

North Herts Council

# Corporate Cumulative Equality Impact Assessment

2022/23

## Summary

This report sets out the approach taken to consider the cumulative equality impact of North Herts Council's decision-making processes in the civic year 2022/2023.

The report is based on council and committee reports that have been considered throughout the civic year. This includes those council and committee reports that required an equality impact analysis and those council and committee reports that did not require an equality impact analysis but demonstrated consideration of impacts on protected characteristics, and where necessary, identified mitigating action to avoid discriminatory practices or treating one aspect of the community more favourably than another.

A number of reports were either merely for information only or seeking approval from council to pursue a certain course of action. Therefore, some of these proposals and projects were in the early stages and as such may need further equality analysis. The process for Equality Impact Analysis is an evolving one and proportionate, with assessments updated as projects develop.

The Equality Act 2010 guidance states that all policies must be analysed for their impact on equality, whether these are current and proposed policies or whether they are informal customs or practices. North Herts Council sets out guidance and support for staff on taking a proportional and meaningful approach to paying due regard to equality duties in the following areas that the Council are responsible for. This involves making a wide range of decisions, including decisions about overarching policies and setting budgets, to day-to-day decisions, which affect specific individuals or specific groups. The approach agreed for North Herts Council decision makers is that the following areas would be targeted for Equality Analysis Assessments:

- Key decisions - i.e. those over £50,000.00 value or which have a considerable potential impact on the community and across the 'protected characteristics'. (NB. Contractual arrangements, such as contracts for energy, will be exempt from review as whilst they are of sufficient monetary value, the 'equality' impact on the community is nil).
- Major budget implications - i.e. efficiencies and investments such as those proposed within the corporate business planning process
- Major Service provision revision - i.e. restructure proposals, changes to working practices and especially those with greatest impact on external customers.

It should be noted that the Shared Internal Audit Service (SIAS) conducted a review of the Equality Internal processes in 2013 and provided overall **substantial assurance** that there were effective controls in operation. In 2019/20, the SIAS conducted an audit of Equality and Diversity and provided an overall **good assurance** level for this. Officers have continued to adhere to these processes.

The Public Sector Equality Duty also requires the local authority to eliminate discrimination, foster good relations and promote equality of opportunity between those with a protected characteristic and others. This work is implicit in all our services.

The table below summarises the equality impact analysis of key council decisions in the last civic year. Individual equality impact assessments for key policy decisions will be included within this report under the completed Equality Analysis Template section.

## **1. Cabinet and Council Reports**

1a. Potential equality impacts identified by Cabinet and Council reports and the mitigating action either carried out or proposed, where appropriate.

1b. Potential equality impacts identified by Cabinet and Council reports that may appear in future along the course of the project and will be considered where they arise.

1c. Cabinet and Council reports identifying no equality impacts.

### **Cumulative Assessment Findings**

- Out of 71 decisions from Cabinet and Council, a total of 24 noted potential equality implications and the mitigating action either carried out or proposed, of these 24 decisions, 4 Equality Analysis Templates were completed.
- 35 decisions noted potential future equality implications however at the time of reporting, did not require action or completion of an Equality Analysis.
- 12 decisions highlighted no direct implications.

<b>Contents</b>	<b>Page</b>
<b>1a. Cabinet Decisions</b>	7
Conservation Area Reviews	7
Risk Management Update	
Careline – In-House Provision for Non-Complex Installation and Maintenance	7
2022 – 27 Community Consultation Strategy	8
Proposed New Conservation Area for Chesfield Park	8
Council Tax Reduction Scheme 2023/2024	8
North Herts Leisure Centre Soft Play Investment Part 1	9
Future Service Design of Waste, Recycling and Street Cleansing Services	9
North Hertfordshire Local Plan 2011-2031	10
Council Tax Reduction Scheme 2023/2024	10
Allocation Of Government Funding for Accommodation and Support Services for Single Homeless People	11
Adoption of the Museum Strategy 2022 – 2026	11
Half Yearly Report on Risk Management Governance	12
Changes To Property Compliance Services Provided to Community Buildings	12
Careline – In-House Provision for Complex Installation and Maintenance	13
The Allocation of DLUHC Homelessness Prevention Grant	13
Statement of Community Involvement – Draft for Public Consultation	13
<b>1a. Council Decisions</b>	13
Warding Arrangement Submission to The Local Government Boundary Commission for England ('LGBCE')	14
Constitutional Amendment – Annual Review	14
Annual Report of The Standards Committee	14
Electoral Review – Response to Local Government Boundary Commission for England on Proposed Warding Arrangements	15
Council Tax Reduction Scheme 2023/2024	15
Review of Members' Allowances	15
Pay Policy Statement 2023/24	16
Constitutional Amendment Report	16
<b>Completed Equality Analysis Templates</b>	17
- <i>Waste Collection Service Changes – Three Weekly Residual Waste</i>	18
- <i>Council Tax Reduction Scheme</i>	23
- <i>Integrated pathway of accommodation and support services for single homeless people (allocation of additional government grant - RS15 and HPG 2022/2023)</i>	31
- <i>Planning Consultations – Statement of Community Involvement</i>	37
<b>1b. Cabinet Decisions</b>	42
Strategic Planning Matters	42
Revenue Budget Outturn 2021/22	42
Investment Strategy (Capital and Treasury) End of Year Review 2021/22	42
2022 District Wide Survey	43
First Quarter Investment Strategy (Capital and Treasury) Review 2022/23	43

First Quarter Revenue Budget Monitoring 2022/23	44
Council Delivery Plan 2022-23 (Quarter 1 Update)	44
Medium Term Financial Strategy	45
Proposed Increase in Car Parking Tariffs 2022-23	45
Draft Developer Contributions SPD	46
Climate Change Strategy 2022-2027	47
North Herts Council's Equality, Diversity, and Inclusion Strategy 2022-2027	47
Draft Budget 2023/24	47
CCTV Camera Locations and Investment	47
Second Quarter Investment Strategy (Capital and Treasury) Review 2022/23	48
Council Delivery Plan 2022-23 (Quarter 2 Update)	49
Second Quarter Revenue Budget Monitoring 2022/23	49
Draft Developer Contributions SPD	50
Strategic Planning Matters	50
Revenue Budget 2023/24	51
Investment Strategy (Integrated Capital and Treasury)	51
Sustainability SPD – Overview	52
Third Quarter Investment Strategy (Capital and Treasury) Review 2022/23	52
Third Quarter Revenue Budget Monitoring 2022/23	53
Council Delivery Plan 2022-23 (Quarter 3 Update)	54
Council Delivery Plan For 23-24	54
<b>1b. Council Decisions</b>	54
Noting The Appointment of The Deputy Leader of The Council, Members of The Cabinet and Deputy Executive Members For 2022/23	54
Appointment of Members of Committees, Joint Committees and Panels For 2022/23	55
Appointment of Chairs and Vice-Chairs of Committees For 2022/23	55
Key Decisions - Annual Report on Cases of Special Urgency	55
Nomination Of Representatives on Outside Organisations and Other Bodies For 2022/23	55
Appointment Of Independent Member to The Finance, Audit and Risk Committee	55
Medium Term Financial Strategy	56
Constitutional Amendment / Panel Approval & Appointment Report Part 1	56
Revenue Budget 2023/24	57
<b>1c. Cabinet Decisions</b>	58
3c's Policy	58
Making of an Article 4 Direction for the District's Primary and Secondary Shopping Frontages	58
Therfield Heath SSSI Mitigation Strategy	58
Single Tender in Relation to Property Compliance Contract (Draft)	58
Regulation of Investigatory Powers Act ('RIPA') Update and Annual Review	59
Leisure Management Contract Procurement	59

<b>1c. Council Decisions</b>	59
Approve a Programme of Ordinary Meetings for the Council for the Civic Year 2022/23	60
Annual Report of the Overview and Scrutiny Committee 2021/2022	60
Electoral Services – Scale of Fees 2023/2024	60
Constitutional Amendment Report	60
Pension Pooling with ‘Orphaned Employers’	60
Churchgate Update	61

## 1a. Cabinet Decisions

**21st June 2022**

	<b>Equality Implications</b>
<p><b>Agenda Item 9: CONSERVATION AREA REVIEWS REPORT OF: SERVICE DIRECTOR - REGULATORY</b></p>	
<p>To consider the draft Conservation Area Appraisal and Management Plans (CAAMPs) for the Ashwell and Pirton conservation areas, including proposed revisions to the conservation area boundaries for public consultation.</p>	<p>Section 8.4 refers to the key engagement of the community in developing CAAMPs. This engagement should advance equality of opportunity/foster good relations in consultation with all demographics within the area (including those who exhibit protected characteristics).</p>
<p><b>Agenda Item 12: RISK MANAGEMENT UPDATE REPORT OF: THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>To provide the Committee with an update on risk management, including the Annual Report on Risk Management for 2021-22.</p>	<p>Reporting on the management of risk provides a means to monitor whether the Council are meeting the stated outcomes of the district priorities, its targets or delivering accessible and appropriate services to the community to meet different people's needs. The risks of NHDC failing in its Public Sector Equality Duty are recorded on the Risk Register. The Councils risk management approach is holistic, taking account of commercial and physical risks. It should also consider the risk of not delivering a service in an equitable, accessible manner, and especially to its most vulnerable residents, such as those who are homeless.</p>
<p><b>Agenda item 13: CARELINE – IN-HOUSE PROVISION FOR NON-COMPLEX INSTALLATION AND MAINTENANCE REPORT OF: SERVICE DIRECTOR CUSTOMERS</b></p>	
<p>This report seeks Cabinet approval for the Careline service to establish a full in-house service providing non-complex installation and maintenance to Careline customers. This service is currently being provided by an external company who wish to terminate the contract early on 30 September 2022 and have formally given</p>	<p>This report recommends NHDC providing a service to users of Careline who in the main will have a protected characteristic, the recommendation to bring the service in-house will ensure those with a protected characteristic are able to receive the support of the Careline</p>

<p>notice to this effect. As part of the service expansion in 2021, Careline took on a small technical team who have been providing elements of this service at a smaller scale, therefore a proof of concept has already been achieved.</p>	<p>service and benefit from the independence the service affords its users.</p>
<p><b>13<sup>th</sup> September 2022</b></p>	
<p><b>Agenda Item 7: 2022 – 27 Community Consultation Strategy</b> <b>REPORT OF: Service Director, Place</b></p>	
<p>To outline the Council’s proposed approach to community consultation and engagement for the five-year period from 2022 – 2027. To inform our residents on why, when and how we will consult them and encourage residents to sign up to ensure their views are heard in the future.</p>	<p>It is important to note that there will be members of the North Herts community who do not have access to digital channels. These residents should still be given the opportunity to participate in consultations by other means, particularly face to face consultation with councillors or joining in focus groups where relevant, and reasonable adjustments will be made available for those that require them. ‘Assessing the approach to consultation’ in Appendix B, sets out a model for consultation which services should adopt. Part of this process is giving consideration to how any consultation activity will reach affected groups including minority and disadvantaged groups.</p>
<p><b>Agenda Item 16: PROPOSED NEW CONSERVATION AREA FOR CHESFIELD PARK</b> <b>REPORT OF: SERVICE DIRECTOR - REGULATORY</b></p>	
<p>To consider a proposed new conservation area around Chesfield Park and a draft Conservation Area Appraisal and Management Plan (CAAMP) for public consultation.</p>	<p>Section 8.5 refers to the key engagement of the community in developing CAAMPs. This engagement should advance equality of opportunity/foster good relations in consultation with all demographics within the area (including those who exhibit protected characteristics).</p>
<p><b>Agenda Item 18: COUNCIL TAX REDUCTION SCHEME 2023/2024</b> <b>REPORT OF: SERVICE DIRECTOR CUSTOMERS</b></p>	
<p>Each year the Council is required to review its Council Tax Reduction Scheme in accordance with the requirements of the schedule 1A of the Local Government Finance Act 1992 and to either maintain the scheme or replace it. The purpose of this report is to provide an update on the progress that has been made so far on the full review of the Council Tax Reduction Scheme. The</p>	<p>It should be noted that this scheme only applies to and impacts a specific age group: working-age claimants. Changes suggested within this report aim to improve accessibility to the scheme for all claimants through a simplified process; and improve the support available to those that are on the lowest incomes. As noted at 8.7.2, there will be some who will inevitably not benefit from the changes and will see a</p>



