

Equality impact assessment form

Directorate - Organisation and Governance

**Service area – Strategic Services and Customer
Management**

**Name of policy, strategy, review or function being
assessed – Ground Floor Redevelopment**

Date of assessment – 14 June 2017

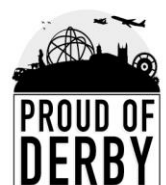
**Name of Director/Head of Service signing it off
Gordon Stirling – Director of Strategic Services and
Customer Management**

Decision of Cabinet, Personnel Committee or Chief

January 2017



Derby City Council



Equality impact assessment – please read this section first before you do the assessment

This is our equality impact assessment form to help you equality check what you are doing when you are about to produce a new policy, review an older one, write a strategy or plan or review your services and functions. In fact you need to do an equality impact assessment whenever a decision is needed that affects people and **before** that decision is made.

So why do we need to do equality impact assessments? Although the law does not require us to do them now, the courts still place significant weight on the existence of some form of documentary evidence of compliance with the **Public Sector Equality Duty** when determining judicial review cases. This method helps us to make our decisions fairly, taking into account any equality implications, so yes we still need to do them.

The Public Sector Equality Duty is part of the Equality Act 2010 and this Duty requires us as a public body to have '**due regard**' to eliminating discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act. It requires us to advance equality of opportunity and foster good relations between people who share a '**relevant protected characteristic**' and people who don't.

Having 'due regard' means:

- removing or minimising disadvantages suffered by people due to their protected characteristics
- taking steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people
- encouraging people with certain protected characteristics to participate in public life or in other activities where the participation is disproportionately low.

The protected characteristics are:

- age
- disability
- gender identity
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

This completed form should be attached to any Chief Officer Group, Cabinet or Personnel Committee report to help elected members make their decisions by taking the equality implications into account. Equality impact assessments **must be done before** decisions are made. Include the Cabinet or Personnel Committee's decision on the front sheet when you know it.

You'll find that doing these assessments will help you to:

- understand your customers' and communities needs
- develop service improvements
- improve service satisfaction
- demonstrate that you have been fair and open and considered equality when working on re-structuring
- make sure you pay due regard to the requirements of the Public Sector Equality Duty.

Don't do the form by yourself, get a small team together and make sure you include key people in the team such as representatives from our Diversity Forums and employee networks and you could invite trade union representatives too – the more knowledge around the table the better. You also need to decide how and who you will consult with to help inform the equality impact assessment. Our Lead on Equality and Diversity can help with useful contacts – we have a team of people who are used to doing these assessments and can help with information on barriers facing particular groups and remedies to overcome these barriers.

You'll need to pull together all the information you can about how what you are assessing affects different groups of people and then examine this information to check whether some people will be negatively or positively affected. Then you'll need to look at ways of lessening any negative effects or making the service more accessible – this is where your assessment team is very useful and you can also use the wider community.

Agree an equality action plan with your assessment team, setting targets for dealing with any negative effects or gaps in information you may have found. Set up a way of monitoring these actions to make sure they are done and include them in your service business plans.

When you have completed the assessment, get it signed by your Head of Service or Service Director and send it to our Lead on Equality and Diversity for checking and to publish on our website. It is a public document so must not contain any jargon and be easy to understand.

Remember, we need to do these assessments as part of our everyday business, so we get our equality responsibilities right and stay within the law – Equality Act 2010.

Equality groups and protected characteristics

These are the equality groups of people we need to think about when we are doing equality impact assessments and these people can be our customers or our employees and job applicants...

- Age equality – the effects on younger and older people
- Disability equality – the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties and people with physical impairments
- Gender identity – the effects on trans people
- Marriage and civil partnership equality
- Pregnancy and maternity equality - women who are pregnant or who have recently had a baby, including breast feeding mothers
- Race equality – the effects on minority ethnic communities, including newer communities, gypsies and travellers and the Roma community
- Religion and belief or non-belief equality – the effects on religious and cultural communities, customers and employees
- Sex equality – the effects on both men and women and boys and girls
- Sexual Orientation equality – the effects on lesbians, gay men and bisexual people

In addition, we have decided to look at the effects on families and people on low incomes too as we feel this is very important.

Contact for help

Ann Webster – Lead on Equality and Diversity

ann.webster@derby.gov.uk

Tel 01332 643722 Minicom 01332 640666 Mobile 07812301144

The form

We use the term ‘policy’ as shorthand on this form for the full range of policies, practices, plans, reviews, activities and procedures.

Policies will usually fall into three main categories...

- Organisational policies and functions, such as recruitment, complaints procedures, re-structures
- Key decisions such as allocating funding to voluntary organisations, budget setting
- Policies that set criteria or guidelines for others to use, such as criteria about school admissions, procurement methods, disabled facilities grants, on street parking bays

If in doubt – it’s better and safer to do an Equality Impact Assessment than not to bother! You never know when we may get a legal challenge and someone applies for Judicial Review.

What’s the name of the policy you are assessing?

