

Appendix 2 - EQIA Stage One: Initial Screening Assessment Form

This should be used once it has been decided that a specific strategy, policy or project requires an initial screening.

Name of strategy, project, policy: **Increased Licence Charges 2016/17**

Department: **Open Spaces – Epping Forest Division**

Officer/s completing assessment: **Superintendent of Epping Forest**

The strategy, policy or project		
1.	What is the main purpose of the policy?	To regulate the use of land protected under the Epping Forest Acts 1878 & 1880 to ensure no possessory rights contract to the Act are conceded to neighbouring land. Generate additional income of up to 10% for reinvestment in the management of Epping forest
2.	Is the policy affected by external drivers for change?	Current budget efficiency requirements require above inflation increased to generate additional income.
3.	List the main activities of the policy?	Standard licensing accompanied by a charging for the temporary use of Forest land
4.	Who implements the policy?	Epping Forest and Commons Committee The Director of Open Spaces; the Superintendent of Epping Forest and Epping Forest Keepers under delegation from the Committee.
5.	Who will be affected by the policy?	Neighbours seeking the temporary use of Forest Land for access to their boundaries.
6.	What outcome do you want to achieve, why and for whom?	Safe and properly regulated temporary access to Forest Land validated by an appropriate charge.
7.	Are any other organisations involved?	Not usually, though Solicitors or Surveyors may be employed for Part Wall Agreements.
8.	Are there any existing assessments or inspections?	Digital records of Licence Applications and Agreements
9.	Who have you consulted on the policy?	Epping Forest and Commons Committee.
10.	Who are the main beneficiaries of the policy?	Epping Forest Charity Number 232990

The Impact:	Tick the boxes which apply for each 'target group'					
Equality Target Group	Positive Impact		Neutral Impact	Negative Impact		Reason/Comment
	High	Low		High	Low	
Gender						
Women			<input checked="" type="checkbox"/>			This proposal is for an increase in charge and therefore impacts equally on all neighbours.
Men			<input checked="" type="checkbox"/>			As above
Transgender			<input checked="" type="checkbox"/>			As above
Race						
Asian – Asian Bangladeshi; Asian British; Asian Indian; Asian Pakistani; Asian Other			<input checked="" type="checkbox"/>			As above. A City Translation Service is available for situations where English may not be the first language.
Black – Black African; Black British; Black Caribbean; Black Other			<input checked="" type="checkbox"/>			As above
Chinese			<input checked="" type="checkbox"/>			As above
Irish			<input checked="" type="checkbox"/>			As above
Mixed – Asian & White; Black & White; Mixed Other			<input checked="" type="checkbox"/>			As above
White – White British; White European Union; White Other			<input checked="" type="checkbox"/>			As above

The Impact:	Tick the boxes which apply for each 'target group'					
Equality Target Group	Positive Impact		Neutral Impact	Negative Impact		Reason/Comment
	High	Low		High	Low	
Disabled people			<input checked="" type="checkbox"/>			
Lesbians, gay men and bisexuals			<input checked="" type="checkbox"/>			
Older people			<input checked="" type="checkbox"/>			
Younger people and children			<input checked="" type="checkbox"/>			
Faith groups			<input checked="" type="checkbox"/>			
Minority faiths						
Those of no faith						

Further Action	
Does the policy have a negative impact on any of the equality target groups? If so, you will need to proceed to Stage 2	No
Is the negative impact assessed as being of high significance? If so, you will need to proceed to Stage 2	Not applicable
Is progression to Stage 2: Full Assessment required?	No

Signed (Completing Officer):

Jacqueline Eggleston

Date: 21 December 2015

Appendix 4 - EQIA Stage Two: Full Assessment

Name of strategy, project, policy: _____

Department: _____

Officer/s completing assessment: _____

Part 1		
1.	In what areas are there concerns that the policy could have a negative impact? Please tick the relevant group/s opposite	Gender(including transgender) Race Disability Sexual Orientation Age Faith
2.	Summarise the likely negative effect	
3.	As a result of this assessment and available evidence, should the Corporation commission research on this issue or carry out further monitoring/data collection?	
4.	What consultation has taken place/or is planned with affected equality target groups?	
5.	What consultation/communication has taken place/or is planned with staff?	

Part 2 (to be completed once further consultation and research has been carried out)

6.	As a result of this assessment and available evidence collected, state what changes are proposed to your policy?	
7.	Will the changes planned ensure that the negative impact is legal and of low impact?	
8.	What monitoring and evaluation will you introduce to further assess the impact of the policy on the equality target groups?	

Signed (Completing Officer): _____ Date: _____

Signed (Departmental Equality Champion): _____ Date: _____