<p>review is one of the Councils key projects for 2022/23 included in the Council Delivery Plan.</p>	<p>reduction in entitlement or entitlement end altogether. Efforts have been made to minimise negative impacts. By conducting extensive consultation, the Council seeks to collect information from those who may be potentially affected by these proposals.</p>
<p><b>Agenda Item 22: NORTH HERTS LEISURE CENTRE SOFT PLAY INVESTMENT PART 1 REPORT OF: THE SERVICE DIRECTOR - PLACE</b></p>	
<p>The purpose of the report is to seek Cabinet approval for an investment proposal at North Herts Leisure Centre, Letchworth. The proposal would involve using two of the four existing squash courts and the changing rooms located in the same area, to create a soft play facility with a toddler and junior area, plus provision for parties.</p>	<p>The soft play will improve provision at the leisure centre for younger age groups. Squash is more likely to be played by older age groups and current usage data demonstrates players are unlikely to be negatively impacted by the removal of two of the four courts. Sport England, a body of government responsible for developing sport and physical activity and getting people active, have been consulted on the proposal and have no objections to the removal of two squash courts as there will still be squash provision at the site. The North Herts Squash League use all four courts on Sundays from 6pm-8pm with up to 10-16 players in attendance. The removal of two courts would negatively impact this current booking as capacity would be reduced. However, the League's members are free to utilise the remaining courts which will also be available to them at other times.</p>
<p><b>25<sup>th</sup> October 2022</b></p>	
<p><b>Agenda Item 4: Future Service Design of Waste, Recycling and Street Cleansing Services. REPORT OF: Chloe Hipwood – Shared Service Manager – Waste &amp; Recycling</b></p>	
<p>This report seeks the authority to proceed with a Competitive Dialogue procurement for the waste &amp; recycling collection and street cleansing contract due to expire in May 2025. The report is based on outcomes from the Member lead joint working group between East Herts Council (EHC) and North Herts Council (NHC) and identifies key service changes affecting the contract specification drafting. The key drivers for the services changes are set in the context of the pending national</p>	<p>An Equalities Impact Assessment has been completed and can be found in Appendix 11. Households producing large quantities of child or adult nappies will be supported by the provision of policies allowing for these properties to remain on fortnightly residual waste collections. <i>Equalities Impact Assessment below.</i></p>

<p>Resources and Waste Strategy and the financial challenges authorities are facing which is exacerbated by inflationary pressures. The report covers details of both EHC and NHC changes in order to fully identify the impacts across the shared service.</p>	
<p><b>2nd November 2022</b></p>	
<p><b>Agenda Item 4: NORTH HERTFORDSHIRE LOCAL PLAN 2011-2031</b>  <b>REPORT OF: IAN FULLSTONE, SERVICE DIRECTOR - REGULATORY</b></p>	
<p>The purpose of this report is to provide Members with a summary of the Examination of the Local Plan and the Inspector's Report and to seek approval for the final version of the Local Plan to be presented to Full Council with a recommendation for its adoption.</p>	<p>An Equality Impact Assessment has been produced assessing the plan's compliance with relevant legislation and requirements. The Planning Inspectorate specifically requested that this document accompanied submission of the local plan. 12.3 No issues with the Equality Impact Assessment were raised by the Inspector. Paragraph 11 of the IR states: I [the Inspector] have had due regard to the aims expressed in S149(1) of the Equality Act 2010. This has included my consideration of several matters during the examination including the provision of traveller sites to meet need and accessible and adaptable housing.  <i>Equalities Impact Assessment below.</i>  <i>Note*- this is a separate assessment to what is requested from the Policy Team, this is a planning specific assessment. <a href="#">Appendix 1 - North Herts Inspectors Report - Final.pdf.pdf (north-herts.gov.uk)</a></i></p>
<p><b>13th December 2022</b></p>	
<p><b>Agenda Item 7: COUNCIL TAX REDUCTION SCHEME 2023/2024</b>  <b>REPORT OF: SERVICE DIRECTOR CUSTOMERS</b></p>	
<p>Each year the Council is required to review its Council Tax Reduction Scheme in accordance with the requirements of the schedule 1A of the Local Government Finance Act 1992 and to either maintain the scheme or replace it. The Council had</p>	<p>It should be noted that this scheme only applies to and impacts a specific age group: working-age claimants. Changes suggested within this report aim to improve accessibility to the scheme for all claimants through a simplified process; and improve the support available to</p>

<p>committed to a full review of its Council Tax Reduction Scheme to meet the objectives as set out in 2.3. The review is one of the Councils key projects for 2022/23 included in the Council Delivery Plan.</p>	<p>those that are on the lowest incomes. As noted at 8.7.2, there will be some who will inevitably not benefit from the changes and will see a reduction in entitlement or entitlement end altogether. Efforts have been made to minimise negative impacts. By conducting extensive consultation, the Council has sought to collect information from those who may be potentially affected by these proposals. An equalities impact assessment has been completed and is attached at Appendix C. <i>Equalities Impact Assessment below.</i></p>
<p><b>Agenda Item 10: ALLOCATION OF GOVERNMENT FUNDING FOR ACCOMMODATION AND SUPPORT SERVICES FOR SINGLE HOMELESS PEOPLE REPORT OF SERVICE DIRECTOR - REGULATORY</b></p>	
<p>The demand for accommodation and support services for single homeless people, particularly those with complex support needs, has risen significantly over the past few years and support for this cohort remains an urgent priority and requires specialist support services. The Council has received ringfenced homelessness funding totalling £889k over three years from the Department for Levelling Up, Housing and Communities (DLUHC). £340k has been received as annual Homelessness Prevention Grant funding for 2022/23 whilst a further £549k of funding for three years (2022/23 – 2024/25) was awarded to the Council following a successful partnership bid to the DLUHC’s Rough Sleeping Initiative. This report details proposals for the allocation of this funding for specialist services and interventions for vulnerable single homeless people.</p>	<p>An Equality Impact Assessment has been completed and is attached as Appendix 1. The assessment notes the potential positive impacts this decision will have for some of the most vulnerable members of the community in North Hertfordshire. <i>Equalities Impact Assessment below.</i></p>
<p><b>Agenda Item 12: Adoption of the Museum Strategy 2022 – 2026 REPORT OF: Culture and Facilities Service Manager</b></p>	
<p>This report requests approval and adoption of the new North Herts Museum Strategy 2022 – 2026. North Hertfordshire Museum Service has produced a draft North Hertfordshire Museum Strategy, 2022 to 2026. The strategy describes the museum service’s four main aims, which relate to: Audience, Finance, Collections, Organisation. Each aim is then explained in more</p>	<p>The museum strategy aims to ensure the museum service reaches as wide and diverse an audience as possible. With regards to the Public Sector Equality Duty, this strategy document will help to align the development of the service with our responsibilities under the duty but will also guide how we hope to deliver services to all residents and visitors of North Herts over the coming years.</p>

<p>detail. The document is illustrated throughout with recent images from the museum.</p>	
<p><b>Agenda Item 13: HALF YEARLY REPORT ON RISK MANAGEMENT GOVERNANCE</b> <b>REPORT OF: THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>To provide the Committee with an update on the effectiveness of the Risk Management Governance arrangements at North Herts Council.</p>	<p>Reporting on the management of risk provides a means to monitor whether the Council are meeting the stated outcomes of the district priorities, its targets or delivering accessible and appropriate services to the community to meet different people’s needs. The risks of NHDC failing in its Public Sector Equality Duty are recorded on the Risk Register. The Councils risk management approach is holistic, taking account of commercial and physical risks. It should also consider the risk of not delivering a service in an equitable, accessible manner, and especially to its most vulnerable residents, such as those who are homeless.</p>
<p><b>Agenda Item 15: CHANGES TO PROPERTY COMPLIANCE SERVICES PROVIDED TO COMMUNITY BUILDINGS</b> <b>REPORT OF: Service Director: Resources</b></p>	
<p>The Council leases a number of buildings to community groups. These are mainly buildings referred to as Community Centres, but also includes a bowls club, pavilion and a day centre (referred to as Community Buildings in this report). Under the lease the community group are required to take on various property checking and compliance tasks. However, the Council has continued to provide almost all of these tasks through a property compliance contract. Some of these tasks are carried out on a monthly basis and do not require any specialist knowledge or training to carry them out. This report recommends that the Council stops providing these specific elements of the compliance service, and therefore the community groups (either their staff or volunteers) would need to take them on. As well as helping to keep under control the cost of providing the service, it would also lead to reduced vehicle travel, and the associated environmental benefits. The Council would still continue to provide those tasks that require specialist knowledge or training.</p>	<p>Whilst the community buildings themselves are likely to be used by individuals or groups who have a protected characteristic, this proposal is about the carrying out of property compliance checks by community building staff and/or volunteers.</p>

<b>Agenda item 23: CARELINE – IN-HOUSE PROVISION FOR COMPLEX INSTALLATION AND MAINTENANCE REPORT OF: SERVICE DIRECTOR CUSTOMERS Part 1</b>	
<p>This report seeks Cabinet approval for the Careline service to expand the in-house installation and maintenance service to include complex installation and maintenance services alongside the non-complex services already provided. This service is currently being provided by an external company under a contract with an end date of 31 March 2023.</p>	<p>This report recommends NHC providing a service to users of Careline who in the main will have a protected characteristic, the recommendation to bring the service in-house will ensure those with a protected characteristic are able to receive the support of the Careline service and benefit from the independence the service affords its users.</p>
<b>31<sup>st</sup> January 2023</b>	
<b>Agenda Item 9: THE ALLOCATION OF DLUHC HOMELESSNESS PREVENTION GRANT REPORT OF SERVICE DIRECTOR - REGULATORY</b>	
<p>The demand for homelessness services remains high and this is likely to continue for the foreseeable future due to pressures arising from the cost-of-living crisis, the difficulties accessing private rented accommodation locally and a lack of appropriate housing options. The Council receives annual Homelessness Prevention Grant (HPG) funding from the Department for Levelling Up, Housing and Communities (DLUHC), which is ring-fenced for homelessness prevention and relief work. HPG of £395k has been received for 2022/23. This report details proposals for the remaining allocation of this funding and provides updates on other relevant DLUHC funding opportunities.</p>	<p>The proposed allocations of the remaining HPG funding seek to prevent and relieve homelessness. BSCU provide an affordable homelessness prevention loan service, while Beam help homeless households access the private rented sector and assist homeless people into employment. Young people are more likely to be faced with homelessness and rough sleeping (under 25s made up 19% of those owed a homelessness duty by the Council in 2021/22). Crashpad provide emergency beds for homeless young people on a short term basis with the aim of them returning home. Evidence shows that life expectancy of rough sleepers is far shorter than for the population as a whole so services aimed at young people may provide the chance to promote positive health outcomes in the longer-term through early intervention.</p>
<b>14th March 2023</b>	
<b>Agenda Item 8: STATEMENT OF COMMUNITY INVOLVEMENT – DRAFT FOR PUBLIC CONSULTATION REPORT OF THE SERVICE DIRECTOR - REGULATORY</b>	
<p>To consider the revised draft of the Statement of Community Involvement and agree that it is published for public consultation.</p>	<p>An Equalities Impact Assessment has been undertaken and is attached as Appendix B. The SCI has identified a number of groups within the community which tend not to engage with local planning</p>