Ground Floor Redevelopment

The assessment team

Gordon Stirling – Director of Strategic Services and Customer Management

Other team members

Name	Job title	Organisation	Area of expertise
Ann Webster	Lead on Equality and Diversity	Derby City Council	Equality
Steven Macnamara	Project Manager Delivering Differently Programme	Derby City Council	Project management and equality

Name	Job title	Organisation	Area of expertise
Neil Sheard	Programme Manager Delivering Differently Programme		Project management

Step 1 – setting the scene

Make sure you have clear aims and objectives on what you are impact assessing – this way you keep to the purpose of the assessment and are less likely to get side tracked.

1 What are the main aims, objectives and purpose of the policy? How does it fit in with the wider aims of the Council and wider Derby Plan? Include here any links to the Council Plan, Derby Plan or your Directorate Service Plan.

As part of the Delivering Differently programme, the Council is seeking ways to optimise resources and enhance services to our customers while creating commercial opportunities to generate long-term sustainable income streams. The success of the Derby Workstyle project and the flexible working arrangements that this offers means that there is now an opportunity to reconfigure the ground floor office space within the Council House to gain a long-term rental income from an external organisation.

The creation of commercial office space gives the Council the opportunity to address a number of other issues on the ground floor at the same time. The Ground Floor Redevelopment project therefore has five core elements...

1. Creation of commercial office space to generate income for the Council.
2. Creation of a Derby Riverside Library (subject to separate Cabinet approval).
3. Relocating the Accessible Ground Floor Meeting Room.
4. Relocation of Customer Interview Rooms.
5. Improving Security

To make this happen we need to relocate a number of employees from the ground floor and move them to the other floors and so this initial EIA is about the effects the

move will have on our employees and also the effects of the redevelopment on our customers – more detailed EIAs will be done throughout the course of the Project

2 Who delivers/will deliver the policy, including any consultation on it and any outside organisations who deliver under procurement arrangements?

The Delivering Differently Team will deliver the Project and lead on the equality impact assessments with support from the Equality and Diversity Team. Wates Construction will be the building contractor and DWP will be the tenant. Derby Diversity Forum, 50+ Forum and Voices in Action and our employee networks will be involved in looking at the equality implications of the scheme as it develops. There has already been an EIA done on the Library Review.

3 Who are the main customers, users, partners, employees or groups affected by this proposal?

All employees working at, or visiting the Council House, elected members, citizens and visitors visiting the Council House, users of Relish, Department of Work and Pensions employees and visitors, contractors, library users, if Cabinet decides to approve the Riverside Library in the Council House.

Step 2 – collecting information and assessing impact

4 Who have you consulted and engaged with so far about this policy, and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the

equality groups, such as accessible locations, interpreters and translations, accessible documents.

This is an interim equality impact assessment and full consultation and in-depth equality impact assessments will be done if the Project is approved by Cabinet Members. This will involve our Diversity Forum members, 50 Plus Forum and Voices in Action, as well as Trade Unions and our employee network members – the consultation will be in accessible venues and if required accessible documents will be provided and interpreters, including BSL interpreters.

5 Using the skills and knowledge in your assessment team, and from any consultation you have done, what do you already know about the equality impact of the policy on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each equality group whether this is a negative impact, a positive one or if you are not sure

Equality groups	What do you already know?	No impact	Positive impact	Negative impact	Not sure
Age	The new accessible ground floor meeting room will be ideal for meetings of older people, particularly if they don't like lifts. We will be consulting with the 50 + Forum throughout the redevelopment.		Yes		
Disability	Following the refurbishment of the Council House five years ago, the ground floor meeting room has proven it is not fit for		yes		

Equality groups	What do you already know?	No impact	Positive impact	Negative impact	Not sure
	<p>purpose and so a new fully accessible large meeting room will be built as part of the ground floor reconfiguration. The new room will have a fitted hearing loop and audio visual equipment making it as good a quality as the first floor public meeting rooms.</p> <p>We also know that visually impaired people found the existing huge reception and foyer area very disorienting, so the new area will be much smaller and easier to get around.</p> <p>We will make sure that disabled customers access requirements are met during the building work.</p> <p>Employees who work in the Council House will all be affected by this reconfiguration and will need to move desks and in some cases floors. We are collecting reasonable adjustment information so that disabled employees will not be disadvantaged by the moves. Our Lead on Equality and Diversity is offering support and</p>			<p>Yes for some disabled employees</p>	

Equality groups	What do you already know?	No impact	Positive impact	Negative impact	Not sure
	<p>assurance to disabled employees who are anxious about the move and worried about their adjustments. We know it can be quite an upheaval for disabled employees when they have settled in with their reasonable adjustments and have established personal emergency evacuation plans and then have to move to somewhere else. We will do all we can to make the moves as smooth as possible.</p> <p>DWP will be dealing with their own employees reasonable adjustments. Any blue badge users who are employees of DWP will not have access to the Council House car park. DWP customers who are blue badge users will be able to book one of the visitor spaces if needed.</p> <p>We know that we need to strike a balance with the extra security measures we take to make sure they do not restrict disabled people or make access worse.</p> <p>If the Riverside Library is approved, this will be fully accessible for</p>				

