

Equality Impact Assessment (EqIA) for the Hertfordshire Minerals and Waste Local Plan

EqIAs make services better for everyone and support value for money by getting services right first time.

EqIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then create an action plan to get the best outcomes for staff and service-usersⁱ. They analyse how all our work as a council might impact differently on different groups protected from discrimination by the Equality Act 2010ⁱⁱ. They help us make good decisions and evidence how we have reached themⁱⁱⁱ.

An EqIA needs to be completed as a project starts to identify and consider possible differential impacts on people and their lives, inform project planning and, where appropriate, identify mitigating actions. It must be completed before any decisions are made or policy agreed so that the EqIA informs that decision or policy. It is also a live document; you should review and update it along with your project plan throughout.



Figure 1 (above) - This circle provides different stages of an Equality Impact Assessment Process. These are: Identify aims, collect and use evidence, assess the impact and ensure fairness, finalise your decision, communicate what's happened and monitor review and manage change.

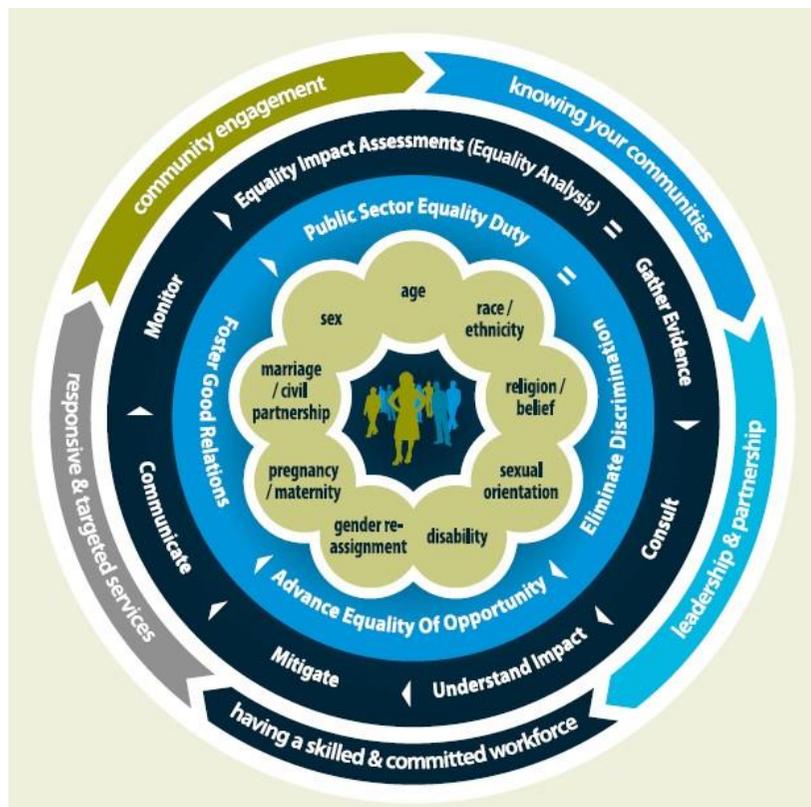


Figure 2 - This shows a circle with the nine protected characteristics from the Equality Act 2010 and the stages for Equality Impact Assessment. This includes age, race/ethnicity, religion/belief, sexual orientation, disability, gender reassignment, pregnancy/maternity, marriage/civil partnership, and sex.

Equality Impact Assessment (EqIA) Form

1. Who is completing the EqIA^{iv} and why is it being done?

Title of service / proposal / project / strategy / procurement you are assessing^v	The Minerals and Waste Local Plan
Names of those involved in completing the EqIA	Emma Chapman (EC)
Head of Service or Business Manager	Jonathan Tiley (JT)
Team/Department	Minerals and Waste Planning Policy Team/ Sustainable Growth
Lead officer contact details	Emma Chapman (1) Planning Officer, Minerals and Waste Planning Policy Team Emma.Chapman1@hertfordshire.gov.uk
<p>^{vi}Focus of EqIA – what are you assessing?</p> <p>What are the aims of the service, proposal, project?</p> <p>What outcomes do you want to achieve?</p> <p>What are the reasons for the proposal or change?</p> <p>Do you need to reference/consider any related projects?</p>	<p>The Minerals and Waste Local Plan is being prepared to fulfil the statutory obligation of the county council, as the Minerals and Waste Planning Authority.</p> <p>The Minerals and Waste Local Plan, once adopted, will replace the current adopted Minerals and Waste Local Plan documents and will provide an up-to-date strategy for future minerals and waste developments in Hertfordshire.</p> <p>The purpose of this EqIA is to assess the equality impacts on</p>