	<p>issues and consultations. These groups include working age people, people with disabilities, black and ethnic minority groups, young people and gypsy and traveller communities. Work will continue with the Policy and Community Engagement Team to encourage these groups to participate in planning consultations. <i>Note* - this is currently a draft version and the final version will be completed after consultation has closed.</i></p>
--	--

<b>1a. Council Decisions</b>	
<b>14th July 2022</b>	
<p><b>Agenda Item 8: WARDING ARRANGEMENT SUBMISSION TO THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND ('LGBCE')</b>  <b>REPORT OF: DEMOCRATIC SERVICES MANAGER</b></p>	
<p>The first stage of the Electoral Review of North Herts Council by the Local Government Boundary Commission for England (LGBCE) was the determination of Council Size (number of District Councillors) to represent North Herts Council from May 2024. That stage has been completed, with the LGBCE advising the number of Councillors shall be 50. [Note the Submission being considered includes 51 Councillors, the reasons for which are explained within this report and in more detail in the Submission.] The current stage of the review is a public consultation by the LGBCE regarding warding arrangements and this Council, as a statutory consultee and interested party, is invited to submit a proposal. Having considered warding arrangements at the Boundary Review Project Board, Group Leaders on behalf of their political groups have discussed and agreed warding arrangements that take into account the identities and interests of local communities across the district, provide for effective and convenient local government, and ensure electoral equality.</p>	<p>The Warding Arrangements submission will not impact on the requirement of the Public Sector Equality Duty. However, the Electoral Review will support the LGBCE who are obligated under law to deliver electoral equality, reflect community interests and identities and promote effective and convenient local government.</p>

<b>Agenda Item 11: CONSTITUTIONAL AMENDMENT – ANNUAL REVIEW</b> <b>REPORT OF: THE SERVICE DIRECTOR LEGAL AND COMMUNITY &amp; MONITORING OFFICER</b>	
<p>To present an annual review report which cover amendments identified by Members and Officers, including changes to roles and responsibilities of Officers and Executive Member. This also identifies changes to one Cabinet Panel – Community.</p>	<p>In respect of recommendation 2.3, the amendments will allow greater flexibility, community engagement, which is likely to be of benefit to vulnerable people/ groups in the community.</p>
<b>22<sup>nd</sup> September 2022</b>	
<b>Agenda Item 11: ANNUAL REPORT OF THE STANDARDS COMMITTEE</b> <b>REPORT OF: MONITORING OFFICER</b>	
<p>This is the Annual Report in relation to ethical standards for the last year. It covers the work of the Committee as well as the issues that have arisen locally and nationally on ethical standards matters.</p>	<p>Good governance and high ethical standards of conduct ensure that local government decisions are taken in the public interest.</p>
<b>19th December 2022</b>	
<b>Agenda Item 5: ELECTORAL REVIEW – RESPONSE TO LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND ON PROPOSED WARDING ARRANGEMENTS</b> <b>REPORT OF: DEMOCRATIC SERVICES MANAGER</b>	
<p>The Local Government Boundary Commission for England (LGBCE) is undertaking a public consultation regarding their proposed pattern of wards for North Hertfordshire District Council. The Council, as a statutory consultee, is invited to respond to the proposals. Taking into account the representations made by Councillors since publication of the proposals by the LGBCE, the formal response to the consultation has been prepared for discussion and approval by Council. The final submission deadline is 9 January 2023.</p>	<p>The response to the current LGBCE warding pattern consultation will not impact on the requirement of the Public Sector Equality Duty. However, the Electoral Review will Page 8 support the LGBCE who are obligated under law to deliver electoral equality, reflect community interests and identities and promote effective and convenient local government.</p>
<b>19th January 2023</b>	
<b>Agenda Item 9: COUNCIL TAX REDUCTION SCHEME 2023/2024</b> <b>REPORT OF: SERVICE DIRECTOR CUSTOMERS</b>	

<p>Each year the Council is required to review its Council Tax Reduction Scheme in accordance with the requirements of schedule 1A of the Local Government Finance Act 1992 and to either maintain the scheme or replace it. The Council had committed to a full review of its Council Tax Reduction Scheme to meet the objectives as set out in 2.2. The review is one of the Councils key projects for 2022/23 included in the Council Delivery Plan.</p>	<p>It should be noted that this scheme only applies to and impacts a specific age group: working-age claimants. Changes suggested within this report aim to improve accessibility to the scheme for all claimants through a simplified process; and improve the support available to those that are on the lowest incomes. As noted at 8.7.2, there will be some who will inevitably not benefit from the changes and will see a reduction in entitlement or entitlement end altogether. Efforts have been made to minimise negative impacts.</p>
<p><b>Agenda Item 10: REVIEW OF MEMBERS' ALLOWANCES SCHEME REPORT OF: DEMOCRATIC SERVICES MANAGER</b></p>	
<p>To agree the Member's Allowances Scheme 2023/2024 having taken into account the recommendations of the Independent Remuneration Panel ('IRP').</p>	<p>The inclusion of the dependent carers and childcare allowance continues to aid Councillors' to fulfil their responsibilities and provide recompense to them as noted at 8.9, which is important to avoid disadvantaging those with commitments.</p>
<p style="text-align: center;"><b>23rd February 2023</b></p>	
<p><b>Agenda Item 9: PAY POLICY STATEMENT 2023/24 REPORT OF: SERVICE DIRECTOR - RESOURCES</b></p>	
<p>This report sets out a draft Pay Policy Statement 2023/24 (Appendix 1) for Council's consideration and approval in accordance with the requirements of Section 38 of the Localism Act 2011 (the Act), associated guidance issued under Section 40 of the Act, the Local Government Transparency Code 2015 and any other relevant legislation. The Statement incorporates elements of existing policy and practice and is required to be agreed annually.</p>	<p>The Pay Policy Statement reflects the practical arrangements that are in place to ensure all employees are remunerated in accordance with the requirements of the Equality Act and Public Sector Equality Duty and, in particular, through the application of a universal grading, flexible retirement scheme, and salary structure for all staff. The pay policy ensures consistency in regard to pay and remuneration in regard to individual roles, and therefore with no direct adverse impact on any single group with protected characteristics.</p>
<p style="text-align: center;"><b>18th April 2023</b></p>	
<p><b>Agenda Item 9: Constitutional Amendment Report REPORT OF: The Service Director Legal And Community &amp; Monitoring Officer Executive Member: The Leader Of The Council: Councillor Elizabeth Dennis-Harburg</b></p>	
<p>Further to the report in January 2023, this report covers proposed: - changes of the Area Committees to Area Forums</p>	<p>Area Forums will be able to meet in person, hybrid or virtually although in the first two instances if these are to be live streamed/ YouTube'd</p>



<ul style="list-style-type: none"> <li>- grant applications being considered by the Grants Panel</li> <li>- change of meeting start time to 19:00 (except for those that already start during the daytime such as the Joint Staff Consultative Committee and Cabinet &amp; Licensing Sub-Committees).</li> <li>- removal of one of the scheduled meetings for Licensing &amp; Regulation Committee</li> <li>- amendment of the terms of reference for the Council Tax Setting Committee</li> <li>- noting that Cabinet Panel on the Environment is to be the only remaining Panel for 2023</li> </ul> <p>This is with the view to arranging a detailed Constitutional review by Members (via Member &amp; officer Working Group), starting on or about July 2024 for Full Council consideration [in early 2025]. And</p> <ul style="list-style-type: none"> <li>- appointment of an additional Deputy Electoral Registration Officer</li> </ul>	<p>these will have to be held in the DCO Council chamber. Informal meetings will be of benefit for those who face difficulties accessing venues / unwilling or unable to access transport.</p>
---	--

**Completed Equality Analysis Templates**


### Equality Analysis Template

1. Name of activity:	Waste Collection Service Changes – Three Weekly Residual Waste			
2. Main purpose of activity:	Waste collection from households			
3. List the information, data or evidence used in this assessment:	Public Consultation – 22 <sup>nd</sup> July 2022 to 22 <sup>nd</sup> August 2022			
<b>4. Assessment</b>				
<b>Characteristics</b>	<b>Neutral</b> (x)	<b>Negative</b> (x)	<b>Positive</b> (x)	Describe the person you are assessing the impact on, including identifying: community member or employee, details of the characteristic if relevant, e.g. mobility problems/particular religion and why and how they might be <b>negatively or positively</b> affected.  <b>Negative: What are the risks?</b> <b>Positive: What are the benefits?</b>
<b>Community considerations</b> (i.e. applying across communities or associated with rural living or Human Rights)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Negative</b>
				<b>Positive</b>
				<b>Negative</b> Three- weekly collection cycle may be unmanageable for households where a disabled resident produces large quantities of adult nappies.

A person living with a disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>Positive</b></p> <p>Support and policies in support of households producing large quantities of nappy waste. Collections will remain fortnightly.</p> <p>Assisted collections are available to anyone with a mobility problem where no-one in the household is able to take the bins to the normal collection point</p> <p>In particular, residents in receipt of additional capacity residual waste on medical grounds will continue to receive additional capacity suitable for their individual needs.</p>
A person of a particular race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Negative</b></p> <p></p> <p><b>Positive</b></p> <p></p>
A person of a gay, lesbian or bisexual sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Negative</b></p> <p></p> <p><b>Positive</b></p> <p></p>
A person of a particular sex, male or female,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Negative</b></p> <p></p>

including issues around pregnancy and maternity				<b>Positive</b> Support and policies in support of households producing large quantities of nappy waste. Collections will remain fortnightly.
A person of a particular religion or belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Negative</b>  <b>Positive</b> 
A person of a particular age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Negative</b>  <b>Positive</b> Support and policies in support of households producing large quantities of nappy waste. Collections will remain fortnightly. Assisted collection service for disabled residents or residents who's mental capacity has deteriorated meaning it is difficult to remember collection information.
Transgender	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Negative</b>  <b>Positive</b> 

5 Results			
	Yes	No	
Were positive impacts identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All groups will benefit from a reduction in our carbon impacts. Some residents will be supported by policies meaning they continue with fortnightly collections.
Are some people benefiting more than others? If so explain who and why.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Some residents will be supported by policies meaning they continue with fortnightly collections. Residents of flats will receive at least fortnightly collections rather than three weekly.
Were negative impacts identified (what actions were taken)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supportive policies will be updated.
6. Consultation, decisions and actions			
If High or very high range results were identified who was consulted and what recommendations were given?			
Residents most at risk will remain on the existing collection service cycles and therefore will experience no impact.			
Describe the decision on this activity			
Options were discussed with Members at the joint cross-party working group. Public consultation shows 42% of respondents thought we should provide supportive policies for those with genuine needs.			

