

Uttlesford District Council

Fast-track equality impact assessment (EqIA) tool

What is this tool for?


This tool will help you to assess the impact of existing or new strategies, policies, projects, contracts or decisions on residents and staff. It will help you to deliver excellent services, by making sure that they reflect the needs of all members of the community and workforce.

What should be equality impact assessed?

You only need to equality impact assess strategies, policies, projects, contracts or decisions that are **relevant** to equality. If you are not sure whether your activity is relevant to equality take the 'relevance test' on Page 9.

How do I use the tool?

This tool is easy to use and you do not need expert knowledge to complete it. It asks you to make judgments based on evidence.


The tool uses a system of red flags  to give you an indication of whether or not your responses are identifying potential issues. Getting a red flag does not necessarily indicate a problem, but it does mean that your assessment is highlighting issues or gaps in data that may require further investigation or action.

If there is insufficient space to answer a question, please use a separate sheet.





General information		
1	Name of strategy, policy, project, contract or decision.	Regulation 19 Pre-Submission Local Plan 2018
2	What is the overall purpose of the strategy, policy, project, contract or decision?	To set land use planning policy in the form of strategic policies, site allocations and development management policies for the next 15 year period.
3	Who may be affected by the strategy, policy, project, contract or decision?	<input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> A specific client group/s e.g. linked by geographical location, social economic factors, age, disabilities, gender, transgender, race, religion or sexual orientation (please state) Policies within the draft Local Plan could potentially impact on large numbers of specific client groups; too many to mention individually but including Town and Parish Councils, Community Groups, Special Interest Groups, National Organisations, Residents Groups, Sports Clubs, Faith Groups etc.
4	Responsible department and Head of Division.	Department: Planning and Building Control Head of Division: Gordon Glenday
5	Are other departments or partners involved in delivery of the strategy, policy, project, contract or decision?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (please state): Teams within the Planning Department (development management, conservation, economic development, and other departments) Environmental Health, Housing. External partnerships include the Clinical Commissioning Group and NHS England in relation to health provision, Essex County Council in relation to Highways and Education, Environment Agency in relation to flood protection, water and other

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Gathering performance data												
6	<p>Do you (or do you intend to) collect this monitoring data in relation to any of the following <u>diverse groups</u>?</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Age</td> <td style="width: 50%;"><input type="checkbox"/> Disability</td> </tr> <tr> <td><input type="checkbox"/> Gender/ Transgender</td> <td><input type="checkbox"/> Race</td> </tr> <tr> <td><input type="checkbox"/> Religion & Belief</td> <td><input type="checkbox"/> Sexual Orientation</td> </tr> <tr> <td><input type="checkbox"/> Rural Isolation</td> <td><input type="checkbox"/> Social Economic</td> </tr> <tr> <td><input type="checkbox"/> Other (please state)</td> <td><input checked="" type="checkbox"/> None </td> </tr> </table>	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender/ Transgender	<input type="checkbox"/> Race	<input type="checkbox"/> Religion & Belief	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Rural Isolation	<input type="checkbox"/> Social Economic	<input type="checkbox"/> Other (please state)	<input checked="" type="checkbox"/> None
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<input type="checkbox"/> Rural Isolation	<input type="checkbox"/> Social Economic											
<input type="checkbox"/> Other (please state)	<input checked="" type="checkbox"/> None											

7	How do you (or how do you intend to) monitor the impact of the strategy, policy, project, contract or decision?	<input checked="" type="checkbox"/> Performance indicators or targets <input type="checkbox"/> User satisfaction <input type="checkbox"/> Uptake <input type="checkbox"/> Consultation or involvement <input type="checkbox"/> Workforce monitoring data <input type="checkbox"/> Complaints <input type="checkbox"/> External verification <input type="checkbox"/> Eligibility criteria <input type="checkbox"/> Other (please state): <input type="checkbox"/> None 
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Analysing performance data