	<p>the protected characteristics, in relation to consultations and engagement events carried out for the Minerals and Waste Local Plan.</p>
<p>Stakeholders</p> <p>Who will be affected?</p> <p>Which protected characteristics (see end notes 11-20) is it most relevant to?</p> <p>Consider the public, service users, partners, staff, and members, etc</p>	<p>The county council's Statement of Community Involvement (SCI) sets out the council's guiding values for the involvement of communities in relation to the preparation of the Minerals and Waste Local Plan. It provides a general list of those who must be consulted and those who may be consulted (the list is not exhaustive). Examples of the consultees listed include:</p> <ul style="list-style-type: none"> Public Statutory Bodies Hertfordshire District/Borough Councils Parish and Town Councils Industry Local Liaison Groups Bodies representing the interests of different racial, ethnic or national bodies in the area Bodies representing the interests of different religious groups in the area <p>The Minerals and Waste Planning Policy Team also keeps an up-to-date database of all interested stakeholders. This database is also used to inform who must be consulted during plan preparation.</p>

2. ^{vii}List of data sources used for this EqIA (include relevant national/local data, research, monitoring information, service user feedback, complaints, audits, consultations, EqIAs from other projects or other local authorities, etc.)

A range of useful local data on our communities can be found on [Herts Insight](#) and on the [Equalities Hub](#).

Title and brief description of data, research, or engagement/consultation outcomes – include hyperlinks if available	Date	Gaps in data – consider any gaps you need to address and add any relevant actions to the action plan in Section 4
<p>Herts Insight</p> <p>Herts Insight has been used for the majority within this EqIA.</p> <p>Herts Insight utilises data from the Office for National Statistics (ONS), the 2011 Census, the Public Health Outcomes Framework and more.</p>	<p>Most up to date data available has been used - mostly 2020/2021 ONS data and some data from the 2011 Census.</p>	<p>Some data is unavailable and some data is due to be updated through the 2021 Census.</p> <p>There is currently no data on gender identity and sexual orientation in Hertfordshire. The Census 2021, for the first time, included questions about serving in the armed forces, sexual orientation and gender identity.</p> <p>The ONS plan to release the first results for Census 2021 data on the population of England and Wales in late Spring 2022, and to publish all other main</p>

Title and brief description of data, research, or engagement/consultation outcomes – include hyperlinks if available	Date	Gaps in data – consider any gaps you need to address and add any relevant actions to the action plan in Section 4
		Census 2021 data within two years of census.
Hertfordshire County Council Diversity and Inclusion Annual Report 2020-2021	2020-2021	N/A
Site Monitoring		Continued site monitoring of waste and mineral sites may highlight communities surrounding sites, who may wish to be added to the database of consultees for future consultations.
Annual Surveys		The Annual Aggregate Monitoring Surveys and Annual Waste Surveys may highlight the closure of sites and therefore may trigger an update of the consultee database.

Title and brief description of data, research, or engagement/consultation outcomes – include hyperlinks if available	Date	Gaps in data – consider any gaps you need to address and add any relevant actions to the action plan in Section 4
Neighbourhood Plans and District/Borough Local Plans		The production of Local Plans or Neighbourhood Plans may highlight new requirements being planned for, which the county council may need to be engaged with. Neighbourhood Plans may also highlight additional communities that need to be added to the database of consultees.

3. Analysis and assessment: review of information, impact analysis and mitigating actions

What do you know?

- Who uses the service?
- Who doesn't and why?
- Feedback/complaints?
- Consultation outcomes/engagement?
- Any differences in outcomes? Why?

What does this mean – what are the potential impacts of the proposal(s)?

- Consider positive and negative impacts
- On service users / the public
- And, where relevant, staff*

If your proposals relate mainly to a staff restructure or reorganisation, you should use the template here are the potential impacts of the proposal(s)?

What can you do?

What reasonable mitigations to reduce or avoid the impact can you propose?

