

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, i.e. 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: Harlow and Gilston Garden Town project

If you are submitting this EqlA on behalf of another function, service area or team, specify the originating function, service area or team: n/a

That, in accordance with paragraphs 2.8 and 10.1 of the Council's Procurement Rules (2018), the Procurement Rules be waived to enable the direct appointment of Sustrans to deliver Active Travel Services for the Harlow and Gilston Garden Town project.

Officer completing the EqlA: Tel: n/a Email: arowell@eppingforestdc.gov.uk

Date of completing the assessment: 28th June 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? No |
| 2.2 | <p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>To procure the services of Sustrans to recruit, train and support an embedded Active Travel Officer for the HGGT team through their Partnerships Programme.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>Expedient commissioning of essential services to develop and implement a programme of activities related to walking, cycling and wider placeshaping in the Harlow and Gilston Garden Town area.</p> |
| 2.3 | <p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none">• service users• employees• the wider community or groups of people, particularly where there are areas of known inequalities? <p>No</p> <p>Will the policy or decision influence how organisations operate?</p> <p>No</p> |

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| | |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.4 | <p>Will the policy or decision involve substantial changes in resources?</p> <p>No. The decision falls within existing budgets.</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>The decision relates to the delivery of the Harlow and Gilston Garden Town active travel programme which will have a direct impact on delivery of the Council's Local Plan which is a key priority for the Council.</p> |

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Section 3: Evidence/data about the user population and consultation¹

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 | What does the information tell you about those groups identified? n/a |
| 3.2 | 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? n/a |
| 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 decision involves the commissioning of work to support the modal change requirements for the HGGT. There is a draft Transport Strategy for the HGGT which will be the subject of extensive consultation later this year.</p> <p>The incoming Active Travel officer will lead on community engagement work which will involve schools, workplaces, local residents, community groups and businesses. All activities will be approved by the Sustainable Transport HGGT workstream in advance.</p> |

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Section 4: Impact of policy or decision

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

| Description of impact | Nature of impact Positive, neutral, adverse (explain why) | Extent of impact Low, medium, high (use L, M or H) |
|------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------|
| Age | Positive – increased HGGT representation and engagement | M |
| Disability | Positive – increased HGGT representation and engagement | M |
| Gender | Positive – increased HGGT representation and engagement | M |
| Gender reassignment | Positive – increased HGGT representation and engagement | M |
| Marriage/civil partnership | Positive – increased HGGT representation and engagement | M |
| Pregnancy/maternity | Positive – increased HGGT representation and engagement | M |
| Race | Positive – increased HGGT representation and engagement | M |
| Religion/belief | Positive – increased HGGT representation and engagement | M |
| Sexual orientation | Positive – increased HGGT representation and engagement | M |

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Section 5: Conclusion

| | | 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 type="checkbox"/> | |
| | | Yes <input checked="" type="checkbox"/> | If 'YES' , use the action plan at Section 6 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. |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| None | <p>To ensure all groups and demographics are represented fairly and transparently in all Active Travel work. Prioritising accessibility and diverse representation in all stages of work.</p> <p>All activities will be approved at Officer and Member board meetings to ensure transparency and avoid any adverse impacts</p> | Ongoing |

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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: Alison Blom-Cooper

Date: 18th July 2019

Signature of person completing the EqIA: Anna Rowell

Date: 28th June 2019

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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