<p>8</p>	<p>Consider the impact the strategy, policy, project, contract or decision has already achieved, measured by the monitoring data you collect. Is the same impact being achieved for diverse groups as is being achieved across the population or workforce as a whole?</p>	<p> <input type="checkbox"/> Yes * <input type="checkbox"/> No* <input type="checkbox"/> Insufficient  <input checked="" type="checkbox"/> Not applicable  </p> <p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p> <p>The purpose of this assessment is to check the process of preparing the Pre-submission Local Plan and the emerging policies. As these policies have not yet been approved and are not currently being used we cannot monitor their implementation. The Local Plan will be monitored once adopted.</p>
<p>9</p>	<p>Is uptake of any services, benefits or opportunities associated with the strategy, policy, project, contract or decision generally representative of <u>diverse groups</u>?</p>	<p> <input type="checkbox"/> Yes * <input type="checkbox"/> No* <input type="checkbox"/> Insufficient  <input checked="" type="checkbox"/> Not applicable  </p> <p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p> <p>See comments above</p>

Checking delivery arrangements

10 You now need to check the accessibility of your delivery arrangements against the requirements below. Click on the hyperlinks for more detailed guidance about the minimum criteria you should meet.

If assessing a proposed strategy, policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.

	Yes	No 	N/A
The premises for delivery are accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consultation mechanisms are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Participation mechanisms are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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If you answered 'No' to any of the questions above please explain why giving details of any legal justification.

Checking information and communication arrangements

11 You now need to check the accessibility of your information and communication arrangements against the requirements below. Click on the hyperlink for more detailed guidance about the minimum criteria you should meet.

If assessing a proposed strategy policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.



	Yes	No 	N/A
Customer contact mechanisms are accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic, web-based and paper information is accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publicity campaigns are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Images and text in documentation are representative and inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered 'No' to any of the questions above please explain why, giving details of any legal justification.

Future Impact


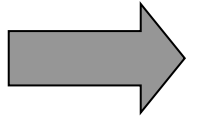


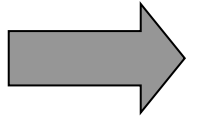


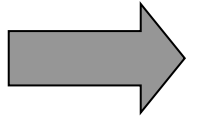


12 Think about what your strategy, policy, project, contract or decision is aiming to achieve over the long term and the ways in which it will seek to do this. This is your opportunity to take a step back and consider the practical implementation of your strategy, policy, project, contract or decision in the future. As well as checking that people from diverse groups will not be inadvertently excluded from or disadvantaged by any proposed activities, it is also an opportunity to think about how you can maximize your impact, reach as many people as possible and really make a difference to the lives of everyone in Uttlesford regardless of their background or circumstances.

Is it likely to inadvertently exclude or disadvantage any diverse groups?

- No – [See table on issues & comments below](#)
- Yes * 
- Insufficient evidence 

*Please state any potential issues Identified.

OVERVIEW
70,000 residents
Demographic make up according to diverse groups.