- How will you communicate/engage or provide services differently to create a 'level playing field' – e.g., consultation materials in easy read or hold targeted engagement events

- If there is no current way of mitigating any negative impacts, clearly state that here and consider other actions you could take in the action plan in section 4.

Protected characteristic group	viiiWhat do you know? What do people tell you? Summary of data and feedback about service users and the wider community/ public Consultation outcomes/engagement	ixWhat does this mean – what are the potential impacts of the proposal(s)?	xWhat can you do? What reasonable mitigations to reduce or avoid the impact can you propose?
^{xi}Age	ONS population estimates for mid-2020 show that the age groups of 40-44 and 50-54 hold the highest percentage of residents. Residents within these age groups account for 14.2% of the Hertfordshire	The proximity of allocated sites to care homes and schools may give rise to negative impacts, when considering the operational phase of a site. Older people or families with young children	In preparing the Minerals and Waste Local Plan, the county council will engage residents in the process by carrying out consultations on the plan as it evolves. Site allocations will be appropriately assessed and

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	<p>population. These groups are very closely followed by residents within the age ranges of 35-39 and 45-49 (both groups collectively accounting for 14 % of the Hertfordshire population).</p> <p>The percentage of the population aged 65+ in Hertfordshire, was estimated at 17.2% as of mid-2020. It is projected to increase to 23.2% by mid-2043, implying that increasing resources will be</p>	<p>are potentially more susceptible to site operations.</p> <p>The older generation may be disadvantaged if the reliance is upon electronic communication.</p> <p>Those relying on buses may be disadvantaged if stakeholder events are not held in locations accessible by bus.</p>	<p>considered in the context of their wider area.</p> <p>The Minerals and Waste Planning Authority will continue to provide relevant information electronically and where appropriate, in hard copy. Documents will be made available in line with the adopted Statement of Community Involvement.</p> <p>The council will accept responses to consultations via</p>

<p>Protected characteristic group</p>	<p>viiiWhat do you know?</p> <p>What do people tell you?</p> <p>Summary of data and feedback about service users and the wider community/ public</p> <p>Consultation outcomes/engagement</p>	<p>ixWhat does this mean – what are the potential impacts of the proposal(s)?</p>	<p>xWhat can you do?</p> <p>What reasonable mitigations to reduce or avoid the impact can you propose?</p>
	<p>required in future years to support our older generation as they age and live longer.</p> <p>Most of the representations received during consultations are from residents within the age ranges outlined above. It is also not uncommon for responses to consultations to mention schools and other facilities that cater to certain age ranges such as care homes - in relation to their proximity to mineral and or</p>	<p>Young people may not be engaged in the planning process and therefore disadvantaged.</p> <p>Working people may not be able to attend events during working hours and so may be disadvantaged.</p>	<p>email, letter (or consultation response form) or via the council's website.</p> <p>Stakeholder events should be centrally located and held on a bus route where possible. Events may be hosted virtually.</p> <p>Stakeholder events should not be held at the same time of day/week to ensure there is</p>

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	waste sites.		flexibility for everyone to attend. The continued use of electronic communications will help to involve the younger generations. Whilst controlling operational activities is outside of the Minerals and Waste Local Plan, it can be noted that Planning Conditions will be imposed on minerals and waste planning permissions to

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			regulate the operations and control and minimise factors such as dust, noise and traffic. Compliance with conditions will be monitored and enforced where necessary.
xiiDisability	The most recent data available (January 2021) shows that the number children with an education, health and care plan (EHCP) was 6,062 within Hertfordshire.	The proximity of allocated sites to built development may give rise to negative impacts, when considering the operational phase of a site. Mineral operations creating dust could impact negatively	Whilst controlling operational activities is outside of the Minerals and Waste Local Plan, it can be noted that Planning Conditions will be imposed on minerals and waste planning permissions to regulate the operations and

