

Stage 1: Scope of the Equality Impact Assessment

**** NB. It is important that your Equality Champion (See Corporate, Equality and Safeguarding on WySpace for a current list) is aware that the EIA is being undertaken, and is kept updated throughout the entire process ****

EIAs are designed to be proportionate and relevant and thus the time spent completing the EIA and the depth to which the questions are answered need to reflect the size and importance of what is being assessed

Your Equality Champion can help with completing the EIA if necessary, or guidance can be found in the Documents section of the Equality and Safeguarding page on WySpace (via the Corporate tab)

1. What is being assessed? (Title or description of the policy, strategy, service, function (this includes reports to Cabinet as appropriate)).
And who implements this policy, strategy, service or function?

Project QVR14. A tier 1 project under the overall control of the Programme Board chaired by the Chief Executive. Person responsible for implementation is the Project Executive, Ian Westgate – Corporate Director

2. What is the purpose? (A short statement about its aim or objectives)

QVR14 is a cost saving project which seeks to reduce the amount of space occupied by Council staff at Queen Victoria Road by vacating Building C and generating third party income from it.

3. Who is affected? (The people it covers)

All WDC QVR staff, tenants, contractors, visitors

4. Are there any other organisations involved in delivery? (Other agencies, Voluntary sector) If so, please list them.

Project is supported by external consultants

5. What are the external drivers for change? (i.e. Legal, National Policy, Partnership, etc)

Key driver is the Financial settlement from Government which requires the Council to make considerable revenue savings for the foreseeable future

6. Does the service, or the way you implement it, affect the public, Members or staff directly?

Yes

7. Does it affect how other services are provided?

There will be some disruption to service provision as a result of moving staff within the building.
The public counter on the ground floor is being moved and this could affect reception services. The Council will move to an eight desk to ten staff regime. This will affect where staff work.

8. Is there information e.g. survey data or complaints that suggest that it is affecting particular groups of people? If so, how?

There is anecdotal evidence that the move to a "hot desk" arrange may adversely affect employees that tend to start work later in the day and so may get less choice of desk.

The revised plans will provide more uniform accommodation, lower partitions within the office space, and storage against internal walls.

Individual teams are required to put in place strategies to ensure that desks are allocated fairly and equitably and that staff are not disadvantaged in relation to the hours that they work in terms of their working arrangements / desk availability. Line managers to monitor that these local strategies are effective

9. Does it have employment implications? (e.g. Recruitment policy)

Part of QVR14 project will be looking at how the council will be able to adopt more flexible working. This will may require some current employment policies to be rewritten

If you have answered 'yes' to one or more of questions 6,7,8 or 9 you will probably need to carry out a full Equality Impact Assessment immediately.

10. Using the assessment in Questions 6-9 above, should a full assessment be carried out at this time?

YES

NO

11. If you have said NO what is the justification for your decision? (Please provide details. e.g. a top level assessment may need to be carried out now to meet Cabinet requirements but enough information for a full assessment isn't available at this time). If so a due date for the completion of the full EIA **MUST** be provided

*If the answer to Q10 is 'yes' continue with stages 2-4 . Head of Service sign off will be required after Stage 4 only and a **Word electronic copy** should be returned to the Equality Officer for publication.*

*If the answer to Q10 is 'no' the EIA will need to go through the **challenge process** to ensure that no further stages are required either at this time or ever, and needs to be sent to Claire Hook, Equality Officer for discussion and possible further explanation at claire_hook@wycombe.gov.uk. Then, if following the challenge process*

a) it is agreed with the Equality Officer that no further Stages need to be completed the Head of Service needs to sign off the assessment (below) and return a Word electronic copy it to the Equality Officer for publication.