Improvement actions										
13	<p>If your assessment has highlighted any potential issues or red flags, can these be easily addressed?</p> <p> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No*  <input type="checkbox"/> Not applicable </p> <p><i>*If Yes, please describe your proposed action/s, intended impact, monitoring arrangements implementation date and lead officer:</i></p> <p>Policies in the adopted Local Plan will be subject to monitoring.</p> <p>The Council has found in relation to previous consultation exercises that the gathering of demographic data of respondents to consultation has a very low return rate, making the data statistically unreliable. The reason for the low rate of return is that the majority of respondents make their comments in a format (by email or through the consultation portal) which does not lend itself to providing such data. Furthermore many respondents are planning agents and developers representing their company on behalf of clients .</p>									
Making a judgement – conclusions and next steps										
14	<p>Following this fast-track assessment, please confirm the following:</p> <table border="0"> <tr> <td data-bbox="203 1302 779 1417"> <input checked="" type="checkbox"/> There are no inequalities identified that cannot be easily addressed or legally justified </td> <td data-bbox="803 1302 998 1417" style="text-align: center;">  </td> <td data-bbox="1031 1302 1487 1449"> No further action required. Complete this form and implement any actions you identified in Q13 above </td> </tr> <tr> <td data-bbox="203 1459 779 1554"> <input type="checkbox"/> There is insufficient evidence to make a robust judgement. </td> <td data-bbox="803 1459 998 1554" style="text-align: center;">  </td> <td data-bbox="1031 1459 1487 1575"> Additional evidence gathering required (go to Q17 on Page 7 below). </td> </tr> <tr> <td data-bbox="203 1585 779 1680"> <input type="checkbox"/> Inequalities have been identified which cannot be easily addressed. </td> <td data-bbox="803 1585 998 1680" style="text-align: center;">  </td> <td data-bbox="1031 1585 1487 1680"> Action planning required (go to Q18 on Page 8 below). </td> </tr> </table>	<input checked="" type="checkbox"/> There are no inequalities identified that cannot be easily addressed or legally justified		No further action required. Complete this form and implement any actions you identified in Q13 above	<input type="checkbox"/> There is insufficient evidence to make a robust judgement.		Additional evidence gathering required (go to Q17 on Page 7 below).	<input type="checkbox"/> Inequalities have been identified which cannot be easily addressed.		Action planning required (go to Q18 on Page 8 below).
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<input type="checkbox"/> Inequalities have been identified which cannot be easily addressed.		Action planning required (go to Q18 on Page 8 below).								
15	<p>If you have any additional comments to make, please include here.</p> <p> <input checked="" type="checkbox"/> See table on issues & comments below </p>									

Completion		
16	Name and job title (Assessment lead officer)	Planning Policy Team Leader
	Name/s of any assisting officers and people consulted during assessment: Date: Date of next review: <i>For new strategies, policies, projects, contracts or decisions this should be one year from implementation.</i>	Sarah Nicholas Demetria MacDonald
<p>When completed, a copy of this form should be saved with the strategy, policy, project, contract or decision's file for audit purposes and in case it is requested under the Freedom of Information Act.</p>		

SEE TABLE ON ISSUES AND COMMENTS BELOW

Issue	Comments in Relation to Pre-Submission Local Plan Consultation
<p>Race</p> <p>Uttlesford has a small representation of non-white and minority ethnic groups at 7%, though there are growing migrant worker communities living or working in the district.</p> <p>Economic Migrants The 2011 Census shows that 0.7% of the usual residents of Uttlesford had moved into the area from outside the UK. Migrants tend to work full-time in lower skilled and therefore lower income jobs. Agricultural, transport and care work are common in Uttlesford.</p>	<p>The document seeks views on the sites which the Council has decided are sustainable sites to be developed to provide balanced communities with a mix of house types and sizes and community facilities to meet all needs.</p> <p>The specific groups which are identified also include gypsies and travellers and travelling show people. If the evidence indicates the Council does not need to identify sites for gypsies and travellers as defined for planning purposes. The Local Plan does include a criteria based policy for identifying suitable sites and responding to planning applications.</p>
<p>Gender</p> <p>Uttlesford has similar proportions of men and women. No specific gender issues are identified but it is however important to recognize that both genders can be discriminated against through the application of policies. For example a policy that results in the insufficient supply of affordable housing is likely to discriminate against men as they tend to spend longer on the housing register as they are generally not primary carers. It is therefore important that local needs are adequately addressed and met through the delivery of the policies in the local plan.</p>	<p>The document seeks views on the sites which the Council has decided are sustainable sites to be developed to provide balanced communities with a mix of house types and sizes and community facilities to meet all needs.</p>
<p>Fast-track equality impact assessment Jan 2010</p>	<p style="text-align: center;">10</p> <p style="text-align: right;">Uttlesford District Council</p>
<p>Disability</p>	<p style="text-align: right;"><i>It's Our Community</i></p>

