

Section 1: Identifying details

Your function, service area and team: **Planning Directorate**

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**

Title of policy or decision: **Endorsement for Public Consultation: Draft HGGT Sustainability Guidance and Checklist and Draft EFDC Sustainability Guidance documents (Major Developments and Minor Developments)**

Officer completing the EqlA: **Ione Braddick** Email: **ibraddick@eppingforestdc.gov.uk**

Date of completing the assessment: **04 September 2020**

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>This draft HGGT Sustainability Guidance and Checklist will provide practical and technical guidance in relation to sustainability indicators and policies (environmental, social, and economic) to be applied to new strategic developments in the Garden Town.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>To ensure members are fully briefed on the requirement for a HGGT Sustainability Guidance and Checklist and agreement that the draft Guidance and Checklist can be approved for public consultation</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>The report is to provide an overview of the Draft HGGT Sustainability Guidance and EFDC Sustainability Guidance documents (Major Developments and Minor Developments) to be approved for public consultation – they are guidance documents to support policies in the emerging Local Plan and the principles and indicators in the Harlow and</p>

	<p>Gilston Garden Vision, in relation to sustainability and high-quality design. The intention is for the Sustainability Guidance documents to return to Cabinet following public consultation and be approved as a material consideration in the development management and implementation process.</p> <p>This decision will not affect any group at this stage as it is being recommended that the draft guidance documents should be subject to consultation</p> <p>Will the policy or decision influence how organisations operate?</p> <p>Following consultation if the guidance documents are agreed then the guidance and checklists will be used to determine planning applications within the District and within the Harlow and Gilston Garden Town.</p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p>No</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 work being undertaken is required to support policies in the emerging Local Plan in relation to sustainability, high quality design and social equity. If endorsed to be a material planning consideration, the guidance documents will inform development management and implementation processes to ensure delivery of high-quality and sustainable growth in the District and within the Harlow and Gilston Garden Town.</p>

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	<p>What does the information tell you about those groups identified? The current position affects the District as a whole.</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>Early engagement on the draft EFDC Sustainability Guidance has been taking place in part alongside engagement for the HGGT Sustainability Guidance, upon which the EFDC documents are based. There has been extensive input from officers from all HGGT partner authorities into the draft HGGT Sustainability Guidance and Checklist, with a number of rounds of engagement across various services and departments in order to create a holistic and agreed guidance and checklists questions on a broad range of topics. This has included whole-document reviews as well as specific topic-focused workshops with relevant officers. External sustainability expertise has also been sought via the HGGT Quality Review Panel and UK Green Building Council.</p> <p>The Council has and will continue to conduct workshops specifically with EFDC officers and Members for the EFDC Sustainability Guidance documents. Informal engagement has been undertaken with the EFDC Leadership team, Local Plan Implementation Forum and officers across different service departments including Planning, Housing, Community, Culture and Wellbeing, Technical and Regulatory Services, and Economic Development.</p> <p>Members have been engaged on the draft Sustainability Guidance, to provide early comments and queries in order to shape the documents. Two All-Member HGGT briefing and workshop sessions were held on 27th July 2020 and 26th August 2020, with another EFDC Member workshop held on 21st September 2020. Further engagement with members is scheduled in October and during the public consultation period in November/ December.</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>

In accordance with the Council's Statement of Community Involvement (SCI), the Council is required to consult stakeholders and the general public on the draft Sustainability Guidance. The proposed period of consultation in line with the SCI is six weeks. All those on the Council's planning policy database will be notified, information including the documents, an online survey/questionnaire and potential video content explaining the document will be made available on the Council's website and by notification to statutory consultees.

Public Consultation on the draft HGGT Sustainability Guidance and Checklist and the draft EFDC Sustainability Guidance documents will take place over a six week period from October – December 2020. Given current restrictions on in-person engagement due to COVID-19, we will focus on reaching a broad audience primarily through digital and, where possible, non-digital means. The consultation will seek to include:

Digital engagement:

- **HGGT Sustainability Guidance and Checklist and pre-recorded and accessible overview video available for viewing on HGGT website, with links to this from partner authority websites.**
- **EFDC Sustainability Guidance documents available for viewing on EFDC website.**
- **Digital questionnaire / survey available for viewing and completing on HGGT website and Council Websites.**
- **Staffed online webinars and Q&A for particular stakeholder groups (e.g. Local residents and Community Groups, Developers, Members, Youth Councils, Partner Officers)**
- **Social Media awareness campaign (via HGGT, partner authorities and EFDC Comms Team).**
- **Notification of consultation via LPA Planning Policy databases and statutory consultees.**

Non-digital engagement:

- **Postal/ leaflet/ poster information to provide link/ QR Code to online document, and to provide hard copies of questionnaire/ survey where possible.**
- **A COVID-19 secure staffed event, with a small number of hard copies of the document and survey available for review and completion, if this is considered safe to do so.**

Consultation arrangements will be put in place over the coming month and will be advertised ahead of the consultation, in accordance with the Statement of Community Involvement.

The intention is to simultaneously consult publicly on the HGGT Sustainability Guidance and Checklists, the EFDC Sustainability Guidance documents (Major Developments and Minor Developments), and also the HGGT Healthy Town Framework (approved for consultation by the Council's Cabinet in March 2020). Therefore, particular attention will be given to explaining these separate documents, their purpose, use and audience, and where they align or diverge.

Following the consultation, the responses will be collated and where appropriate amendments made to the documents. The HGGT Sustainability Guidance and Checklists, and the EFDC Sustainability Guidance documents (Major Developments and Minor Developments) will then return to Cabinet for formal endorsement as material planning considerations.

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	Adverse – potential for restrictions due to COVID-19 to make non-digital engagement more difficult, with potential for this to affect consultation with age groups (possibly children and the elderly) who are less digitally enabled.	M
Disability	Adverse – potential for restrictions due to COVID-19 to make non-digital engagement more difficult, with potential for this to affect consultation with those with disabilities that affect their ability to engage digitally enabled.	M
Gender	Neutral – no impact	L
Gender reassignment	Neutral – no impact	L
Marriage/civil partnership	Neutral – no impact	L
Pregnancy/maternity	Neutral – no impact	L
Race	Neutral – no impact	L
Religion/belief	Neutral – no impact	L
Sexual orientation	Neutral – no impact	L

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 <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.

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.
Adverse – potential for restrictions due to COVID-19 to make non-digital engagement more difficult, with potential for this to affect consultation with age groups (possibly children and the elderly) who are less digitally enabled.	Utilise forums such as the authority’s Youth Council(s) to engage younger audience and seek to hold a non-digital staffed event or drop in which is COVID-19 secure. Advertise consultation in non-digital manner (through Town and Parish Council magazine, posters/ leaflets). Ensure that online material is accessible for all and easy to read and feedback and questionnaires are simple to understand and complete.	Oct - Nov 2020
Adverse – potential for restrictions due to COVID-19 to make non-digital engagement more difficult, with potential for this to affect consultation with those with disabilities that affect their ability to engage digitally enabled.	Seek to hold a non-digital staffed event or drop in which is COVID-19 secure. Advertise consultation in non-digital manner (through Town and Parish Council magazine, posters/ leaflets). Ensure that online material is accessible for all and easy to read and feedback and questionnaires are simple to understand and complete. This will include captioning any video material.	Oct - Nov 2020

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: 04 September 2020

Signature of person completing the EqIA: Ione Braddick

Date: 04 September 2020

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.