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	<p>The number children with an EHCP have steadily been increasing over recent years. In 2016 the figure stood at 4,131.</p> <p>In 2011, 69,086 people in Hertfordshire stated that they had a long-term health problem or disability that limited their day-to-day activities a lot, another 90,762 stated that they had a long-term health problem or disability that limited their day-</p>	<p>on those with breathing difficulties.</p> <p>Individuals with Autism Spectrum Disorder, sensory or learning disabilities or related illnesses could be negatively affected by noise created from minerals and waste operations.</p> <p>Older people or families with young children are potentially</p>	<p>control and minimise factors such as dust, noise and traffic. Compliance with conditions will be monitored and enforced where necessary.</p> <p>Stakeholder events should be held in suitable venues.</p> <p>Consultation literature should be issued with text indicating that alternative formats (e.g. braille or large text) can be issued if required.</p>

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	to-day activities a little. These represented 6.2% and 8.1% of the resident population in Hertfordshire respectively.	more susceptible to site operations. Stakeholder events not in disabled accessible locations could disadvantage this group. Consultation literature not in Braille or large text could disadvantage the visually impaired.	
xiiiGender reassignment	No robust data on the UK transgender population exists. The Government Equalities	It is not anticipated that the proposals will affect people	Officers will ensure compliance with equalities legislation throughout

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	<p>Office tentatively estimated in 2018 that there are approximately 200,000-500,000 trans people in the UK.</p> <p>Looking at the Gender Reassignment Certificate data alone, there were 427 Certificates granted in the UK in 2020/2021.</p>	<p>disproportionately because of gender reassignment.</p>	<p>consultations and the plan making process.</p>
xivPregnancy and maternity	<p>ONS data shows that there were 13,967 live births in 2018, 13,517 live births in</p>	<p>It is not anticipated that the proposals will affect people in this group disproportionately.</p>	<p>Officers will ensure compliance with equalities legislation throughout</p>

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	2019 and 12,988 live births in 2020.		consultations and the plan making process.
^{xv}Race	According to 2011 Census data, approximately 19.2% of Hertfordshire residents	People who do not understand English or do not speak English as a first language	Consultation literature should be issued with text indicating that it can be issued in

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	<p>identified themselves in ethnic groups other than White British, which compares to 1.23% in 2001.</p> <p>Watford has the highest concentration of non-English speakers with 7.6% of households (predominantly speaking South Asian languages). Welwyn Hatfield has the next highest concentration, with 4.3% of households not speaking English as their first language</p>	<p>may have difficulty in engaging in stakeholder and consultation events.</p>	<p>alternative languages if required. The use of an interpreter will be provided if needed; however the language line is available as part of the customer service call centre where a 3-way conversation can be had with a translator.</p>

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	(predominantly speaking Other European languages) ¹ The Polish community is the largest white non-British group in Hertfordshire followed by Italian and Irish.		
xviReligion or belief	Breakdown of religious groups in Hertfordshire using 2011 Census data: 58.3% Christian	Stakeholder events and consultation periods over religious festivals could disadvantage some people	The Minerals and Waste Planning Authority will continue to consult in relation to the statutory regulations and in accordance with the

¹ Hertfordshire County Council Diversity and Inclusion Annual Report 2020-2021

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	<p>2.8% Muslim 1.9% Jewish 1.9% Hindu 0.5% Buddhist 0.5% Sikh</p> <p>Follow this link to Herts Insight to find more information on religious groups in Hertfordshire.</p> <p>Out of the total population in Hertfordshire 296,046 people identified as having no religion. 5,072 people</p>		<p>council’s adopted Statement of Community Involvement, which provides for a minimum of 6 weeks for responses.</p> <p>In addition, the council will engage with other faith forums in Hertfordshire where these respective groups have made themselves known to the council.</p> <p>Follow this link to the Equality and Diversity Calendar for</p>

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	<p>identified as having a religion other than the ones listed above.</p> <p>(80,682 people in Hertfordshire did not respond to the 2011 Census question relating to religion. This means that the numbers above do not provide a complete picture on religion in Hertfordshire).</p>		<p>information of religious dates and celebrations.</p>
xviiSex/Gender	<p>As of mid-2020, 48.96 % of Hertfordshire residents were Male and 51.04% of</p>	<p>it is not anticipated that the proposals will affect people</p>	<p>Officers will ensure compliance with equalities legislation throughout</p>