<p>Just over 1370 people in Uttlesford claimed Employment and Support Allowance and Incapacity Benefits in November 2016.</p> <p>This represents 2.6% of the District population. This number is likely to increase as the population ages, as there is a greater likelihood of people acquiring disabilities as they age. It is therefore important that an increasing need for disabled access buildings and homes for people with disabilities is recognised in the Local Plan and other development plan documents.</p> <p>This will help people with disabilities gain access to services and opportunities for employment, recreation and retail.</p>	<p>The document seeks views on the sites which the Council has decided are sustainable sites to be developed to provide balanced communities with a mix of house types and sizes and community facilities to meet all needs. This includes policies about the provision of affordable housing, accessible and adaptable homes and specialist housing.</p>
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<p>Religion/Faith</p> <p>Most people within Uttlesford describe themselves as Christian. There are a significant number who have no religion or who did not state their religion in the Census. A small minority of the population indicated different religions/beliefs. It is important that this minority is treated equally with respect to the protection of places of worship and the provision of additional meeting places that meet their religious needs. To this end the Council should be sufficiently flexible in respect of this matter and ensure that the community facilities it provides through the planning process are respectful of the range of belief sets of the local population.</p>	<p>The document seeks views on the sites which the Council has decided are sustainable sites to be developed to provide balanced communities with a mix of house types and sizes and community facilities to meet all needs.</p>
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<p>Age</p> <p>Uttlesford has a slightly lower proportion of the population aged</p>	<p>The document seeks views on the sites which the Council has decided are sustainable sites to be</p>
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<p>15-44 than the East of England average and national figures. There is a higher percentage than regionally and nationally aged 45-64. There are slightly higher percentages of the overall population of the ages 0-14 than regionally and nationally. This can have implications on school capacities and educational attainment leading on to future employment prospects for this generation.</p>	<p>developed to provide balanced communities with a mix of house types and sizes and community facilities to meet all needs. This includes providing schools, community and leisure facilities, affordable housing, accessible and adaptable homes and specialist housing.</p>
<p>Rural Isolation</p>	<p>The document seeks views on the sites which the Council has decided are sustainable sites to be developed to provide balanced communities with a mix of house types and sizes and community facilities to meet all needs in a variety of settlements ranging from Garden Communities to the towns and to villages. Development is directed to settlements with key services such as schools and bus routes so ensure development takes place in sustainable locations.</p>

Additional evidence gathering and action planning

17 If your fast-track assessment indicated that **complex issues** or **inequalities** were identified which could not be easily addressed, or you had **insufficient evidence** to make a judgement, you need to undertake an additional evidence gathering and action planning process. This is described below:

- (a) Gather and analyse relevant additional evidence (which may include engagement with diverse groups), to address gaps in your knowledge, enhance understanding of the issues and inform options for addressing these. Additional evidence is likely to include any or all of the following:

Data gathering

- Demographic profiles of Uttlesford
- Data about the physical environment, e.g. housing market, workforce, employment, education and learning provision, transport, spatial planning and public spaces
- Results of local needs analysis
- Results of staff surveys
- Research reports on the needs/experience of diverse groups
- National best practice/guidance
- Benchmarking with other organisations

Consultation and involvement

- Existing consultation findings that may provide insight into the issues
- New, specially commissioned engagement with diverse groups
- Expert views of stakeholders/employers organisations representing diverse groups
- Advice from experts or national organisations
- Specialist staff/in-house expertise.

- (b) For advice on evidence gathering or engagement with diverse groups please contact your departmental equality lead officer. Discuss any proposed consultation with your departmental equality lead officer to ensure it is coordinated with related exercises across the Council as a whole.

- (c) Use your evidence gathering, analysis and engagement with diverse groups to develop options for addressing inequalities or unmet need, consulting with relevant management teams, Members, strategic groups/partners where necessary to confirm proposed actions and resource issues.

- (d) When options for addressing any issues are agreed, if these cannot be implemented immediately integrate them into the appropriate service plan/strategic plan/multi-agency strategy, so that it is clear how they will be delivered, when they will be delivered, by whom and how this will be monitored.