Action	Responsible person	Completion due date
Update to policies surrounding waste collection	Chloe Hipwood	1/4/2025
When, how and by whom will these actions be monitored?		
Details will be provided and discussed at Project Board and if necessary a further report will be presented to Cabinet.		
<b>7. Signatures</b>		
Assessor		
Name: <b>Chloe Hipwood</b>	Signature** 	
Validated by		
Name: <b>Sarah Kingsley</b>	Signature**	
Forward to the Corporate Policy Team		<a href="mailto:aira@dsfire.gov.uk">aira@dsfire.gov.uk</a>
Signature** Alice Sims		
Assessment date: <b>07/09/22</b>	Review date: <b>07/09/23</b>	

**\*\* Please type your name to allow forms to be sent electronically.**

***A copy of this form should be forwarded to the corporate policy team and duplicate filed on the council's report system alongside any report proposing a decision on policy or service change.***

### Equality Analysis Template

1. Name of activity:	<b>Council Tax Reduction Scheme</b>			
2. Main purpose of activity:	<b>To provide a discount on council tax to those on a low income</b>			
3. List the information, data or evidence used in this assessment:	<b>Council tax reduction claimant data</b>			
<b>4. Assessment</b>				
<b>Characteristics</b>	<b>Neutral</b> (x)	<b>Negative</b> (x)	<b>Positive</b> (x)	Describe the person you are assessing the impact on, including identifying: community member or employee, details of the characteristic if relevant, e.g. mobility problems/particular religion and why and how they might be <b>negatively or positively</b> affected.  <b>Negative: What are the risks?</b> <b>Positive: What are the benefits?</b>
<b>Community considerations</b> (i.e. applying across communities or associated with rural living or Human Rights)	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Negative</b>
				<b>Positive</b>
				<b>Negative</b> Currently any household where a member of the household is in receipt of personal Independence payment (PIP) or disability living allowance (DLA) will automatically receive 100% discount on their council tax bill, regardless of income. Under the proposed scheme the amount of discount awarded will depend on the assessable

<p>A person living with a disability</p>	<input type="checkbox"/>	<p>x<input type="checkbox"/></p>	<p>proposed scheme the amount of discount awarded will depend on the assessable income, meaning a household that currently gets 100% discount may be required to make a contribution towards their council tax in future if their household income reaches certain thresholds However, it should be noted that when income is assessed, PIP and DLA benefits received by the applicant, their partner, or any dependents, will be excluded from the calculations. This is known as a 'disregard'. An extra disregard of £50 (weekly) will also apply to all households where the applicant/partner/dependents are in receipt of PIP/DLA. A standard £50 per week disregard will also be provided against all earnings. Carer's allowance will also be disregarded. Other disregards include Child Benefit, and an amount in respect of the housing element of Universal Credit. The combination of these disregards will provide a level of protection for those losing the automatic 100% discount. The aim is to ensure that applicants impacted by disability are not penalised for income designed to</p>
--	--------------------------	----------------------------------	---



				<p>help them cope with costs incurred in association with this disability, and therefore that this income can continue to be used to support their living with disability. In addition, a limited time Exceptional Hardship Scheme will run to assist those who are struggling to pay and those who have had their entitlement reduced. This scheme will take into account income against essential outgoings (for example, costs associated with living with a disability).</p> <p><b>Positive</b></p> <p>The positive impact is on all CTR applicants by making the scheme fairer and based on the household income. The current scheme makes an assumption that someone in receipt of disability benefits (for themselves or a household member) needs financial assistance with their council tax which of course may not be the case.</p>
A person of a particular race	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Negative</b></p> <p><b>Positive</b></p>
A person of a gay, lesbian or bisexual sexual orientation	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Negative</b></p> <p><b>Positive</b></p>

A person of a particular sex, male or female, including issues around pregnancy and maternity	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Negative</b>
				<b>Positive</b>
A person of a particular religion or belief	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Negative</b>
				<b>Positive</b>
A person of a particular age	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Negative</b>
				<b>Positive</b> There is no change as far as pensioners are concerned as they are subject to a prescribed scheme that means they are unaffected by the proposed changes to the working age scheme.
Transgender	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Negative</b>
				<b>Positive</b>

5 Results			
	Yes	No	
Were positive impacts identified?	x <input type="checkbox"/>	<input type="checkbox"/>	Positive impact – the new system will help those on the lowest-incomes, many of whom already struggle to pay their council tax bill, and who may struggle more during the cost of living crisis. Pensioners remain unaffected by the proposed changes.
Are some people benefiting more than others? If so explain who and why.	X <input type="checkbox"/>	<input type="checkbox"/>	<p>Those on lower incomes stand to benefit the most from this scheme. Many on lower incomes under the current scheme are unable to pay, which may lead to wider issues of debt, and stress or mental health crises. The proposals look to simplify the scheme and ensure those on the lowest incomes receive support, particularly in the context of the current cost-of-living crisis. Providing this support may in the long-run help to prevent further strain on other services provided by the local authority and community groups.</p> <p>It should be noted that the proposals do not impact the Single Persons Discount of 25%, as this is set nationally and only affects a person's liability for council tax, rather than the rate of reduction they are due under the Council Tax Reduction Scheme.</p>
			Those who are in receipt of Disability benefits, or who live with a partner or dependant in receipt of these benefits (PIP and DLA), will no longer be automatically entitled to council tax reduction, as the system will be based on income. However, it should be noted that when income is assessed, PIP and DLA benefits received by the applicant, their partner, or any dependents, will be excluded from the calculations. This is known as a 'disregard'. An extra disregard of £50 (weekly) will also apply to all households where the

<p>Were negative impacts identified (what actions were taken)</p>	<p>X <input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p>apply to all households where the applicant/partner/dependents are in receipt of PIP/DLA. A standard £50 per week disregard will also be provided against all earnings. Carer's allowance will also be disregarded. Other disregards include Child Benefit, and an amount in respect of the housing element of Universal Credit. The combination of these disregards will provide a level of protection for those losing the automatic 100% discount. The aim is to ensure that applicants impacted by disability are not penalised for income designed to help them cope with costs incurred in association with this disability, and therefore that this income can continue to be used to support their living with disability. In addition, a limited time Exceptional Hardship Scheme will run to assist those who are struggling to pay and those who have had their entitlement reduced. This scheme will take into account</p>
---	-----------------------------------	---

			income against essential outgoings (for example, costs associated with living with a disability), in order to further support people in these circumstances.
--	--	--	--

## 6. Consultation, decisions and actions

If High or very high range results were identified who was consulted and what recommendations were given?

Consultation has taken place with the public and partners regarding the proposed changes – 67.78% of respondents were in favour of the proposed changes.

Consultation has taken place with Executive member for Finance and IT and with PLB.

The proposal will go to Cabinet in December for onward recommendation to Council in January for implementation in April 2023.

Describe the decision on this activity

We will have a discretionary scheme to provide some temporary assistance to anyone who will suffer hardship if their entitlement reduces under the proposed scheme (when implemented)

We will write to those who will see the biggest reduction and advise them that they can apply for discretionary support.

List all actions identified to address/mitigate negative impact or promote positively

Action	Responsible person	Completion due date
Providing various 'disregards' (DLA/PIP; Carers allowance) etc to support those in the Vulnerable Category.  Discretionary Exceptional Hardship Scheme to support those who will see the largest reductions. The council will write to these people to advise them that they can apply for this support.	Anne Banner – Benefits Manager	With effect once the new scheme commences.

When, how and by whom will these actions be monitored?

Anne Banner and Jo Dufficy – monitoring throughout the year to assess the need for adjustments, and broader scheme review in September 2023.

## 7. Signatures



scheme review in September 2023.

## 7. Signatures

Assessor

Name: **Anne Banner**

Signature\*\* Anne Banner

Validated by

Name: **Jo Dufficy**

Signature\*\* Jo Dufficy

## Forward to the Corporate Policy Team

Signature\*\* Georgina Chapman

Assessment date: **November 2022**

Review date: November 2023

**\*\* Please type your name to allow forms to be sent electronically.**

***A copy of this form should be forwarded to the corporate policy team and duplicate filed on the council's report system alongside any report proposing a decision on policy or service change.***

**Appendix 1 - Equality Analysis**

1. Name of activity:	<b>Integrated pathway of accommodation and support services for single homeless people (allocation of additional government grant - RSI5 and HPG 2022/23)</b>			
2. Main purpose of activity:	<b>To provide accommodation-based support for single homeless people, especially those with complex needs, with the ultimate aim of assisting them into independent living. Additional grant funding will enable the provision of intensive support to clients with the most complex needs.</b>			
3. List the information, data or evidence used in this assessment:	NHC Locata database of housing advice and homelessness approaches. NHC assessment of single homelessness in the district, submitted as part of Council's bid to DLUHC's Rough Sleeping Initiative round 5 (RSI5). Information note to <a href="#">21 June 2022 Cabinet</a> : update on the demand for accommodation and support services for single homeless people. DLUHC <a href="#">Ending Rough Sleeping for Good</a> Shelter analysis <a href="#">homelessness and BAME community</a> Centrepoint <a href="#">LGBTQ+ safe spaces</a> ONS statistics <a href="#">Deaths of homeless people in England and Wales</a>			
<b>4. Assessment</b>				
<b>Characteristics</b>	<b>Neutral</b>  (x)	<b>Negative</b>  (x)	<b>Positive</b>  (x)	Describe the person you are assessing the impact on, including identifying: community member or employee, details of the characteristic if relevant, e.g. mobility problems/particular religion and why and how they might be <b>negatively or positively</b> affected.  <b>Negative: What are the risks?</b> <b>Positive: What are the benefits?</b>
<b>Community considerations</b> (i.e. applying across communities or associated with rural living or Human Rights)	<input type="checkbox"/>	<input type="checkbox"/>	<b>x</b>	<b>Negative</b>  <b>Positive</b> The single homeless pathway provides support and accommodation for local people in need across the district. The Council also funds an outreach service which pro-actively seeks to engage with rough sleepers, wherever they are identified across the district.
				<b>Negative</b>  <b>Positive</b> A significant proportion of the single homeless cohort have support needs. These include poor mental health (over half of the cohort in 2021/22), physical ill health

A person living with a disability	<input type="checkbox"/>	<input type="checkbox"/>	x	A significant proportion of the single homeless cohort have support needs. These include poor mental health (over half of the cohort in 2021/22), physical ill health (one-third) and substance dependency (one-quarter). Additional funding for the pathway will enable the provision of intensive support for those with the most complex needs, many of whom would not be accommodated otherwise (and who have previously been refused access to or evicted from supported housing schemes due to poor behaviour and/or unmet support needs).
-----------------------------------	--------------------------	--------------------------	---	--



				Accessible accommodation is provided for within the pathway (although, generally, supply is a challenge because of the extreme scarcity of affordable accommodation in the district).
A person of a particular race	<input type="checkbox"/>	<input type="checkbox"/>	x	<b>Negative</b>
				<b>Positive</b>
				Minority ethnic groups are more likely to experience homelessness with black people in particular more than three times as likely to (borne out nationally and by our local data, with 7% of single people approaching as homeless in 2022/23 to date being black, despite comprising 2% of the North Herts population). Additional funding for the single homeless pathway is therefore likely to benefit this group in particular.
A person of a gay, lesbian or bisexual sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	x	<b>Negative</b>
				<b>Positive</b>
				National evidence points to LGBTQ+ people being more at risk of homelessness however local data suggests a very small number of LGBTQ+ people applying as homeless in the district (4 in 2022/23 to date, although non-response rates are large).

<p>A person of a particular sex, male or female, including issues around pregnancy and maternity</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>x</p>	<p>response rates are large).</p> <p><b>Negative</b></p> <p><b>Positive</b></p> <p>The lack of accommodation for single homeless women with complex needs has been identified as a gap in our local service provision, with historic hostel provision being dormitory style male only accommodation. Additionally, almost one-fifth of single people approaching as homeless have experienced or are at risk of some form of abuse, including sexual and domestic, with the majority of these being women. Funding has therefore been proposed for a new female only scheme (2 year pilot) in the district, part-funded by HCC. This will provide support and accommodation for 6 women at a time.</p>
<p>A person of a particular religion or belief</p>	<p>x (the majority of applicants did not respond)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Negative</b></p> <p><b>Positive</b></p>
<p>A person of a particular age</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>x</p>	<p><b>Negative</b></p> <p><b>Positive</b></p>

				<p>Young people are more likely to be faced with homelessness and rough sleeping (under 25s made up 19% of those owed a homelessness duty by the Council for assistance this year). Additional funding for the pathway is therefore likely to particularly benefit younger applicants although decisions as to support and accommodation offered to applicants will always be determined by homelessness legislation and statutory guidance (as in all cases).</p> <p>Note that national evidence shows that life expectancy of rough sleepers is far shorter than for the population as a whole so interventions aimed at this cohort as a whole will promote positive health outcomes.</p>
Transgender	<input type="checkbox"/>	<input type="checkbox"/>	x	<p><b>Negative</b></p> <hr/> <p><b>Positive</b></p> <p>National evidence points to LGBTQ+ people being more at risk of homelessness however local data suggests a very small number of LGBTQ+ people applying as homeless in the district (4 in 2022/23 although large non-response rates).</p>
<b>5 Results</b>				
	<b>Yes</b>	<b>No</b>		
Were positive impacts identified?	x	<input type="checkbox"/>		<p>Additional funding for the single homeless pathway will enable intensive support to be provided to those with the most complex support needs. This cohort includes some of the most vulnerable people in the district who, without assistance, will continue to face ongoing barriers to positive life outcomes (including repeated homelessness, exclusion from society, poverty and ill health) and lack of opportunity to address support needs.</p>
Are some people benefiting more than others? If so explain who and why.	x	<input type="checkbox"/>		<p>This intervention is aimed at those with the most complex support needs, including those with mental health issues, poor physical health, substance misuse and victims of violence and abuse (most likely to be women). Young people, ethnic minority groups and LGBTQ+ people are more likely to experience homelessness, therefore these groups may also benefit more than others.</p>

			Service providers on the pathway will be required to monitor and report on key measures of performance including outcomes by protected characteristics.
Were negative impacts identified (what actions were taken)	<input type="checkbox"/>	x	
<b>6. Consultation, decisions and actions</b>			
If High or very high range results were identified who was consulted and what recommendations were given?			

