

Title of proposed EIA	Movement of Staff From Manor House to Various Locations, primarily Asted Lock
Reference No	EQUA556
EA is in support of	Amended Service
Review Frequency	No preference
Date of first review	23/08/2021
Directorate	Neighbourhoods
Division	Regulation and Enforcement
Service Area	Trading Standards, Markets, Environmental Hhealth and Business Support
Responsible Officer(s)	<input type="checkbox"/> Paul Lankester
Quality Control Officer(s)	<input type="checkbox"/> Karen Huxtable
Accountable Officer(s)	<input type="checkbox"/> Chris Jordan
Purpose of proposal	Assessment of Impact on Staff of Office Relocation
Data sources	Survey(s); relevant research
Please include any other sources of data	
ASSESS THE IMPACT AGAINST THE PROTECTED CHARACTERISTICS	
Protected characteristic: Age	Service Users / Stakeholders; Employees
Age details:	<p>The proposed relocation includes the provision of extra amenities including a public reception. This is on level access from the street so provides a better service for the public accessing the services that Regulation and Enforcement provide.</p> <p>There are no changes to the provision for staff, although additional toilet facilities and kitchen facilities are being provided in the existing Ashted Lock Offices to ensure adequate provision.</p>
Protected characteristic: Disability	Service Users / Stakeholders; Employees
Disability details:	The new office provision will include disabled parking bays for staff and service users. All of the office provision will now be accessible on the ground floor and as a result will provide better

disabled access than the existing office provision at Manor House.

Individual risk assessments will be undertaken for eligible staff to ensure reasonable adjustments are made to the workplace in line with Equalities policies and legislation.

Protected characteristic: Gender

Gender details:

Employees

In order to make use of Ashted Lock, additional toilet facilities are to be provided. The provision is now available for men, women and transgender members of staff.

Protected characteristics: Gender Reassignment

Gender reassignment details:

Employees

In order to make use of Ashted Lock, additional toilet facilities are to be provided. The provision is now available for men, women and transgender members of staff.

Protected characteristics: Marriage and Civil Partnership

Marriage and civil partnership details:

Not Applicable

Protected characteristics: Pregnancy and Maternity

Pregnancy and maternity details:

Employees

Provision is made for staff to access toilet and welfare facilities with breakout areas. This is assessed as meeting the necessary provision for pregnant members of staff.

Protected characteristics: Race

Race details:

Employees

Existing facilities will continue to be provided, so there is no adverse impact of the proposed move to Ashted Lock.

Protected characteristics: Religion or Beliefs

Religion or beliefs details:

Employees

Flexible spaces are available with meeting rooms being available for general use. These rooms can be used for religious purposes if required.

Protected characteristics: Sexual Orientation

Sexual orientation details:

Employees

In order to make better use of Ashted Lock, additional toilet facilities are to be provided. The provision is now available for men, women and

	transgender members of staff. Unisex toilet facilities are provided.
Please indicate any actions arising from completing this screening exercise.	In mapping out works to make the Ashted Lock suitable for the relocation, the offices have been adjusted to make provision and meet requirements under Equalities legislation.
Please indicate whether a full impact assessment is recommended	NO
What data has been collected to facilitate the assessment of this policy/proposal?	Initial consultation with staff identified certain issues and along with the current special provision made for individual members of staff these matters have been addressed in the plans.
Consultation analysis	Initial views were sought from staff in Spring 2020. A further Consultation exercise will commence late August 2020.
Adverse impact on any people with protected characteristics.	<p>Provision of parking will be made for staff with relevant needs.</p> <p>Additional toilet and welfare facilities are being provided.</p> <p>Staff accommodation is now disabled accessible being on one floor at ground level.</p> <p>Toilet accommodation includes the provision of unisex facilities.</p> <p>At appropriate times a meeting room will be available for religious worship.</p> <p>It is believed all impacts are being mitigated.</p>
Could the policy/proposal be modified to reduce or eliminate any adverse impact?	Not applicable.
How will the effect(s) of this policy/proposal on equality be monitored?	Information from staff will be collected on an ongoing basis.
What data is required in the future?	Comments from staff and service users. This will be addressed whilst managing the premises and will be on an ongoing basis. A review will take place once the team have moved into the premises.

Are there any adverse impacts on any particular group(s)

No

If yes, please explain your reasons for going ahead.

Not applicable

Initial equality impact assessment of your proposal

The Equality Impact Assessment of the relocation of Manor House staff has been undertaken and it concludes that the new facilities at Ashted Lock provide a more disabled friendly environment being on one floor at ground floor level, and that there will be a positive impact on staff belonging to a protected group and characteristics under the Equality Act 2010, particularly transgender staff who will be able to access gender-neutral toilets at the new accommodation.

Consulted People or Groups

Informed People or Groups

Summary and evidence of findings from your EIA

Layout plans provided by Property Services

Emails from staff

Covid 19 secure guidance from the Business Continuity Cell

QUALITY CONTORL SECTION

Submit to the Quality Control Officer for reviewing?

No

Quality Control Officer comments

Paul, I have corrected the grammar as discussed , Please can you confirm that you are happy with the wording that has been provided. As discussed please can you provide additional commentary in the section where you have stated that imapts have been mitigated. Commentary on the Impacts that have been mitigated would be useful to the reader.

Decision by Quality Control Officer

Proceed for final approval

Submit draft to Accountable Officer?

Yes

Decision by Accountable Officer

Approve

Date approved / rejected by the Accountable Officer

27/08/2020

Reasons for approval or rejection

proposals for mitigation of impacts are set out.

Please print and save a PDF copy for your records

Yes

Julie Bach

☐ Paul Lankester

Person or Group

☐ Paul Lankester

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Last modified at 27/08/2020 05:29 PM by Workflow on behalf of ☐ Chris Jordan

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