

## Appendix 2. Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
  - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
  - advancing equality of opportunity between people who share a protected characteristic and those who do not,
  - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
  - age
  - disability
  - gender
  - gender reassignment
  - marriage/civil partnership
  - pregnancy/maternity
  - race
  - religion/belief
  - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. All **Cabinet, Council, and Portfolio Holder decisions must be accompanied by an EqIA**. An EqIA should also be completed/reviewed at key stages of projects.
8. 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

## Section 1: Identifying details

This section describes the ownership of the assessment.

Your function, service area and team: Communities, Private Sector Housing and Communities Support

If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team: NA

Title of policy or decision: Behavioural insights bid

Officer completing the EqIA: Robin Ray Tel: 4146 Email: rray@eppingforestdc.gov.uk

Date of completing the assessment: 20.11.17

## Section 2: Policy to be analysed

This section should identify whether the change is a new policy/decision or whether we are making a change to something that already exists. You should describe what you are doing, why and the changes expected as a result.

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? Project
2.2	Describe the main aims/objectives of the policy (or decision) and the outcome you are hoping to achieve (ie decommissioning or commissioning a service)? <ul style="list-style-type: none"><li>To increase the take up for Direct Debit (generally considered to be the most effective and efficient method of collecting Council Tax).</li><li>To transfer lessons learnt from this will be transferred to other debt streams including Business Rates, Housing Rents and Sundry Debts to improve Direct Debit penetration in those areas.</li><li>To introduce behavioural insights into our regulatory activity (initially into the private rented sector enforcement team) and achieve greater and swifter compliance with informal regulatory actions. A by-product of which will be to establish a non-adversarial relationship between the local authority and business/individual and free up resources to tackle non-compliant landlords.</li></ul>
2.3	Does or will the policy or decision affect any of the following in particular with regards to the equality protected characteristics  The policy will potentially affect all persons living or working in the district.  Will the policy or decision influence how organisations operate?  The project will seek to influence organisations and individual decisions but not require any change.
2.4	Will the policy or decision involve substantial changes in resources? No.

2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p>NA.</p>
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### Section 3: Evidence/data about the user population and consultation<sup>1</sup>

Consider what is known about the population likely to be affected, which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	<p>The changes brought about by this project are very broad (in that it will affect the majority of people and businesses that come into contact with the Council) however the significance of the impact is very slight and it will not significantly affect how functions are delivered.</p> <p>The project is to be delivered in functions across the council (rather than in areas identified as being important to people with particular protected characteristics) and in relation to the project it does not relate to any areas with known inequalities.</p> <p>It is not thought that people with a particular protected characteristic will be affected differently and will not impact on how other organisations operate in terms of equality.</p> <p>Due to this further investigation into the groups likely to be affected is not considered to be required.</p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>No.</p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p> <p>The nature of the impact of the policy is neutral upon all groups and the extent of the is impact considered to be low, therefore no consultation is considered to be required.</p> <p>In addition to which the policy under consideration is a minor of technical operational change with no effect to the ongoing provision, reduction or delivery of any service and consultation is not therefore considered necessary.</p>

## Section 4: Impact of policy or decision

Based on section 3 clearly assess any negative impacts and how specifically the change may impact any of the equality groups listed.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Positive: The principle behind behavioural insights is that when based upon behavioural science low cost interventions can be used to encourage people to make better choices for themselves and society.	L
Disability	As above.	L
Gender	As above.	L
Gender reassignment	As above.	L
Marriage/civil partnership	As above.	L
Pregnancy/maternity	As above.	L
Race	As above.	L
Religion/belief	As above.	L
Sexual orientation	As above.	L

## Section 5: Conclusion

This section should record your decision as to whether there will be an adverse impact on one or more equality groups as a result of the proposed change.

		Tick Yes/No as appropriate	
5.1	Does the EqlA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No <input checked="" type="checkbox"/>	
		Yes <input type="checkbox"/>	If ' <b>YES</b> ', use the action plan at <b>Section 6</b> to describe the adverse impacts and what mitigating actions you could put in place.

## **Section 6: Action plan to address and monitor adverse impacts**

If there are adverse effects the actions to be taken to address these impacts must be described here along with a timeline for them to be achieved should be recorded here.

<b>What are the potential adverse impacts?</b>	<b>What are the mitigating actions?</b>	<b>Date they will be achieved.</b>

**Section 7: Sign off**

**I confirm that this initial analysis has been completed appropriately.  
(A typed signature is sufficient.)**

Signature of Head of Service:

Date:

Signature of person completing the EqIA:



Date: 21/11/17

**Advice**

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.