Consultation has taken place through the planning approvals process and through routine channels of communication with ward councillors, service providers and other specialist agencies in the local homelessness sector.		
Describe the decision on this activity		
See <a href="#">Planning decisions</a> . Earlier delegated decisions relating to funding of the pathway were taken on <a href="#">18 May 2021</a> , <a href="#">13 August 2021</a> and <a href="#">25 January 2022</a> .		
List all actions identified to address/mitigate negative impact or promote positively		
Action	Responsible person	Completion due date
Regular and close working with service providers through formal and informal contacts will highlight any issues in a timely way.	Contract managers	ongoing
When, how and by whom will these actions be monitored?		
Ongoing and regular dialogue with service providers; formal monitoring and reporting as per contractual agreements. Separate DLUHC monitoring and reporting requirements of NHC for DLUHC funded interventions. Also regular internal monitoring of housing and homelessness activity, published in MIS.		
<b>7. Signatures</b>		
Assessor		
Name: <b>Tiranan Straughan</b>	Signature** T F Straughan	
Validated by		
Name: <b>Martin Lawrence</b>	Signature** M Lawrence	
<b>Forward to the Corporate Policy Team</b>		
Signature** G R CHAPMAN		
Assessment date: <b>02/12/2022</b>	Review date: <b>02/12/2023</b>	

\*\* Please type your name to allow forms to be sent electronically.

*A copy of this form should be forwarded to the corporate policy team and duplicate filed on the council's report system alongside any report proposing a decision on policy or service change.*

## Equality Analysis Template – Statement of Community Involvement for the Planning Service

1. Name of activity:	Planning consultations			
2. Main purpose of activity:	The Statement of Community Involvement for Planning (SCI) sets out how consultations will be conducted during the preparation of masterplans for the allocated strategic sites, supplementary planning documents, the review of the local plan or in determining planning applications. It also sets out how the Council will conduct public consultation for those stages in neighbourhood planning for which it is responsible.			
3. List the information, data or evidence used in this assessment:	<p>The preparation of the SCI is required in the Planning and Compulsory Purchase Act 2004 and there is a requirement to review the SCI every 5 years starting from the date of adoption. The latest version of the SCI was adopted on 21 July 2020.</p> <p>The 2023 consultation version of the SCI has been prepared following the adoption of the Local Plan in November 2022. There will be a change in focus in the SCI away from Local Plan preparation to masterplanning for the allocated strategic sites and preparing additional guidance in the form of supplementary planning documents.</p>			
<b>4. Assessment</b>				
<b>Characteristics</b>	<b>Neutral</b>  (x)	<b>Negative</b>  (x)	<b>Positive</b>  (x)	<p>Describe the person you are assessing the impact on, including identifying: community member or employee, details of the characteristic if relevant, e.g. mobility problems/particular religion and why and how they might be <b>negatively or positively</b> affected.</p> <p><b>Negative: What are the risks?</b></p> <p><b>Positive: What are the benefits?</b></p>
				Negative



<b>Community considerations</b> (i.e. applying across communities or associated with rural living or Human Rights)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Positive: what are the benefits ?</b>
				<b>Negative</b>
				<b>Positive</b>
				The SCI includes details about the types of community groups which will be consulted and recognises that there are particular groups whose voices are less often heard or who may engage to a lesser degree in planning consultations. These groups include: People with disabilities; Black and ethnic minority groups; Working age people; Young people; and Gypsy and traveller communities. The SCI also sets out steps to help capture feedback and engage with these groups, including working with the Policy and Community Engagement Team who have already developed links and networks with a number of these communities.
A person living with a disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Negative</b>
				<b>Positive</b>
A person of a particular race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Negative</b>

				<b>Positive</b>
A person of a gay, lesbian or bisexual sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Negative</b>
				<b>Positive</b>
A person of a particular sex, male or female, including issues around pregnancy and maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Negative</b>
				<b>Positive</b>
A person of a particular religion or belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Negative</b>
				<b>Positive</b>
A person of a particular age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Negative</b>
				<b>Positive</b>
Transgender	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Negative</b>
				<b>Positive</b>
<b>5 Results</b>				

Transgender	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Negative</b>
				<b>Positive</b>

**5 Results**

	Yes	No	
Were positive impacts identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Consideration is being paid to reaching and engaging with a wide and diverse section of the North Herts community. This will be done by working with the Policy and Community Engagement team who have established links with diverse communities.
Are some people benefiting more than others? If so explain who and why.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Were negative impacts identified (what actions were taken)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**6. Consultation, decisions and actions**

If High or very high range results were identified who was consulted and what recommendations were given?

Once public consultation for supplementary planning or local plan documents, neighbourhood plans and planning applications has been completed, officers consider all the responses and make recommendations as to how a consultation document should be amended or a decision is made in the case of a planning application.



In terms of consultations on the strategic site masterplans, officers will expect the developer, landowner or their representatives to consider all of the responses and make recommendations as how those masterplans may be amended before a planning application is submitted to the local planning authority.		
Describe the decision on this activity		
A report is prepared for Members to consider and either approve or reject an officer recommendation, through Cabinet or the Planning Control Committee.		
List all actions identified to address/mitigate negative impact or promote positively		
Action	Responsible person	Completion due date
The SCI sets out how consultations will take place & it has identified a number of groups which have been "seldom heard" in previous consultations. The use of different consultation techniques will be considered to try and broaden the groups who participate in the consultations. The use of monitoring forms will be considered to assess the effectiveness of future consultations reaching all areas of the community.	Nigel Smith	31 Dec 2023
When, how and by whom will these actions be monitored?		
The Strategic Planning and the Strategic Infrastructure and Projects teams will review future public consultations after each consultation period and consider whether all groups within the community have been represented.		
<b>7. Signatures</b>		
Assessor		
Name:	Signature**	
Validated by		
Name:	Signature**	
<b>Forward to the Corporate Policy Team</b>		
Signature**		
Assessment date:	Review date:	

\*\* Please type your name to allow forms to be sent electronically.

*A copy of this form should be forwarded to the corporate policy team and duplicate filed on the council's report system alongside any report proposing a decision on policy or service change.*

## 1b. Cabinet Decisions

**21st June 2022**

	Equality Implications
<p><b>Agenda Item 8: STRATEGIC PLANNING MATTERS REPORT OF: SERVICE DIRECTOR - REGULATORY</b></p>	
<p>This report identifies the latest position on key planning and transport issues affecting the District.</p>	<p>There are not considered to be any direct equality issues arising from this report. Future individual schemes or considerations may well be subject to appropriate review to ensure they comply with latest equality legislative need. Any risks and opportunities identified will also be subject to assessment for impact on those that share a protected characteristic.</p>
<p><b>Agenda Item 10: REVENUE BUDGET OUTTURN 2021/22 REPORT OF: THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>The purpose of this report is to inform Cabinet of the summary position on revenue income and expenditure as at the end of the financial year 2021/22. The net outturn of £16.892m represents a £592k decrease from the working budget of £17.484million. The significant variances are detailed and explained in table 4. There are corresponding requests to carry forward £172k (of underspends) to fund specific projects that will now take place in 2022/23. There is a further forecast impact on the 2022/23 base budget of a £7k increase.</p>	<p>For any individual new revenue investment proposal of £50k or more, or affecting more than two wards, a brief equality analysis is required to be carried out to demonstrate that the authority has taken full account of any negative, or positive, equalities implications; this will take place following agreement of the investment.</p>
<p><b>Agenda Item 11: INVESTMENT STRATEGY (CAPITAL AND TREASURY) END OF YEAR REVIEW 2021/22 REPORT OF: SERVICE DIRECTOR - RESOURCES</b></p>	

<p>As at the end of financial year 2021/22, there is a reduction in Capital spend compared to quarter 3 of £0.990million. The majority of this change is due to revisions to the profile of planned project spend, with £0.979million that will now instead be incurred in 2022/23. During the year the Council has generated £0.075million of interest from its investments. This is more than the budgeted total of £0.066million.</p> <p>The Council has repaid £0.018million of borrowing during the year as it has matured. The Council has £0.387million of remaining borrowing. This borrowing is at a fixed rate for a fixed period. The premium incurred from repaying this borrowing early means that it is not worthwhile to do so. The Council complied with its legislative and regulatory requirements throughout the year. The forecast for 2022/23 is that investment income will increase due to the recent increase in interest rates which is expected to rise again during the year.</p>	<p>There are no direct equalities implications directly arising from the adoption of the Capital Programme for 2021/22 onwards. For any individual new capital investment proposal of £50k or more, or affecting more than two wards, an equality analysis is required to be carried out. This will take place following agreement of the investment proposal.</p>
--	--

**13<sup>th</sup> September 2022**

<p><b>Agenda Item 8: 2022 District Wide Survey REPORT OF: Service Director, Place</b></p>	
<p>To advise Cabinet of the key findings and action points arising from the 2022 District Wide Survey.</p>	<p>The returned sample of those surveyed was checked against comparative data for age, gender, working status, ethnic group, tenure and disability then subsequently weighted by age, gender and tenure. This ensured that the results are broadly representative of the population of North Hertfordshire. The report highlights areas where satisfaction levels could be improved. Any mitigating actions may be incorporated into the formulation of the relevant Service Plans to improve service provision, where appropriate. These will be proportionate and reflect the authority's duty under the public Sector Duty. Any identified service improvements may require an analysis of equality impact prior to implementation.</p>
<p><b>Agenda Item 9: FIRST QUARTER INVESTMENT STRATEGY (CAPITAL AND TREASURY) REVIEW 2022/23</b></p>	

<p><b>REPORT OF: SERVICE DIRECTOR - RESOURCES</b></p>	
<p>To update Cabinet on progress with delivering the capital and treasury strategy for 2022/23, as at the end of June 2022. To update Cabinet on the impact upon the approved capital programme for 2022/23 – 2031/32. The current estimate is a decrease in spend in 2022/23 of £1.520M and an increase in spend in 2023/24 of £2.048M. The most significant individual changes increasing the spend in 2022/23 relate to, £0.341M Park Home Insulation and £0.110M Playground Renovation. The significant projects that have been reprofiled into 2023/24 are £1.096M Development of John Barker Place, £0.350M Resurface Lairage Car Park and £0.315M Grounds Maintenance Vehicles &amp; Machinery. To inform Cabinet of the Treasury Management activities in the first three months of 2022/23. The current forecast is that the amount of investment interest expected to be generated during the year is £0.708M. This is an increase of £0.589M on the original estimate.</p>	<p>There are no direct equalities implications directly arising from the adoption of the Capital Programme for 2020/21 onwards. For any individual new capital investment proposal of £50k or more, or affecting more than two wards, an equality analysis is required to be carried out. This will take place following agreement of the investment proposal.</p>
<p><b>Agenda Item 10: FIRST QUARTER REVENUE BUDGET MONITORING 2022/23</b> <b>REPORT OF: THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>The purpose of this report is to inform Cabinet of the summary position on revenue income and expenditure forecasts for the financial year 2022/23, as at the end of the first quarter. The forecast variance is a £559k decrease in the net working budget of £18.615million, with an ongoing impact in future years of a £414k increase. Within these summary totals there are a number of budget areas with more significant variances, which are detailed and explained in table 3.</p>	<p>For any individual new revenue investment proposal of £50k or more, or affecting more than two wards, a brief equality analysis is required to be carried out to demonstrate that the authority has taken full account of any negative, or positive, equalities implications; this will take place following agreement of the investment.</p>
<p><b>Agenda Item 11: COUNCIL DELIVERY PLAN 2022-23 (QUARTER 1 UPDATE)</b> <b>REPORT OF: REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	

