

BEAUFORT BUSINESS CENTRE REDEVELOPMENT
EQUALITY IMPACT ASSESSMENT CONSULTATION EVENT 18.7.13
NOTE & ACTION POINTS

Present:

Nilufer Algas – Independent Reviewing Officer (Quality Assurance)
 Sarah Edwards – Programme Manager, Transformation Team
 Maggie Fennell – Co Chair, Disabled Employees Network
 Sue Harvey - Advisory Teacher for CYP with Visual Impairments, StePs Team
 Kevin Murphy – Head of Service, Localities 3 & 4
 Rikki Roche – Project Manager, Transformation Team
 Karin Staples, Project Manager, Transformation Team
 Sue Woollard – Support Service Manager, Locality Support

2 Background to BBC Project:

While BBC is empty during redevelopment, building will qualify for Class G exemption from Council Tax. Will the money saved be invested in project? Thought not – money would go into corporate savings, but will investigate.

St Mary's Gate – work with developer who may wish to secure site is ongoing. If purchase does go ahead, handover date is likely to be June 2014.

Action

Sarah Edwards

3 Presentation & Discussion of Floor Plans

Lift – will not be a fire lift, but will be to modern standards/Equality Act compliant.

Fire Refuge – disabled fire refuge has been included on left hand stair case, but not on right hand staircase. Will check if there is capacity to have a second refuge at the top of this stair case.

Separate entrances – where customers need to be kept apart, there is scope for using more than one entrance. In addition to the main door into reception, there is also a staff entrance and an entrance at the bottom of right hand staircase. These could be used to bring customers into the building where needed.

Separate waiting areas – where customers need to be kept apart, they

SE

could be kept in different meeting rooms or spaces. Need to look if could be some sort of zoning in reception area.	SE
Reception Furniture – request made for fixed furniture in reception as customers can become violent and throw chairs etc. Will be considered.	SE
Family Contact Room – request made to switch location of FCR currently on the left of the reception area with the 4 interview rooms in the court yard area as this would increase the privacy of the space. Will check with architect if this is possible.	SE
CCTV in FCR – request made to install CCTV in FCR as safety consideration for staff & customers.	SE
Privacy – to ensure privacy of customers, need to make sure windows in FCR (and all the other rooms in the ground floor public area?) are opaque – or effective blinds are installed.	SE
Meeting Rooms for Independent Reviewing Officers – IROs will need meeting rooms for 3 to 12 people. Suggested could use rooms inside staff area or rooms in nearby buildings such as Lighthouse & Derwent School.	SE
Thermal Issues – at present, the BBC has poor thermal qualities. Refurbishment will seek to improve the thermal characteristics of the building.	
Storage of bulky items – some services have large pieces of kit that don't get used very often, but need to be retained so that wide range of customer needs can be met. Large ground floor store room with direct external access incorporated in design.	
Desks – confirm will used 3 levels of desk flexibility – same as Council House.	
Touchdown spaces – request made to consider incorporating touchdown spaces for those who come in briefly during the day and don't need a desk.	
Toilets – no detailed design yet, but will meet standards for minimum number. Not enough space/money to have dedicated wudu facilities, but will look if it is feasible and affordable to install wudu sanitary wear in one of the disabled toilets.	SE
Consideration of staff & customers with visual impairments - request made to remember the needs of people with visual impairments in design:	SE
<ul style="list-style-type: none"> • ability to control light levels, • make sure glass doors and walls are clearly distinguishable, • avoid visually confusing manifestations/detailing and chrome, 	SE

<ul style="list-style-type: none"> • use appropriate door furniture and appropriate signage. • Lights to follow direct of travel in corridors, • carpets without confusing patterns. <p>Staff lockers – the lockers installed will be the same as those used in the CH. It will not be possible to have raised lockers.</p> <p>Facilities Management – will have a presence at the BBC. This was welcomed as FM are able to provide individual help to staff with disabilities where it is needed.</p>	
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<h4>4 Draft Equality Impact Assessment – Discussion</h4>	
<p>Equality Groups:</p>	
<p>Equality Groups (staff) – staff stats quoted in current draft are general across whole Council. Ask HR if they have specific info relating to services moving to BBC.</p>	<p>Karin Staples</p>
<p>Age/staff – need to remember older staff are more likely to have acquired disabilities such as diabetes, sight and hearing impairments.</p>	<p>KS</p>
<p>Pregnancy/maternity – add reference to staff.</p>	<p>KS</p>
<p>Race – need to reflect that Chaddesden/Derwent is a predominantly white area which may not be welcoming to BME staff and customers. Need to ensure building is clearly signed and welcoming.</p>	<p>KS</p>
<p>Religion – need for prayer facilities.</p>	<p>KS</p>
<p>Low income – positive impact – on major bus route and free parking.</p>	<p>KS</p>
<p>Proposed Actions:</p>	
<p>Lift – needs to be bigger than those in CH if space permits. Also need to make sure buttons are clearly visible (not chrome), plus braille embossed and vocal messages.</p>	<p>SE/KS KS</p>
<p>CCTV – add need for CCTV in Family Contact Room</p>	
<p>Door access systems – add need to make sure swipe pads are installed at appropriate height.</p>	<p>KS</p>
<p>Disabled fire refuge – 1 or 2?</p>	<p>SE/KS</p>
<p>Breast feeding facilities – could be accommodated through signage and provision of space on ad hoc basis if fixed location not feasible. Also need to remember fridge for staff to store expressed milk (and medication?).</p>	<p>SE/KS</p>
<p>Reasonable Adjustment Survey – would like to seek guidance on what</p>	

<p>questions it is acceptable to ask when draft survey is put together.</p> <p>Travel Survey – will be 80 spaces at BBC, plus additional spaces negotiated nearby. Attendees will be invited to trial survey questions from an EIA perspective.</p> <p>Cycle Parking – request that cycle parking is very secure due to nature of the area.</p> <p>Lighting – need to consider good quality lighting – avoid glare and excess brightness. Corridor lights to follow direction of travel to aid orientation. Good quality blinds to control excess light & heat.</p> <p>Telephony - request to install a higher level of telephony across more desks.</p> <p>Assessment Group</p> <p>Attendees agreed to become members of Assessment Group, though Kev Murphy asked for Jane Parfremont to be named in his place.</p> <p>Further Consultation</p> <p>Further comments on EIA welcome by 26th July</p> <p>Revised draft EIA to be circulated for comment after 26th July</p> <p>24th July – meeting with Disabled Employees Network to be held. Black Ethnic Minority Support Network to be invited.</p> <p>Members – consider engagement.</p> <p>Customer engagement – request views from Sue Jinks & follow up.</p>	<p>SE</p> <p>Rikki Roche</p> <p>SE</p> <p>SE</p> <p>All</p> <p>KS</p> <p>KS</p> <p>SE/KS</p> <p>SE/KS</p>
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