

Charnwood Borough Council

Equality Impact Assessment 'Knowing you customers needs'

Background

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

Legislation - Equality duty:

As a local authority who provides services to the public, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- ✓ Eliminate discrimination, harassment and victimisation
- ✓ Advance Equality of Opportunity
- ✓ Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion and belief
8. Gender
9. Sexual orientation

What is prohibited?

1. Direct discrimination, including by association and perception.
2. Indirect discrimination – now covers all characteristics.
3. Pregnancy and maternity discrimination.
4. Harassment.
5. Third party harassment.
6. Discrimination arising from disability.
7. Duty to make reasonable adjustments.

Note: Complete the action plan as you go through the questions

Title of the policy	Closure of the Limehurst Avenue Depot and relocation of office-based staff to the Southfields campus
Date	14 July 2015
Lead Officer	Debbie White
Who else is involved in undertaking this assessment?	Christine Ansell Katie Summers Claire Gregory

Step 1 – Overview of policy/function being assessed

A. Outline: What is the purpose of this policy? (specify aims and objectives)
As a core part of its Accommodation Strategy the Council is undertaking a programme of improvement measures with a view to increasing the efficiency with which the business operates and delivers services to its customers. One of the key projects within the Our Space programme is the re-location of business resources and functions from Limehurst Avenue to the main offices at Southfield Road.
B. What specific groups is the policy designed to affect/impact?
The change affects all office-based staff currently located at the Limehurst Avenue depot and the operatives that collect their work vehicles from the site on a daily basis.
C. Which groups have been consulted as part of the creation or review of the policy?
All affected staff.

Step 2 – What we already know and where there are gaps

A. List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to ethnicity, religion, sexual orientation, disability, age, gender, transgender etc. Data/information such as: <ul style="list-style-type: none"> ▪ Consultation ▪ Previous Equality Impact Assessments ▪ Demographic information ▪ Anecdotal and other evidence
See attached information – EIA Appendix 1.
B. What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (please list)
<ul style="list-style-type: none"> • The group is of varied age range and more than 85% of the group are males. • The average age of the office-based staff is 44 years – the oldest being 64 years and the youngest 21 years. The average age of the operatives is 46 years – the oldest being 63 years and the youngest 24 years. • In addition, there are three members of staff with a disability (c.5% of the group).

Step 3 – Do we need to seek the views of others? If so, who?

<p>A. In light of the answers you have given in step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.</p> <p>There will be a need to consult specifically with members of staff with a physical and visual disability as changes to the location and private car parking arrangements may have a greater impact on these staff than other affected staff members.</p>

Step 4 – Assessing the impacts

	In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative on the groups specified and provide an explanation for your decision. (please refer to the general duties on the front page)
Age	None
Disability (physical, visual, hearing, learning disabilities, mental health)	Car parking and office facilities will no longer be on the ground floor, although, unlike the current office space, the nature of the new accommodation takes into account the needs of those with physical and visual disabilities.
Gender	None
Religious Belief	None
Racial Group	None
Sexual Orientation	None
Transgender	None
Other protected groups (pregnancy & maternity, marriage & civil partnership)	None
Other socially excluded groups (low literacy, priority neighbourhoods, socio-economic, etc)	None
All	None

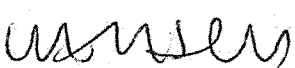
Step 5 – Action Plan

Please include any identified concerns/actions/issues in this action plan: <i>The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan</i>			
Question Number (Ref)	Action	Responsible Officer	Target Date
1.	Provide an opportunity for disabled members of staff to consult individually (if they wish to do so) in order to highlight specific needs.	Debbie White	14 Aug 15
2.	Respond to the needs of disabled members of staff ensuring suitable adaptations are in place.	Dave Wall	16 Sept 15

Step 6 – Who needs to know about the outcomes of this assessment and how will they be informed

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	<input checked="" type="checkbox"/>	The EIA will be made available as part of the consultation.
Service users	<input type="checkbox"/>	
Partners and stakeholders	<input type="checkbox"/>	
Others	<input type="checkbox"/>	
To ensure ease of access, what other communication needs/concerns are there?	<input type="checkbox"/>	

Step 7 – Conclusion (to be completed and signed by the Service Head)

Please delete as appropriate	
I agree / disagree with this assessment / action plan	
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales: n/a	
Signed (Service Head): 	
Date: 14 July 2015 15/7/15	

Please send completed & signed assessment to: Helen Gretton