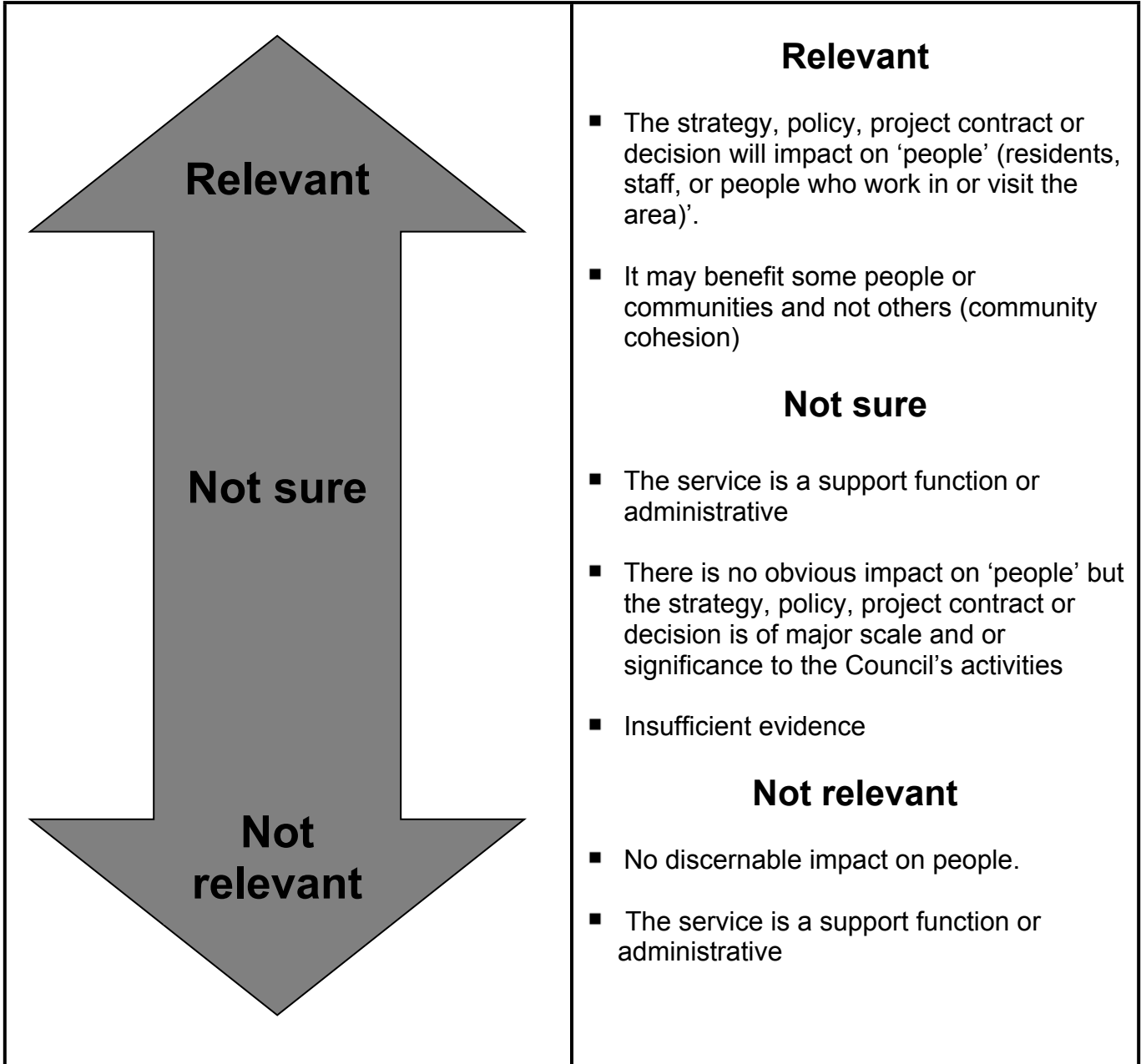
- (e) Identify how the continuing implementation and impact of the strategy, policy, project, contract or decision on diverse groups in Uttlesford will be monitored.

- (f) Having gathered evidence re-evaluate this assessment.

	(g) Following completion of the above, please confirm the following:	
18	The conclusions and agreed proposals:	
	Summary of evidence gathered, including any internal and external consultation (please include full document titles and dates of publication and consultation for audit purposes):	
	Date proposals to be implemented and lead officer:	
	Where implementation is not immediate, please state in which service plan or strategy the proposed actions will be integrated:	
	Monitor arrangements (please include full details for audit purposes):	
Additional Comments		
19	If you have any additional comments to make, please include here:	<input type="checkbox"/> None
Completion		
20	Name and job title (Lead Officer): Name/s of other assisting officers: Date: Date of next review (if any):	
When completed, a copy of this form should be saved with the strategy, policy, project, contract or decision's file for audit purposes and in case it is requested under the Freedom of Information Act.		