<p>This report presents progress on delivering the Council Delivery Plan for 22-23 at the end of Quarter 1, which includes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Progress against the completion of Council projects and milestones</li> <li><input type="checkbox"/> Requests to change milestone dates</li> <li><input type="checkbox"/> Commentary on progress made and any new issues, risks, or opportunities</li> <li><input type="checkbox"/> The addition of new projects</li> <li><input type="checkbox"/> The setting of key Council projects</li> </ul>	<p>Performance reporting provides a means to monitor whether the Council is meeting the stated outcomes of the district priorities, its targets or delivering accessible and appropriated services to the Community to meet different people’s needs. As projects progress, Equality Implications will be considered and Equality Impact Assessments conducted where relevant.</p>
<p><b>Agenda Item 12: MEDIUM TERM FINANCIAL STRATEGY REPORT OF: Service Director: Resources</b></p>	
<p>This report recommends the Medium Term Financial Strategy (MTFS) for 2023/24 to 2027/28 to guide and inform the Council's Business Planning Process. The focus is primarily on setting a budget for 2022/23, as well as determining the actions that will be necessary in setting a longer term budget following on from that. It reflects on the many uncertainties that the Council faces, including continuing impacts of Covid-19, cost of living pressures and future funding uncertainty. Whilst it recommends a five year budget strategy, there is likely to be a need to amend the strategy over time as further information becomes available. The MTFS supports and is supported by the Council Plan. This reflects that the Council can only deliver priorities and projects that it can afford and should prioritise its spending around delivering its priorities.</p>	<p>The MTFS attempts to align resources to the delivery of the Council Plan, which sets the corporate objectives. Through its corporate objectives the Council is seeking to address equality implications in the services it provides and through the remainder of the Corporate Business Planning Process will carry out Equalities Impact Assessments for relevant Efficiency or Investment options.</p>
<p><b>Agenda Item 13: PROPOSED INCREASE IN CAR PARKING TARIFFS 2022-23 REPORT OF: SERVICE DIRECTOR - REGULATORY</b></p>	

<p>This report requests that Cabinet agrees:</p> <p>(i) the proposed car parking tariffs in North Hertfordshire Council's off street car parks in order to effectively manage their use, and in accordance with the Council's fees and charges policy as set out in the Medium Term Financial Strategy (MTFS).</p> <p>(ii) the policy proposal that all visitors must obtain a parking ticket for a subsidised parking session when offered whilst parking within the Council's car parks. This will enable officers to fully understand the usage data during these periods and will provide an evidence base against which future subsidised requests can be assessed fairly for all parties.</p>	<p>There are no direct equality issues arising from this report. There is a range of charging/payment options which will still remain available to cater for the widest needs of local car park users. The realignment of the tariffs seeks to improve turnover and usage throughout day thereby supporting the town centre businesses and benefit the economy of North Hertfordshire. Amidst the slight increases, season tickets in long stay car parks, resident permits, visitor permits, business permits or visitor tickets for resident permit zones remain the same and the after 3pm subsidy in Royston continues for their benefit.</p>
<p><b>Agenda Item 15: DRAFT DEVELOPER CONTRIBUTIONS SPD REPORT OF: IAN FULLSTONE, SERVICE DIRECTOR - REGULATORY</b></p>	
<p>The Council is preparing a new Local Plan which will shape development in the District to 2031. To provide additional detail on planning policies and sites, the Council can produce Supplementary Planning Documents (SPD) to provide clarity to applicants and case officers when determining planning applications. Cabinet has previously made decisions relating to (i) the nature of the SPDs that shall be produced to support the new Local Plan and (ii) the future approach to seeking developer contributions from new developments towards affordable housing, infrastructure and other matters. The Developer Contributions SPD is the first of the proposed SPDs supporting the emerging Local Plan. Cabinet is asked to note the contents of the draft SPD (as updated) and approve a five-week public consultation which will inform any final version of the document.</p>	<p>There are not considered to be any direct equality issues arising from this report. Future individual schemes or considerations may well be subject to appropriate review to ensure they comply with latest equality legislative need. Any risks and opportunities identified will also be subject to assessment for impact on those that share a protected characteristic.</p>
<p><b>13th December 2022</b></p>	

<p><b>Agenda Item 8: Climate Change Strategy 2022-2027</b>  <b>REPORT OF: POLICY AND COMMUNITY ENGAGEMENT MANAGER</b></p>	
<p>This report proposes a refreshed version of the Climate Change Strategy that was originally adopted in 2020, and amended in 2021. This refreshed version is The Climate Change Strategy 2022-2027</p>	<p>There are no direct negative impacts attached to this Strategy. However further equality impact assessments may be undertaken for individual proposed projects.</p>
<p><b>Agenda Item 9: North Herts Council's Equality, Diversity, and Inclusion Strategy 2022-2027</b>  <b>REPORT OF: Policy and Communities Manager</b></p>	
<p>This report proposes a refreshed Equality, Diversity, and Inclusion (EDI) Strategy and revised Equality objectives to comply with the specific duty to publish one or more as set out by the Public Sector Equality Duty 2010.</p>	<p>The Equality Strategy directly demonstrates the Council's obligation to show due regard to equality legislation in its decision-making process and service provision. As part of this Page 118 ongoing function, Equality Impact assessments (EqIA) will be conducted throughout the civic year.</p>
<p><b>Agenda Item 14: DRAFT BUDGET 2023/24</b>  <b>REPORT OF: SERVICE DIRECTOR - RESOURCES</b></p>	
<p>Cabinet is asked to consider the latest forecasts in relation to funding, income and expenditure in relation to the revenue budget for 2023/24. It is expected that an addendum report will be provided in relation to the Local Government settlement. Cabinet are asked to consider the savings and investment proposals that were presented to the budget workshops, as well as any new savings and investment proposals that have emerged since those workshops. This should consider the feedback from those workshops, as well as taking appropriate measures to meet the net savings target of £200k. Cabinet are asked to consider the capital project proposals that were presented to the budget workshops, as well as any other opportunities that have emerged since those workshops. This should consider the feedback from those workshops, as well as considering the forecast revenue impact of capital expenditure.</p>	<p>For any individual proposal comprising either £50k growth or efficiency, or affecting more than two wards, an equality analysis is required to be carried out; this has either taken place or will take place following agreement of efficiencies or growth.</p>

**Agenda item 17: CCTV CAMERA LOCATIONS AND INVESTMENT REPORT OF: Service Director: Resources**

The Council currently has the following CCTV cameras:

- 43 town centre cameras, that are monitored on a proactive basis
- 16 cameras in the Council's two multi-storey car parks (in Letchworth and Hitchin), which are monitored on a reactive basis
- 5 cameras covering green space and Council buildings, which are monitored on a reactive basis
- 5 mobile cameras which can be used to target locations with crime issues, which are monitored on a reactive basis

The Council's cameras are monitored by a control room based in Stevenage, through the Hertfordshire CCTV Partnership. The Partnership is made up of East Herts Council, Hertsmere Borough Council, North Herts Council and Stevenage Borough Council. This work has been undertaken (with the Council's Community Safety team, Police and the CCTV Control Room Managers) to review the location of CCTV cameras, and make recommendations as to where cameras should be retained, removed or added. This review also considered the impact of Letchworth Garden City Heritage Foundation seeking to withdraw from funding of CCTV cameras in Letchworth Town Centre.

There are no direct equalities implications arising from this report, although paragraph 8.5 notes that VAWG survey data was used in considering the location of CCTV cameras.

**Agenda Item 18: SECOND QUARTER INVESTMENT STRATEGY (CAPITAL AND TREASURY) REVIEW 2022/23 REPORT OF: SERVICE DIRECTOR - RESOURCES**



<p>To update Cabinet on progress with delivering the capital and treasury strategy for 2022/23, as at the end of September 2022. 1.2 To update Cabinet on the impact upon the approved capital programme for 2022/23 – 2031/32. The current estimate is a decrease in spend in 2022/23 of £2.437M and an increase in spend in 2023/24 of £0.861M and £2.0M in 2024/25. The most significant individual changes decreasing the spend in 2022/23 relate to £2.0M Museum and Commercial Storage, £0.3M Property Improvements and £0.25M New Mausoleum which have been reprofiled into future years. 1.3 To inform Cabinet of the Treasury Management activities in the first six months of 2022/23. The current forecast is that the amount of investment interest expected to be generated during the year is £1.126M. This is an increase of £0.418M on the estimate reported in the 1st quarter report.</p>	<p>There are no direct equalities implications directly arising from the adoption of the Capital Programme for 2020/21 onwards. For any individual new capital investment proposal of £50k or more, or affecting more than two wards, an equality analysis is required to be carried out. This will take place following agreement of the investment proposal.</p>
<p><b>Agenda Item 19: COUNCIL DELIVERY PLAN 2022-23 (QUARTER 2 UPDATE)</b> <b>REPORT OF: REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>This report presents progress on delivering the Council Delivery Plan for 22-23 at the end of Quarter 2, which includes: • Progress against the completion of Council projects and milestones • Requests to change milestone dates • Commentary on progress made and any new issues, risks, or opportunities</p>	<p>Performance reporting provides a means to monitor whether the Council is meeting the stated outcomes of the district priorities, its targets or delivering accessible and appropriated services to the Community to meet different people’s needs. As projects progress, Equality Implications will be considered and Equality Impact Assessments conducted where relevant.</p>
<p><b>Agenda Item 20: SECOND QUARTER REVENUE BUDGET MONITORING 2022/23</b> <b>REPORT OF: THE SERVICE DIRECTOR - RESOURCES</b></p>	

<p>The purpose of this report is to inform Cabinet of the summary position on revenue income and expenditure forecasts for the financial year 2022/23, as at the end of the second quarter. The forecast variance is a £270k decrease in the net working budget of £18.056 million, with an ongoing impact in future years of a £49k increase and a request to carry forward a budget of £20k to fund a specific project in 2023/24. Within these summary totals there are a number of budget areas with more significant variances, which are detailed and explained in table 3.</p>	<p>For any individual new revenue investment proposal of £50k or more, or affecting more than two wards, a brief equality analysis is required to be carried out to demonstrate that the authority has taken full account of any negative, or positive, equalities implications; this will take place following agreement of the investment.</p>
---	--

**31<sup>st</sup> January 2023**

<p><b>Agenda Item 7: DRAFT DEVELOPER CONTRIBUTIONS SPD</b> REPORT OF: IAN FULLSTONE, SERVICE DIRECTOR - REGULATORY</p>	
<p>The Council has adopted a new Local Plan which shapes development in the District to 2031. To provide additional detail on planning policies and sites, the Council can produce Supplementary Planning Documents (SPD) to provide clarity to applicants and case officers when determining planning applications. Cabinet has previously made decisions relating to i) the nature of the SPDs that shall be produced to support the new Local Plan; and ii) the future approach to seeking developer contributions from new developments towards affordable housing, infrastructure and other matters. The Developer Contributions SPD is the first of the proposed SPDs supporting the Local Plan. A consultation draft was approved by Cabinet in September 2022. Cabinet is asked to adopt the final version of the SPD (as updated).</p>	<p>There are not considered to be any direct equality issues arising from this report. Future individual schemes or considerations may well be subject to appropriate review to ensure they comply with latest equality legislative need. Any risks and opportunities identified will also be subject to assessment for impact on those that share a protected characteristic.</p>
<p><b>Agenda Item 8: STRATEGIC PLANNING MATTERS</b> REPORT OF: IAN FULLSTONE, SERVICE DIRECTOR - REGULATORY</p>	

