

# 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 reports 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

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## Section 1: Identifying details

Your function, service area and team: Housing & Property Services

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

Title of policy or decision: Oakwood Hill Depot: Relocation of Housing Repairs & Housing Assets

Officer completing the EqIA:  
Susan Lewis, Senior Project Manager, Housing & Property Services Tel: Ext 4508 Email: slewis@eppingforestdc.gov.uk

Date of completing the assessment: 24/5/2019

## 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
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision): Internal refurbishment, alterations and provision of additional office space plus external storage at Oakwood Hill depot as well as additional on-site vehicle parking to be created</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? To accommodate the relocation of Housing Repairs &amp; Housing Assets to Oakwood Hill depot</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>Employees will relocate from St Johns Road to Oakwood Hill depot</p> <p>Will the policy or decision influence how organisations operate? The additional vehicles on site will require careful management, Managers will mitigate risks and the ongoing operation of the parking proposals introduced will be regularly reviewed. It may be necessary for a staff resource to be allocated to manage the additional volume of traffic but this will be reviewed once all services are functioning at the depot.</p>
2.4	Will the policy or decision involve substantial changes in resources? No

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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>This relocation is required to enable the St Johns Road development</p>
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### **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? Initially there were concerns from staff about parking however the new on-site parking proposal will accommodate 75 parking spaces and our requirement was for 74. Double parking will be required as mentioned in the report but this will be managed.</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>Full consultation, project team in place with representatives from all relevant areas – Facilities, Housing Assets, Housing Repairs, Grounds Maintenance, Fleet, ICT, Council Safety Officer. Full requirements scoped and agreed by all. Staff briefings cascaded to keep staff informed of decisions on parking.</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: N/A</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	N/A	
Disability	Disabled parking spaces available	
Gender	N/A	
Gender reassignment	N/A	
Marriage/civil partnership	N/A	
Pregnancy/maternity	N/A	
Race	N/A	
Religion/belief	N/A	
Sexual orientation	N/A	

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## 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?	No X <input 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.

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## 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.

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## **Section 7: Sign off**

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

Signature of Head of Service: P Pledger

Date:

Signature of person completing the EqIA: S Lewis

Date:

### **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.

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