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	<p>Hertfordshire residents were Female.</p> <p>As of mid-2020, 18.5% of all females in Hertfordshire were 65 and over and 15.8% of all males were 65 and over.</p> <p>18.6 % of all females were 14 and under and 20.3% of all males were 14 and under.</p> <p>ONS data shows that there were 13,967 live births in 2018, 13,517 live births in</p>	<p>disproportionately because of their sex or gender.</p>	<p>consultations and the plan making process.</p> <p>Stakeholder events should not be held at the same time of day/week to ensure there is flexibility for everyone to attend.</p>

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	<p>2019 and 12,988 live births in 2020.</p> <p>According to ONS, Health State Life Expectancies report, Male life expectancy at birth in Hertfordshire is 81.0 years and female life expectancy at birth is 84.2 years.</p> <p>In Hertfordshire, Males are more predominant amongst</p>		

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	<p>those from Mixed, Asian and 'Other ethnic' groups.²</p>		
<p>xviiiSexual orientation</p>	<p>Data on Sexual Orientation is currently not available at any areas lower than regional level. 2019 UK data on sexual orientation was published in May 2021 by the ONS. This data shows that between 2018 and 2019, the proportion of</p>	<p>It is not anticipated that the proposals will affect people disproportionately because of their sexual orientation.</p>	<p>Officers will ensure compliance with equalities legislation throughout consultations and the plan making process.</p>

² Hertfordshire County Council Diversity and Inclusion Annual Report 2020-2021

Protected characteristic group	viiiWhat do you know? What do people tell you? Summary of data and feedback about service users and the wider community/ public Consultation outcomes/engagement	ixWhat does this mean – what are the potential impacts of the proposal(s)?	xWhat can you do? What reasonable mitigations to reduce or avoid the impact can you propose?
	<p>people who identified as LGB increased for England from 2.3% to 2.7%.</p> <p>The proportion of the UK population aged 16 years and over identifying as heterosexual or straight decreased from 94.6% in 2018 to 93.7% in 2019.</p>		
^{xix}Marriage and civil partnership	<p>Data from the Census 2011 shows that 49.9% of residents aged 16 and over are married and 0.2% of</p>	<p>It is not anticipated that the proposals will affect people disproportionately because of marriage or civil partnership.</p>	<p>Officers will ensure compliance with equalities legislation throughout</p>

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	residents aged 16 and over are in a registered same-sex civil partnership.		consultations and the plan making process.
xxCarers	In 2011: <ul style="list-style-type: none"> • 6.8% of Hertfordshire residents (75,691 residents) provided 1 to 19 hours of unpaid care a week • 1.1% of Hertfordshire residents (12,256 residents) provided 20 	Stakeholder events held at particular times of the day may disadvantage carers.	Stakeholder events should not be held at the same time of day/same day of the week, to ensure there is flexibility for everyone to attend.

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	<p>to 49 hours of unpaid care a week</p> <ul style="list-style-type: none"> • 1.9% of Hertfordshire residents (20,668 residents) provided 50 or more hours of unpaid care a week 		
xxiOther relevant groups Consider if there is a potential impact (positive or negative)	N/A	N/A	N/A

<p>Protected characteristic group</p>	<p>viiiWhat do you know?</p> <p>What do people tell you?</p> <p>Summary of data and feedback about service users and the wider community/ public</p> <p>Consultation outcomes/engagement</p>	<p>ixWhat does this mean – what are the potential impacts of the proposal(s)?</p>	<p>xWhat can you do?</p> <p>What reasonable mitigations to reduce or avoid the impact can you propose?</p>
<p>on areas such as health and wellbeing, crime and disorder, Armed Forces community.</p>			

Conclusions

xxii Opportunity to advance equality of opportunity and/or foster good relations

Consultations will be carried out in line with statutory regulations and the council's adopted Statement of Community Involvement.

In 2020, the government published regulations in response to the Coronavirus pandemic which made temporary changes to the planning system. These temporary changes altered some requirements for Local Plan consultations and made changes to planning application publicity requirements. The regulations provided temporary changes that gave local planning authorities greater flexibility in relation to the way they publicise planning applications and changed the rules around Local Plan publicity requirements up to 31 December 2021.

Whilst these regulations are no longer in effect, there is the potential for new or similar restrictions to arise in the future, given the changing nature of the pandemic. This matter will be monitored very closely.

Additional engagement events will be conducted where considered necessary. Virtual engagement events may be utilised.

