Creates ability to monitor contractors commitment to equality legislation and foster good relations with customer/partners	
Sex	Creates ability to monitor contractors commitment to equality legislation and foster good relations with customer/partners	
Sexual orientation	Creates ability to monitor contractors commitment to equality legislation and foster good relations with customer/partners	

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
<ol style="list-style-type: none"> 1. The actions/decisions have the potential to adversely affect the characteristic groups. This will be mitigated by ensuring that the tree contractors activities are managed and monitored through the formal contractual arrangements. 2. Equalities monitoring and reporting will be reviewed by as part of the formal contractual arrangements and corrective measures reviewed periodically. 3. The tree contractor's employees will be working on behalf of the Council and thereby, will be encouraged to play a supportive and helpful role. 	P Hawkins Grounds Maintenance Manager	Reviews and on-going monitoring updates to be provided to Assistant Director

Name and job title of officer completing this analysis:	P Hawkins
Date of completion:	15/06/2017
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)	Qasim (Kim) Durrani Assistant Director (Technical) Neighbourhoods
Date of authorisation:	
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.