<p>This report identifies the latest position on key planning and transport issues affecting the District.</p>	<p>There are not considered to be any direct equality issues arising from this report. Future individual schemes or considerations may well be subject to appropriate review to ensure they comply with latest equality legislative need. Any risks and opportunities identified will also be subject to assessment for impact on those that share a protected characteristic.</p>
<p><b>Agenda Item 10: REVENUE BUDGET 2023/24 REPORT OF: THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>Cabinet is required to recommend a budget for 2023/24 to Council for their consideration and approval. The budget considers the following: • The funding that the Council should expect to receive in 2023/24 and an estimate of future years funding • The forecast net spend required to enable the continued delivery of the Council services in 2023/24 and beyond • The estimation of lost income and additional spend in relation to the continuing recovery from Covid-19 • The other risks in relation to the budget (e.g. higher spend or lower income) and providing reasonable financial protection against those risks • The implications of all the above on future years and ensuring that actions are in place to deliver a balanced budget in the medium term.</p>	<p>For any individual proposal comprising either £50k growth or efficiency, or affecting more than two wards, an equality analysis is required to be carried out; this has either taken place or will take place following agreement of efficiencies or growth.</p>
<p><b>Agenda Item 11: INVESTMENT STRATEGY (INTEGRATED CAPITAL AND TREASURY) REPORT OF: SERVICE DIRECTOR - RESOURCES</b></p>	

The Investment Strategy provides the following key information: • A capital programme of £8.028m in 2023/24 and £19.294m for the period 2024/25 to 2027/28. • Recommendations on the Prudential and other Treasury indicators that will be monitored and reported on during the year (2023/24) • As the Council has identified a need to borrow for capital purposes, a borrowing and Minimum Revenue Provision (MRP) policy • The scope of treasury investments where the Council will invest any surplus cash.

There are no direct equalities implications directly arising from the adoption of the Capital Programme for 2023/24 onwards. For any individual new capital investment proposal of £50k or more, or affecting more than two wards, an equality analysis is required to be carried out. This will take place following agreement of the investment proposal. As referenced in paragraph 8.9, the inclusion of banks on our counter-party list will consider the Country that they are in and an objective analysis of the approach to equalities in that Country. This will be in addition to any sovereign (Country) and institution credit rating.

**14<sup>th</sup> March 2023**

**Agenda Item 7: Sustainability SPD – Overview  
REPORT OF: Service Director - Regulatory**

We are preparing a Sustainability Supplementary Planning Document (SPD) to provide additional detail and clarity to Local Plan Policy SP1 (Sustainable Development in North Hertfordshire) and other relevant policies in the Plan. The SPD will provide information as to our sustainability expectations for development in North Herts and offer guidance to developers and case officers when determining planning applications. This SPD is the first of three SPD's that will address overarching sustainability in North Herts and will be followed by Biodiversity and Design SPD's.

There are not considered to be any direct equality issues arising from this report. Future individual schemes or considerations may well be subject to appropriate review to ensure they comply with latest equality legislative need. Any risks and opportunities identified will also be subject to assessment for impact on those that share a protected characteristic.

**Agenda item 9: THIRD QUARTER INVESTMENT STRATEGY  
(CAPITAL AND TREASURY) REVIEW 2022/23  
REPORT OF: SERVICE DIRECTOR - RESOURCES**

<p>To update Cabinet on progress with delivering the capital and treasury strategy for 2022/23, as at the end of December 2022.</p> <p>To update Cabinet on the impact upon the approved capital programme for 2022/23– 2032/33. The current estimate is a decrease in spend in 2022/23 of £1.490M and an increase in spend in 2023/24 of £1.554M. The most significant individual changes decreasing the spend in 2022/23 relate to £0.278M Cycle Strategy Implementation, £0.250M Transport Plans Implementation, £0.235M Parking Charging Payments Management and £0.201M Off-street Parking Resurfacing which have been reprofiled into 2023/24.</p> <p>1.3 To inform Cabinet of the Treasury Management activities in the first nine months of 2022/23. The current forecast is that the amount of investment interest expected to be generated during the year is £1.277M. This is an increase of £0.151M on the estimate reported in the 2nd quarter report.</p>	<p>There are no direct equalities implications directly arising from the adoption of the Capital Programme for 2020/21 onwards. For any individual new capital investment proposal of £50k or more, or affecting more than two wards, an equality analysis is required to be carried out. This will take place following agreement of the investment proposal.</p>
<p><b>Agenda Item 10: THIRD QUARTER REVENUE BUDGET MONITORING 2022/23</b>  <b>REPORT OF: THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>The purpose of this report is to inform Cabinet of the summary position on revenue income and expenditure forecasts for the financial year 2022/23, as at the end of the third quarter. The forecast variance is a £1.090million decrease in the net working budget of £18.056 million, with an ongoing impact in future years of a £35k increase and a request to carry forward budgets totalling £514k to fund specific projects in 2023/24. The forecast underspend variance in 2022/23 includes £389k of unspent budget that was approved to be carried forward when the 2023/24 revenue budget was approved by Council in February. All the significant component variances are detailed and explained in table 3.</p>	<p>For any individual new revenue investment proposal of £50k or more, or affecting more than two wards, a brief equality analysis is required to be carried out to demonstrate that the authority has taken full account of any negative, or positive, equalities implications; this will take place following agreement of the investment.</p>
<p><b>Agenda Item 11: COUNCIL DELIVERY PLAN 2022-23 (QUARTER 3 UPDATE)</b>  <b>REPORT OF: REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	

<p>This report presents progress on delivering the Council Delivery Plan for 22-23 at the end of Quarter 3, which includes:</p> <ul style="list-style-type: none"> <li>• Progress against the completion of Council projects and milestones</li> <li>• Requests to change milestone dates</li> <li>• Commentary on progress made and any new issues, risks, or opportunities</li> </ul>	<p>Performance reporting provides a means to monitor whether the Council is meeting the stated outcomes of the district priorities, its targets or delivering accessible and appropriated services to the Community to meet different people's needs. As projects progress, Equality Implications will be considered, and Equality Impact Assessments conducted where relevant.</p>
<p><b>Agenda Item 12: COUNCIL DELIVERY PLAN FOR 23-24 REPORT OF: REPORT OF THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>This report presents the Council Delivery Plan for 23-24, which includes</p> <ul style="list-style-type: none"> <li>• The setting of key Council projects</li> <li>• The identification of risks relating to delivery of the projects and</li> <li>• The setting of Performance Indicators (PIs) to measure progress</li> </ul>	<p>Performance reporting provides a means to monitor whether the Council is meeting the stated outcomes of the district priorities, its targets or delivering accessible and appropriated services to the Community to meet different people's needs.</p>

<h2>1b. Council Decisions</h2>	
<h3>26<sup>th</sup> May 2022</h3>	
	<b>Equality Implications</b>
<p><b>Agenda Item 7: NOTING THE APPOINTMENT OF THE DEPUTY LEADER OF THE COUNCIL, MEMBERS OF THE CABINET AND DEPUTY EXECUTIVE MEMBERS FOR 2022/23 REPORT OF THE DEMOCRATIC SERVICES MANAGER</b></p>	
<p>The purpose of this report is to inform the Council of the Leader's appointment of members of the Cabinet for 2022/23.</p>	<p>There are no direct equalities implications arising from this report. However, equalities implications from the individual recommendations will continue to be considered and assessed during the decision-making process.</p>
<p><b>Agenda Item 8: APPOINTMENT OF MEMBERS OF COMMITTEES, JOINT COMMITTEES AND PANELS FOR 2022/23 REPORT OF THE DEMOCRATIC SERVICES MANAGER</b></p>	

The purpose of this report is to inform the Council of the appointment of Members of Committees for 2022/23.	There are no direct equalities implications arising from this report. However, equalities implications from the individual recommendations will continue to be considered and assessed during the decision-making process.
<b>Agenda Item 9: APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF COMMITTEES FOR 2022/23 REPORT OF THE DEMOCRATIC SERVICES MANAGER</b>	
The purpose of this report is to inform the Council of the appointment of Chairs and ViceChairs of Committees (except Area Committees) for 2022/23.	There are no direct equalities implications arising from this report. However, equalities implications from the individual recommendations will continue to be considered and assessed during the decision-making process.
<b>Agenda Item 11: KEY DECISIONS - ANNUAL REPORT ON CASES OF SPECIAL URGENCY REPORT OF THE LEADER OF THE COUNCIL</b>	
The purpose of this report is to inform the Council of any occasions over the past year where the provisions relating to “Special Urgency” have been used in connection with the publication of an intention to make a Key Decision, as required by legislation.	This is a noting report, the intention of which is to ensure transparency of decision making. Considerations with regards to equalities implications, in relation to each decision, will have been set out in the reports concerned. Page 44 12.3 There are no direct equalities implications arising from this report.
<b>Agenda Item 13: NOMINATION OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS AND OTHER BODIES FOR 2022/23 REPORT OF THE DEMOCRATIC SERVICES MANAGER</b>	
The purpose of this report is to present a list setting out the nomination of representatives on Outside Organisations and Other Bodies for 2022/23.	There are no direct equalities implications arising from this report. However, equalities implications from the individual recommendations will continue to be considered and assessed during the decision-making process.
<b>14<sup>th</sup> July 2022</b>	
<b>Agenda Item 10: APPOINTMENT OF INDEPENDENT MEMBER TO THE FINANCE, AUDIT AND RISK COMMITTEE REPORT OF: Service Director: Resources</b>	
In November 2021, it was approved that North Herts Council should have an Independent Member of the Finance, Audit and Risk Committee (“Audit Committee”). The recruitment and selection	There are no direct equalities implications arising from this decision. Even though not strictly required, the standard Human Resources processes were followed in appointing to the role.