Policy Evidence Reports will be produced alongside Local Plan consultation documents to explain the background behind each individual policy. Policy Evidence Reports will help individuals to better understand the Minerals and Waste Local Plan.

This EqlA will be reviewed at each key stage in the preparation of the new Minerals and Waste Local Plan.

	<p>The 2021 Census data will be reviewed once it is available and the data in this EqlA will be updated accordingly.</p>
<p>xxiii Conclusion of your analysis and assessment</p> <p>Select one of the outcomes below and summarise why you have selected 1,2,3, or 4; what you think the most important impacts are; and the key actions you will take.</p>	<p>Minimal equality impacts identified</p> <p>It is considered that the preparation of the Minerals and Waste Local Plan may give rise to minimal equality implications but the implications can be mitigated and minimised through the actions identified.</p> <p>Potential equality impacts are most likely to arise when considering consultations and access to engagement events.</p> <p>In carrying out consultations, the county council will consider access to documents and how different age groups may be affected and how they are able to/likely to respond. All consultation literature can be issued in different formats and languages where requested. Engagement events will be held in accessible venues and on different days and times where more than one event is planned. Engagement events may also be held virtually.</p> <p>Ensuring the above will likely give rise to a greater response rate to consultations and a higher attendance rate for engagement events.</p> <p>This EqlA will be reviewed after each key stage.</p>

Outcomes and next steps

Impact	Summary
<p>1. No equality impacts identified No major change required to proposal</p>	
<p>2. Minimal equality impacts identified</p> <ul style="list-style-type: none"> - Adverse impacts have been identified, but have been objectively justified (provided you do not unlawfully discriminate) - Ensure decision makers consider the cumulative effect of how a number of decisions impact on equality - No major change required to proposal 	<p>Minimal equality impacts may arise during engagement events and consultations linked to the Minerals and Waste Local Plan. It is considered that these potential impacts can be addressed and mitigated and therefore no changes are required to the plan.</p>
<p>3. Potential equality impacts identified</p> <ul style="list-style-type: none"> - Take 'mitigating action' to change the original policy/proposal, remove barriers or better advance equality - Set out clear actions in the action plan in section 4. 	
<p>4. Major equality impacts identified</p> <ul style="list-style-type: none"> - The adverse effects are not justified, cannot be mitigated or show unlawful discrimination - You must stop and remove the policy [you should consult with Legal Services] <p>Ensure decision makers understand the equality impact</p>	

4. ^{xxiv}Prioritised Action Plan

N.B. These actions must now be transferred to service or business plans and monitored/reviewed to ensure they achieve the outcomes identified.

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Lead officer and time frame
Restricted access to consultation documents	Produce consultation documents in a variety of formats (online version, hard copy, in another language, braille on request etc)	Producing a variety of formats will enable broad and sufficient access to consultation documents and that anyone who wishes to view the documents can obtain access.	Level of response to consultation.	EC Ongoing, throughout the preparation of the Minerals and Waste Local Plan.
Restricted access to Stakeholder Events	Hold stakeholder events in accessible buildings, centrally located and near a bus route and not always held at the same time on the same day if there is more than one event planned.	Stakeholder events will be provided in appropriate and accessible locations, which will enable anyone who wishes to attend to do so. Events may also be held virtually.	Request feedback from stakeholder events Stakeholder event attendance.	EC Ongoing, throughout the preparation of the Minerals and Waste Local Plan.
Review and monitoring of EqIA	Review how the protected	A full EqIA may need to be produced during the	Successful completion of EqIA's where	EC

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Lead officer and time frame
	characteristics are being treated equally after each consultation and update the EqIA if appropriate.	remaining stages of plan preparation, to incorporate changes to the protected characteristics or to take account of changes made to the emerging Minerals and Waste Local Plan. .	appropriate, which highlight how the protected characteristics are being treated equally at each work phase.	Ongoing, throughout the preparation of the Minerals and Waste Local Plan.

