

Equality Impact Assessment Report Template

Name of policy, procedure or function: Office Accommodation Strategy – Phase 3				
Service Area: Property Services	Team Members: Charles Truman, John Leney and Sarah Cromie	Date: 23rd November 2006		
Findings				
<p>The third phase of the Office Accommodation Strategy is primarily focused on improvements to the ‘New’ Southfields Building. The previous two phases have focused on improvements to the Customer Service Centre and the ‘Old’ Southfields building.</p> <p>The current accommodation is a large number of single offices interspersed with a few open plan offices. The proposals are to make the current accommodation more open plan. There are a variety of reasons for this, the main one being to improve communication and inclusiveness within the offices. This has a number of benefits for equality and diversity. These are mainly around inclusiveness and openness, ease of movement and lack of isolation. There are also some challenges particularly for visual or hearing impaired who may need particular lighting or areas free of obstructions.</p> <p>The EIA has identified issues that need to be addressed within the design brief including: provision of a quiet room, pictorial signage, improved lighting, zoned heating and further disability requirements.</p> <p>Improvements outside the remit of Phase 3 of the OAS have also been picked up. These include improved disabled parking outside the offices, reducing the gradient of the ramp between the two buildings and improved signage both external and internal.</p>				
Further Actions				
Problem/barrier identified	Actions to overcome problem/barrier	Resources required	Responsibility	Target date
LSP and Partner relationships on property	Develop communications links with LSP orgs	Officer Time	John Leney	Apr 07
Phase 3 Consultation	<ul style="list-style-type: none"> • Include assessment of need for a quiet room or prayer room • Use of local Access/Disability Group 	Officer Time	Charles Truman	Feb 07

Physical improvements	Capital grant application	Possible Capital Grant	Simon Harvey	Nov 06
	Works to include: <ul style="list-style-type: none"> • Ramp • Lifts • Disabled Parking improvements • Signage Implementation of the above actions		Simon Harvey	Mar 08
Additions to Design Brief	<ul style="list-style-type: none"> • Pictorial images – signage as part of space planning • Improved lighting to be DDA compliant • Controllable heating system • Disability requirements – first aid points and fridges 	N/A	Simon Harvey	Apr 07
Creating of Unisex toilets	Change of Accessible Toilet to Unisex toilet	N/A	Simon Harvey	Apr 07
Complaints Monitoring	System of collecting them in a structured way	Officer Time	John Leney	Jan 07
Monitoring of toilet and shower use	Implement system to monitor the use of facilities	Cost of equipment	Dave Wall	Oct 07
Establish updated DDA position on public buildings	Carryout Access Audits Oct 07	Significant Officer Time	Simon Harvey	Oct 07