Equality groups	What do you already know?	No impact	Positive impact	Negative impact	Not sure
	disabled people. We will be consulting our Diversity Forum and Disabled Employees Network throughout the redevelopment.				
Gender identity - trans	We will be consulting with Derbyshire LGBT + during the redevelopment.	No			
Marriage and civil partnership	Marriages and civil partnerships will still be taking place at the Council House	No			
Pregnancy and maternity	The ground floor reconfiguration will not affect the breast feeding facilities nor the baby changing room and these facilities will be available for DWP employees and customers as well as our own.	No			
Race	We will be consulting with our Diversity Forum and Black Employees Support Network during the redevelopment	No			
Religion or belief or none	The Quiet area will not be affected by the reconfiguration. DWP employees will also have access to this facility and the ablutions.	No			
Sex	We will be consulting with gender organisations during the redevelopment	No			
Sexual Orientation	We will be consulting with Derbyshire LGBT+	No			

Equality groups	What do you already know?	No impact	Positive impact	Negative impact	Not sure
	and our LGBT Employee Network during the redevelopment				
Families and people on low income	People visiting the Council House to see us or DWP will have a modern, accessible city centre location, rather than having to travel to another building.		Yes		

Important - For any of the equality groups you don't have any information about, then make it an equality action at the end of this assessment to find out. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. You can get lots of information on reports done from organisations' websites such as the Equality and Human Rights Commission, Stonewall, Press for Change, Joseph Rowntree Trust and so on. Please don't put down that the impact affects 'everyone the same' – it never does!

6 From the information you have collected, how are you going to lessen any negative impact on any of the equality groups? How are you going to fill any gaps in information you have discovered?

When we do the more detailed equality impact assessments we will deal with any negative impact if and when it arises.

There is a negative impact on some disabled employees with having to complete reasonable adjustment forms and the upheaval involved in moving their reasonable adjustments and preparing new personal emergency evacuation plans – We will make sure this is done as smooth and as quickly as possible.

Step 3 – deciding on the outcome

7 What outcome does this assessment suggest you take? – You might find more than one applies. Please also tell us why you have come to this decision?

Outcome 1	1	No major change needed – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
Outcome 2		Adjust the policy to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
Outcome 3		Continue the policy despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are: <ul style="list-style-type: none"> • sufficient plans to stop or minimise the negative impact • mitigating actions for any remaining negative impacts • plans to monitor the actual impact.
Outcome 4		Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination

Our Assessment team has agreed Outcome number(s)

We reached Option 1

Why did you come to this decision?

We came to this decision because we feel the negative impact on our disabled employees is short term until they get settled in their new work areas and we are addressing any barriers as they arise.

If you have decided on **Outcome 3**, then please tell us here the justification for continuing with the policy. You also need to make sure that there are actions in the Equality Action Plan to lessen the effect of the negative impact. This is really important and may face a legal challenge in the future.

If you have decided on **Outcome 4** then if the proposal continues, without any mitigating actions, it may be likely that we will face a legal challenge and possibly a Judicial Review on the process - it is really important that the equality impact assessment is done thoroughly, as this is what the Judge will consider.

Step 4 – equality action plan – setting targets and monitoring

8 Fill in the table with the equality actions you have come up with during the assessment. Indicate how you plan to monitor the equality impact of the proposals, once they have been implemented.

Equality Action Plan –setting targets and monitoring

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
If the Cabinet proposal is approved then we will start our full set of EIAs and consultation with equality groups	It will mean we will have expert advice on equality issues so we can address them	To be decided once we know Cabinet's decision	The EIAs will be monitored thought the reconfiguration and again when all the work is completed
Receive all reasonable adjustment forms from disabled employees	It will mean disabled employees can get settled in their new work area as soon as possible with their adjustments in place	To be decided once we know the Cabinet decision	Feedback from disabled employees

We can give you this information in any other way, style or language that will help you access it. Please contact us on: 01332 643722
Minicom: 01332 640666

Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku.

Prosimy o kontakt: **01332 643722** Tel. tekstowy: 01332 640666

Punjabi

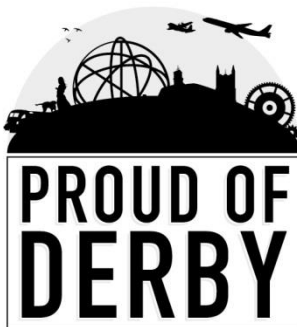
ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ **01332 643722** ਸਿਨੀਕਮ 01332 640666 ਤੇ ਸੰਪਰਕ ਕਰੋ।

Slovakian

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Skontaktujte nás prosím na tel.č: 01332 643722 Minicom 01332 640666

Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم **01332 643722** پر ہم سے رابطہ کریں۔



Derby City Council