

## Section 1: Identifying details

Your function, service area and team: Planning Policy, Neighbourhoods

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

Title of policy or decision: Governance arrangements for Local Plan Implementation

Officer completing the EqIA: Tel: Alison Blom-Cooper Email: ablomcooper@eppingforestdc.gov.uk

Date of completing the assessment: 11 September 2018

## Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? Yes – new policy
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p><i>The main aims of the report are to agree and endorse a number of protocols regarding the implementation of the Local Plan. These arrangements are necessary in order to implement processes that have already been agreed by Cabinet.</i></p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p><i>To agree the necessary processes to implement the Local Plan</i></p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> <li>• service users</li> <li>• employees</li> <li>• the wider community or groups of people, particularly where there are areas of known inequalities?</li> </ul> <p><i>Endorsement of the Strategic Masterplanning Briefing Note (Appendix 4) provides guidance on the minimum standards of consultation that the Council will expect to see undertaken through the Strategic Masterplans. This will assist in ensuring that the community will have a say in how these Masterplans will be shaped.</i></p> <p><i>Will the policy or decision influence how organisations operate?</i></p> <p><i>The decisions will provide the necessary authority to the Service Director (or any authorised officer) to sign and enter into Planning Performance Agreements on</i></p>

	<i>behalf of the District Council .</i>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p><i>No – The Council has already committed at 7 December 2017 Cabinet Meeting to the creation of an Implementation Team. Agreement of these processes will enable the Implementation Team to undertake their roles and responsibilities more effectively and efficiently.</i></p>
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><i>The decision supports the implementation of policies within the Council's Local Plan, the adoption of which is a key corporate priority as set out in the Council Plan</i></p>

## Section 3: Evidence/data about the user population and consultation<sup>1</sup>

As a minimum you must 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>What does the information tell you about those groups identified?</p> <p><i>Throughout the production of the Local Plan, a significant body of evidence has been amassed which considers the population likely to be affected by the implementation of the recommendations in the Governance report.</i></p> <p><i>The decisions requested will inform the delivery and implementation of the Local Plan. Throughout the production of the Local Plan, no actual or likely adverse impacts have come to light, just needs based assessments guiding the Planning Policy team to ensure that demands of the people working, living and visiting the district are met over the Plan period to 2033. The Local Plan must plan positively for future needs around housing and employment and is required to meet the needs that have been identified in the evidence base, including the consultations. Given that the focus of this report relates to the measures necessary to implement the Local Plan, which has itself been subject to detailed EqlA, it is not considered that the recommendations within this report will give rise to actual or likely adverse impacts to groups identified as potentially being affected.</i></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><i>Yes – through the Council’s Local Plan process.</i></p> <p><i>As set out in the Epping Forest District Local Plan – Implementation Report to Cabinet (15 June 2017) and the Resourcing The Delivery of the Local Plan Report to Cabinet (7 December 2017) an informal consultation with site promoters regarding the nature and arrangements of the Masterplanning process was held in early summer 2017. This has been supplemented by a number of discussions have been held with site promoters through the Masterplan process, who have also provided input.</i></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><i>As above and section 3.1</i></p>

## Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

<b>Description of impact</b>	<b>Nature of impact</b> Positive, neutral, adverse (explain why)	<b>Extent of impact</b> Low, medium, high (use L, M or H)
Age	None	N/A
Disability	None	N/A
Gender	None	N/A
Gender reassignment	None	N/A
Marriage/civil partnership	None	N/A
Pregnancy/maternity	None	N/A
Race	None	N/A
Religion/belief	None	N/A
Sexual orientation	None	N/A

## Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
		<input type="checkbox"/> Yes	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.

No actual or likely adverse impacts have come to light.

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

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.

**Section 7: Sign off**

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

Signature of Head of Service: Alison Blom-Cooper

Date: 11 September 2018

Signature of person completing the EqIA:

Date: 11 September 2018

**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.