<p>process has now been carried out and it is recommended that John Cannon is appointed to the role.</p>	
<p><b>22<sup>nd</sup> September 2022</b></p>	
<p><b>Agenda Item 9: MEDIUM TERM FINANCIAL STRATEGY REPORT OF: Service Director: Resources</b></p>	
<p>This report recommends the Medium Term Financial Strategy (MTFS) for 2023/24 to 2027/28 to guide and inform the Council's Business Planning Process. The focus is primarily on setting a budget for 2022/23, as well as determining the actions that will be necessary in setting a longer term budget following on from that. It reflects on the many uncertainties that the Council faces, including continuing impacts of Covid-19, cost of living pressures and future funding uncertainty. Whilst it recommends a five year budget strategy, there is likely to be a need to amend the strategy over time as further information becomes available. The MTFS supports and is supported by the Council Plan. This reflects that the Council can only deliver priorities and projects that it can afford and should prioritise its spending around delivering its priorities.</p>	<p>The MTFS attempts to align resources to the delivery of the Council Plan, which sets the corporate objectives. Through its corporate objectives the Council is seeking to address equality implications in the services it provides and through the remainder of the Corporate Business Planning Process will carry out Equalities Impact Assessments for relevant Efficiency or Investment options.</p>
<p><b>AGENDA ITEM 12: CONSTITUTIONAL AMENDMENT / PANEL APPROVAL &amp; APPOINTMENT REPORT Part 1 REPORT OF: THE SERVICE DIRECTOR LEGAL AND COMMUNITY &amp; MONITORING OFFICER</b></p>	



<p>Further to the report in July this report covers the Transport Panel proposed to replace the Place Panel and Public Transport Users' Forum (and associated wording for the other Panels), changes for Service Director responsibility and an issue raised regarding one of the Procedure Rule (our Standing Orders).</p> <p><b>Recommendations:</b> That Full Council</p> <p>2.1. approves the amendments detailed in Appendix A, and the Transport Panel's Terms of Reference Appendix B;</p> <p>2.2. approves the Member appointments (and Co-Chairs to the extent necessary) to the Transport Panel, as detailed at 8.3-8.4.</p>	<p>In respect of recommendation 2.1, this is considered in the Part 2 report.</p>
<p><b>23<sup>rd</sup> February 2023</b></p>	
<p><b>Agenda item 10: REVENUE BUDGET 2023/24 REPORT OF: THE SERVICE DIRECTOR - RESOURCES</b></p>	
<p>Cabinet have recommended a budget for 2023/24 for consideration and approval by Council. The budget considers the following: • The funding that the Council should expect to receive in 2023/24 and an estimate of future years funding • The forecast net spend required to enable the continued delivery of the Council services in 2023/24 and beyond • The estimation of lost income and additional spend in relation to the continuing recovery from Covid-19 • The other risks in relation to the budget (e.g. higher spend or lower income) and providing reasonable financial protection against those risks • The implications of all the above on future years and ensuring that actions are in place to deliver a balanced budget in the medium term. There have been some changes to the version of the report that was considered by Cabinet and these changes are detailed in paragraph 7.3.</p>	<p>For any individual proposal comprising either £50k growth or efficiency, or affecting more than two wards, an equality analysis is required to be carried out; this has either taken place or will take place following agreement of efficiencies or growth.</p>

<b>1c. Cabinet Decisions</b>	
<b>13<sup>th</sup> September 2022</b>	
<b>Agenda Item 19: 3C's Policy</b> <b>REPORT OF: Customer Service Manager</b>	
This report proposes amendments to the Comments, Compliments and Complaints (3C's) policy, based on experiences, learning and discussions since the last policy review in 2019. An overview of those amendments is included in section 8.	There are no equalities implications to this report.
<b>Agenda Item 17: MAKING OF AN ARTICLE 4 DIRECTION FOR THE DISTRICT'S PRIMARY AND SECONDARY SHOPPING FRONTAGES</b> <b>REPORT OF: IAN FULLSTONE, SERVICE DIRECTOR - REGULATORY</b>	
New permitted development rights allow for a range of employment premises to be converted into residential use without requiring planning permission by the District Council. This report seeks Cabinet approval to introduce immediate Article 4 Directions to remove this permitted development right in the District's town centres. This will help strengthen the vitality and viability of our town centres after the COVID-19 Pandemic and protect them from unrestrained residential redevelopment.	There are not considered to be any direct equality issues arising from this report.
<b>2nd November 2022</b>	
<b>Agenda Item 5: THERFIELD HEATH SSSI MITIGATION STRATEGY</b> <b>REPORT OF: IAN FULLSTONE, SERVICE DIRECTOR – REGULATORY</b>	
To consider a Mitigation Strategy for the Site of Special Scientific Interest (SSSI) at Therfield Heath. To approve the strategy for use in planning decisions to mitigate against the additional recreational pressures on Therfield Heath SSSI.	There are no direct equality implications for this decision.
<b>Agenda Item 16: SINGLE TENDER IN RELATION TO PROPERTY COMPLIANCE CONTRACT (DRAFT)</b> <b>REPORT OF: Service Director: Resources</b>	

<p>To seek Cabinet approval to use a single tender process for the award of a contract to HTS Property and Environmental Limited Ltd (hereafter referred to as HTS), for a property compliance contract. This will be for a 2 year contract with the option for a 2 year extension. This is being referred to Cabinet due to the value of this contract. The reason for requesting a single tender is because it allows the development of a sustainable contact, in a market where the Council has experience of unsuccessful contracts. Detailed analysis has been carried out to determine that this contract is likely to provide good value to the Council, and therefore it is in the Council's best interests to engage this supplier (as per the Council's Contract and Procurement Rules). Whilst the Service Directors for Resources and Legal &amp; Community could authorise this, it has been referred to Cabinet due to the value of the proposed contract.</p>	<p>There are no direct equalities implications arising from this report.</p>
<p><b>14<sup>th</sup> March 2023</b></p>	
<p><b>Agenda Item 13: REGULATION OF INVESTIGATORY POWERS ACT ('RIPA') UPDATE AND ANNUAL REVIEW REPORT OF: LEGAL REGULATORY TEAM MANAGER &amp; DEPUTY MONITORING OFFICER</b></p>	
<p>This Report provides an annual update and proposed amendments to the Council's current RIPA Policies following new legislation.</p>	<p>The contents of this report do not directly impact on equality, in that it is not making proposals that will have a direct impact on equality of access or outcomes for diverse groups</p>
<p><b>Agenda Item 14: LEISURE MANAGEMENT CONTRACT PROCUREMENT REPORT OF: THE SERVICE DIRECTOR - PLACE</b></p>	
<p>This report seeks the authority to proceed with a Competitive Procedure with Negotiation (CPN) procurement for the Leisure Management contracts which are due to expire in March 2024.</p>	<p>There are no direct equality implications from this decision. The Sport England standard contract sets out very clear Equality requirements (schedule 20) which are based on the requirements of the Equality Act 2010.</p>

<p><b>1c. Council Decisions</b></p>
<p><b>26<sup>th</sup> May 2022</b></p>

<b>Agenda Item 12: APPROVE A PROGRAMME OF ORDINARY MEETINGS FOR THE COUNCIL FOR THE CIVIC YEAR 2022/23 REPORT OF THE DEMOCRATIC SERVICES MANAGER</b>	
The purpose of this report is to seek approval to a programme of ordinary meetings of the Council for the Civic Year 2022/23.	There are no equalities implications in this report.
<b>22<sup>nd</sup> September 2022</b>	
<b>Agenda Item 10: ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE 2021/2022 REPORT OF THE CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE 2021/2022</b>	
To consider the Annual report of the Overview and Scrutiny Committee regarding the 2021/2022 Civic Year.	There are no direct equalities implications arising from this report.
<b>19th January 2023</b>	
<b>Agenda Item 11: ELECTORAL SERVICES – SCALE OF FEES 2023/2024 REPORT OF: SERVICE DIRECTOR – RESOURCES</b>	
To agree the Scale of Fees for electoral events held during 2023/2024.	There are no equalities implications - in line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
<b>Agenda Item 12: CONSTITUTIONAL AMENDMENT REPORT REPORT OF: THE SERVICE DIRECTOR LEGAL AND COMMUNITY &amp; MONITORING OFFICER</b>	
Further to the report in September this report, and its resolution on 4.8.23 (a), this covers follow up wording and other proposed changes regarding Member call-ins and registering to speak; and some Service Directors' responsibilities under section 14 that have changed.	In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not. Otherwise, no specific equality issues identified as a result of this report.
<b>Agenda Item 13: PENSION POOLING WITH 'ORPHANED EMPLOYERS'</b>	

<b>REPORT OF: SERVICE DIRECTOR: RESOURCES</b>	
<p>North Hertfordshire District Council is a Scheduled Body within the Hertfordshire Local Government Scheme (LGPS). We are required to offer LGPS membership to our employees. In the past, when we have contracted out services, the LGPS membership of the employees that transferred was retained. The employing organisations became Admitted Bodies to the LGPS. The employers and employees continued to make contributions to the LGPS, whilst those employees were still employed. Over time those employees will leave employment (e.g., due to retirement) and when there are no active members left the organisation becomes known as an Orphaned Employer. Parish and Town Councils can be Designated Bodies. They are not required to offer the LGPS to their employees, but they can if they wish to. Letchworth Garden City Town Council (LGCTC) became a designated body when they were formed. They were then abolished by the District Council in 2013, following a governance review. LGCTC then became an Orphaned Employer. Orphaned Employers can (and in some cases, should) be pooled with their relevant Admitted Body. This report recommends that the Council pools with three Orphaned Employers.</p>	<p>There are no equalities implications arising from this report.</p>
<p><b>Agenda Item 14: CHURCHGATE UPDATE</b> <b>REPORT OF: Service Director - Enterprise</b></p>	
<p>To provide Members with an update on Churchgate since the Council purchased the Leasehold.</p>	<p>There are no direct equality implications arising from this report.</p>

**3. Opportunities to foster good relations and advance equality of opportunity between people who share a protected characteristic and those who don't.**

The Public Sector Equality Duty also requires local authorities to foster good relations and promote equality of opportunity between those with a protected characteristic and others. This work is implicit in all our services. Some examples of how this is enacted are provided below:

Most policy decisions involve increased community engagement in regard to public consultations. These can include focus groups and public meetings which would give the opportunity for the North Hertfordshire community to come together and get more involved in civic life. The

recent [Greenspace Management Strategy](#) is an example of how public consultation was used to shape decision making and guide equality and accessibility considerations, as demonstrated in the relevant equality impact assessment.

[The Communications Strategy 2019 - 2023](#) states that our approach will always be inclusive and use a range of channels to reach as many residents as possible, whilst being positive and proactive and positioning ourselves as community champions, promoting and celebrating all that is good about North Hertfordshire, the people, community groups and businesses. A digital publication, '[North Herts Now](#)', and a digital bulletin subscriber service continue to provide additional ways in which to engage and interact with residents, focussing on community stories and celebrating what is great about North Herts. This approach is also adopted across other communication channels.

[The Customer Services Strategy 2021 - 2027](#) commits North Herts Council to putting our customers at the heart of everything we do and providing appropriate support and assistance to those who need it, whilst ensuring customer experiences are easy, convenient, and effective. This strategy prioritises accessibility, stating that the Council will make it as easy as possible for customers to access our services, we will design our processes with all customers in mind, and consistently treat customers with fairness and respect.

Community panels continue to take place, with the intention of increasing and encouraging community engagement throughout different areas of the council. These panels allow the council to engage with residents, to hear their issues and identify ways in which the community can be included in influencing decisions.

In 2020, the council introduced Shaping our Future. This group's aim is to provide co-ordination between the development of activities related to Elected Members and those related to Officers and the Management of the organisation. This group strives to create a high quality, diverse, inclusive and resilient workforce, meeting the needs of our community and this is recognised as one of the stated outcomes of the group.

In 2021, the Council's values and behaviours were reviewed by the Leadership Team and the Shaping our Future Group. As a result, the organisational values have now been further developed to be more concise. The new values are as detailed below:

As an organisation we strive to be:

**TOGETHER:** We work together and support each other to deliver the best we can

**LISTENING:** We listen to and consider the views of each other, our partners and our customers

**LEARNING:** We learn from others and are open to change

**ADAPTABLE:** We are adaptable in finding solutions for each other, our partners and our customers

**INCLUSIVE:** We are inclusive and value diversity

In 2021, the council introduced a new initiative in the form of an Inclusion Group. The main purpose of this group is to drive the equality and diversity agenda forward within the organisation. The group aims to gain an understanding of the perspective of all employees, including the experiences of minority, disadvantaged and vulnerable staff within the organisation. The group meets quarterly, with each meeting focussing on one of the protected characteristics and provides an opportunity for staff to discuss their experiences and issues.

#### **4. An analysis of any potential cumulative impacts that spans services**

The sustained pressure on the public sector to make savings, alongside the Covid-19 recovery, means that services may not be delivered in the same way. Against this context, any changes to service delivery may have compounded negative impacts for some equality groups within Hertfordshire. Any such impacts are identified by the completion of individual equality impact assessments (EqIAs). The early consideration of the potential impacts by use of the EqIAs identifies any impacts and corresponding mitigating actions where practicable.

The process uses relevant good practice from a number of national and local sources. This is applied to the individual equality impact assessments, to ensure that changes to services are delivered through efficiencies which have no identified adverse impact on service-users.