The relevance test

Use the quick guide below to decide whether or not your strategy, policy, project, contract or decision is relevant to equality:



If you are not sure whether your strategy, project or decision is relevant to equality, ask , a member of the Council’s Equality Standard Working Group Officer for advice.
Tel.

Ensuring your premises for delivery are easily accessible

In order to ensure that your premises for delivery are accessible to disabled customers and staff, older people and people with small children you should comply with the principles of accessible design summarised below.

In some cases, and for legitimate reasons, this may not be possible. Where this is the case you can still ensure your premises are accessible if you make appropriate reasonable adjustments. For guidance on reasonable adjustments see the 'Key contacts' section at the foot of this page.

Level access

Is there level access into and inside your premises? This means no steps, steep slopes or lips on doorways.

Ramp or lift

If there are steps, can you fit a ramp or install a lift so disabled customers and staff and parents with pushchairs can get in? To be safe ramps must:

- Have a gradient of 1:20 or less
- Have a handrail
- Be firmly fixed to the ground

Bell or buzzer and alarms

Can you install a bell or buzzer outside and go out to disabled customers or staff when they ring? Do you have a visual as well as audible alarm?

Door handles

Are door handles easy to grip and easy to reach for customers or staff who are wheelchair users?

- Use an easy grip handle in a contrasting colour
- Install a magnetic device to hold doors open
- Are door locks easy to handle (not fiddly)?

Doormats

Are any doormats flush with the floor? Avoid bristle matting – it can be difficult for customers or staffs who are wheelchair users.

Colour contrast

Is there a colour contrast between your floors, walls, ceilings and doors? Use matt paint in contrasting colours or different tones.

Corridors and aisles

Are corridors and aisles clear enough for a wheelchair or pushchair to pass through?

Seating

Is there somewhere to sit down if customers or staffs have to queue or wait?

- Have seating with and without armrests, if possible.
- Leave space for a wheelchair user to pull up alongside a seated companion.

Height

Are all key facilities on the main floor? Are popular products on a mid-height shelf, and easy to reach from a wheelchair? Provide a lap tray or clipboard if a lower counter section is not available.

Lighting

Is it easy for visually impaired customers or staff to see everything they need to?

- Make sure your premises are well lit.
- Mark corners, steps and counter edges with high visibility tape so they can be easily seen.
- Keep highly reflective surfaces away from signs to avoid glare.

Guide dogs

If you normally ban animals, you should consider relaxing this for assistance dogs. Remember, it is not just visually impaired people who use assistance dogs.

Signs and labels

Are signs and labels short and easy to read? Are Induction loops available?

- Use large clear text (for example, 24-point text for shelf bar labels)
- Use contrasting colours (for example, black text on a white or yellow background)
- Make sure signs are at a suitable height.

Use visual or picture symbols as well as words, if appropriate.

Key contacts

For further advice or information please contact _____, a member of the Council's Equality Standard Working Group Officer.

Email:

Telephone:

Text phone:

Alternatively, contact your Divisional Equality Lead Officer:

Division/Services	Head of Division/Services	Tel. No.

Ensuring customer contact mechanisms are easily accessible

In order to ensure that customer contact mechanisms are accessible to disabled customers and staff, you should provide a range of alternatives – for example: phone, email, text phone, fax and face-to-face.

In some cases and for legitimate reasons, this may not be possible. Where this is the case you can still ensure customer contact mechanisms are accessible if you make appropriate reasonable adjustments. For guidance on reasonable adjustments see the 'Key contacts' section below.

Key contacts

For further advice or information please contact _____, a member of the Council's Equality Standard Working Group Officer.

Email:

Telephone:

Text phone:

Alternatively, contact your Divisional Equality Lead Officer:

Division/Services	Head of Division/Services	Tel. No.