This EqIA has been signed off by:

Lead Equality Impact Assessment officer:



Date: 3 May 2022

Head of Service or Business Manager:



Date: 8 March 2022

Review date:

Guidance end notes:

ⁱ The following principles explain what we must do to fulfil our duties under the Equality Act when considering the effect of existing and new policies/ practices/services on equality. They must all be met or the EqIA (and any decision based on it) may be open to challenge:

- **Knowledge:** everyone working for the council must be aware of our equality duties and apply them appropriately
- **Timeliness:** the duty applies at the time of considering proposals and before a final decision is taken
- **Real Consideration:** the duty must be an integral and rigorous part of your decision-making and influence the process.
- **Sufficient Information:** you must assess what information you have and what is needed to give proper consideration.
- **No delegation:** the council is responsible for ensuring that anyone who provides services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
- **Review:** the equality duty is a continuing duty – it continues after proposals are implemented/reviewed.
- **Proper Record Keeping:** we must keep records of the process and the impacts identified.

ⁱⁱ Our duties in the Equality Act 2010

HCC has a legal duty under this Act to show that we have identified and considered the impact and potential impact of our activities on all people with ‘protected characteristics’ (see end notes 11-20 for details of the nine-protected characteristics). This applies to policies, services (including commissioned services), and our employees. If you are creating an ‘arms-length’ company, seek advice from the Equality Team or Legal.

We use this template to do this and evidence our consideration. You must give ‘due regard’ (pay conscious attention) to the

need to:

- Avoid, reduce or minimise negative impact: if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately.
 - Promote equality of opportunity: by
 - Removing or minimising disadvantages suffered by equality groups
 - Taking steps to meet the needs of equality groups
 - Encouraging equality groups to participate in public life or any other activity where participation is disproportionately low
 - Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- Foster good relations between people who share a protected characteristic and those who don't: e.g. by promoting understanding.

iii **EqlAs should always be proportionate to:**

- The size of the service or scope of the policy/strategy
- The resources involved
- The size of the likely impact – e.g. the numbers of people affected and their vulnerability

The greater the potential adverse impact of the proposal(s) on a protected group (e.g. disabled people) and the more vulnerable the group is, the more thorough and demanding the process required by the Act will be.

Unless they contain sensitive personal/employee data – EqlAs are public documents. They are published with Cabinet and Panel papers and public consultations and are available on request.

iv **Who completes the EqlA:** The person who is making the decision or advising the decision-maker about a policy. It is better to do this as a team, with people involved who understand the implementation of the policy.

v **Title of EqIA:** This should clearly explain what service/policy/strategy/ change you are assessing.

vi **Focus of EqIA:** A member of the public should have a good understanding of the policy or service and any proposals after reading this section.

Please use plain English and write any acronyms in full first time. Also explain if there is a particular focus to your equality analysis:

- What are the main aims or purpose of the policy, practice, service or function? How does it fit with other services?
- What outcomes do you want to achieve, why and for whom? e.g. what do you want to provide, what will change/improve?
- Which aspects are most important to equality and should be the focus of your attention?
- You should state all teams/organisations involved in implementing, carrying out or delivering the policy, practice or service
- What are the reason(s) for the proposal or change (financial, service, legal etc)? The Act requires us to make these clear.

vii **Data & Information:** Your EqIA needs to be informed by data. You should consider the following:

- What data relevant to the impact on protected groups is available?
(is there an existing EqIA?, local service data, national data, community data, similar proposal in another local authority).
- What further evidence is needed and how can you get it? (e.g. further research or engagement with the affected groups).
- What do you know from service/local data about needs, access and outcomes? Focus on each characteristic in turn.
- What might any local demographic changes or trends mean for the service or function? Also consider national data if appropriate
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any group(s)?
- Is the service having a positive or negative effect on particular people or groups in the community?

viii **What have people told you about the service, function, area?**

- Use service user feedback, complaints, audits, and/or the results of specific consultation/engagement
- Are there patterns or differences in what people from different groups tell you?
- Remember, you must engage/consult appropriately and in an inclusive way with those likely to be affected to fulfil the equality duty.
- You can read HCC's [Consultation](#) and [Engagement](#) toolkits for full advice on this
- For practical tips and advice on consulting with people from protected groups, see this ['How-to' guide](#)

ix **Impact:** Your EqIA must consider fully and properly actual and potential impacts against each protected characteristic:

- The equality duty does not stop changes, but means we must fully consider and address the anticipated impacts on people.
- Be accurate and transparent, but also realistic: don't exaggerate speculative risks and negative impacts.
- Be detailed and specific where you can so decision-makers have a concrete sense of potential effects.
- Questions to ask when assessing whether and how the proposals impact on service users, staff and the wider community:
 - Are one or more protected groups affected differently and/or disadvantaged? How, and to what extent?
 - Is there evidence of higher/lower uptake among different groups?
 - If there are likely to be different impacts on different groups, is that consistent with the overall objective?
 - If there is negative differential impact, how can you minimise that while taking into account your overall aims?
 - Do the effects amount to unlawful discrimination? If so the plan must be modified.
 - Does it relate to an area where equality objectives have been set by HCC in our [Equality Strategy?](#)

x Consider actions relating to the following:

- That specifically address the impacts you've identified and show how they will remove, reduce or avoid any negative impacts
- Explain clearly what any mitigating measures are, and the extent to which you think they will reduce/remove the adverse effect
- Will you need to communicate or provide services in different ways for different groups in order to create a "level playing field"?
- State how you can maximise any positive impacts or advance equality of opportunity.
- If you do not have sufficient equality information, state how you can fill the gaps.

^xi Age: People of all ages, but consider in particular children and young people, older people and carers, looked after children and young people leaving care. Also consider working age people.

^xii Disability: When looking at disability, consideration should be given to people with different types of impairments: physical (including mobility), learning, aural or sensory (including hearing and vision impairment), visible and non-visible impairment. Consideration should also be given to: people with HIV, people with mental health needs and people with drug and alcohol problems. People with conditions such as diabetes and cancer and some other health conditions also have protection under the Equality Act 2010.

^xiii Gender Reassignment: In the Act a transgender person is someone who proposes to, starts or has completed a process to change his or her gender. A person does not need to be under medical supervision to be protected. Consider transgender people, transsexual people and transvestites.

^xiv Pregnancy and Maternity: When looking at pregnancy and maternity, give consideration to pregnant women, breastfeeding mothers, part-time workers, women with caring responsibilities, women who are lone parents and parents on low incomes, women on maternity leave and Keeping in Touch days.

^{xv} **Race/Ethnicity:** Apart from the common ethnic groups, consideration should also be given to Gypsy, Roma and Irish Travellers communities, people of other nationalities outside Britain who reside here, refugees and asylum seekers and speakers of other languages.

^{xvi} **Religion and Belief:** Religion includes any religion with a clear structure and belief system. As a minimum you should consider the most common religious groups (Christian, Muslim, Hindu, Jews, Sikh, Buddhist) and people with no religion or philosophical belief(s).

^{xvii} **Sex/Gender:** Consider girls and women, boys and men, married people, civil partners, part-time workers, carers (both of children with disabilities and older cares), parents (mothers and fathers), in particular lone parents and parents on low incomes.

^{xviii} **Sexual Orientation:** The Act protects bisexual, heterosexual, gay and lesbian people.

^{xix} **Marriage and Civil Partnership:** consider married people and civil partners – e.g. do same sex couple in a civil partnership have the same rights and benefits as married people?

^{xx} **Carers:** From April 2015, carers (people who provide unpaid care to a friend or relative) have been entitled to an assessment of their own needs in the same way as those they care for. Although not a 'protected characteristic' HCC Diversity Board has agreed that the impact of proposals on carers should also be considered.

^{xxi} **Other relevant groups:** You should consider the impact on our service users in other related areas, such as health and wellbeing, crime and disorder (e.g. people experiencing domestic abuse), community relations and socio-economic status (e.g. homelessness or low incomes). If the proposal is likely to have an impact on service users in these areas, HCC Public

Health and the County Community Safety Unit may be able to help. Also consider whether your policy or decision will impact current or former Armed Forces personnel living and working in Hertfordshire. The Council is committed to the Hertfordshire Community Covenant, a commitment from public and private organisations in the county to support the active and retired Armed Forces community.

^{xxii} **Equality of opportunity and good relations:** summarise anything that will have a potential positive impact over and above the work of your project – e.g. engaging with the community may help raise awareness and community understanding of the needs of certain groups.

^{xxiii} **Conclusion**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Also explain what positive impacts will result from the actions and how you can make the most of these.
- Make it clear if a change is needed to the proposal itself. Is further engagement, research or monitoring needed? Make it clear if, as a result of the analysis, the policy/proposal should be stopped

^{xxiv} **Action Planning:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.