OR

b) it is agreed with the Equality Officer that Stages 2-4 need to be completed there is no need for Head of Service sign off until Stages 2-4 have been completed at which

*point a **Word electronic copy** should be returned to the Equality Officer for publication.*

12. Who undertook this assessment?

Name: Brian Rodgers/Stuart Ross

Job Title: FM Partner

Phone: 01494 421890

Email: stuart.ross@wycombe.gov.k

This impact assessment was approved by the following Head of Service:

Name:

Service:

Date:

NB Heads of Service are responsible for ensuring that the EIA accurately reflects the service area and has been completed in line with the current programme.

Stage 2: Information Gathering

<p>1. Under the Equality Act we need to comply with certain General duties, These ask; What will the review or <u>change to the Service / policy etc. currently being assessed do to:</u></p>	
<p>eliminate unlawful discrimination, harassment and victimisation for any / all of the protected characteristics? (These are age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, marriage or civil partnership, and pregnancy or maternity). Also bear in mind the impact on the needs of refugees and migrants where relevant.</p>	<p>QVR14 is an internal WDC cost saving project. It is assumed that WDC currently complies with its obligations under the Equality Act. The project will not affect the current status and will seek to improve, where possible, facilities for QVR users with the protected characteristics.</p> <p>The majority of Building C will be vacated under this project. This will affect access for staff with physical disabilities. To improve access for this group the disabled car parking spaces will be moved nearer to Building B and the main entrance doors to Building B will be improved to provide swipe-card access to the existing automated doors (adjacent to the sliding doors to Reception).</p>
<p>advance equality of opportunity for any / all of the protected characteristics (as listed above)</p>	<p>See above</p>
<p>foster good relations for any / all of the protected characteristics (as listed above)</p>	<p>See above</p>
<p>2. Have you carried out work to identify the profile of your users or do you have information that describes the profile? (Please state the main sources of information you have used to map and understand the individuals and their needs, and what this has told you about them).</p>	
<p>Information has been taken from the HR database and from the Equalities survey undertaken in 2012</p>	
<p>3. Please describe the groups and / or mechanisms you use to engage / consult with service users, as well as a summary of the consultation findings if applicable. (Also include any relevant consultations undertaken by other organisations involved in delivery (Stage 1 Q4)). Consultation has been carried out initially with SMB, Heads of Service and Members. A series of Service specific workshops have been completed to ensure comments are received. Staff have visited another authority to view their experience of a similar project. A FAQ list has been compiled to ensure items that have been raised are addressed.</p>	
<p>3a. Is this ongoing? (if not please give reasons why) Yes – Feedback from staff will continue on a monthly basis for 6 months after project completion</p>	
<p>4. Have you done any work to understand the impacts of your service/ policy/ review on these user groups? This may include any consultation/ research / studies you have used. (If 'yes' what has this told you)?</p>	
<p>Yes, feedback from the service workshops and focus groups is that Building B requires a</p>	

disabled toilet facility and has inadequate female toilet provision.
The quiet room will need to be re-provisioned as will the staff break out area.
Improvements are required for disabled access to Buildings A & B if there is no longer access into Building C.

Positive view of increased opportunity for flexible working although concern has been expressed by a small number of people about the lack of a desk booking system as used in Community. The majority of staff have not expressed concern about not having a booking system. However, managers have been asked to monitor the position once staff have moved and if required implement some form of desk booking arrangement.

5. Is there any further consultation or research planned?

Yes No

If 'yes', remember to include this as an action in Stage 4

6. If there are gaps in your knowledge are there any experts/relevant groups that can be contacted to get further views or evidence on these issues?

Yes

6a. If Yes, please list them and explain how you will obtain their views:

WDC Access officer – formal consultation as part of design process

Union Representative – consultation as member of Project Board

Remember to include contacting them, and (if relevant), the use of their views to determine actions in Stage 4

7. Do you need to carry out further research?

Yes

7a. If yes give details:

We need to understand the working profile for staff to assess if there is an impact on any particular group of employees as a result of the hot desk policy

If 'yes', remember to include this as an action in Stage 4

Stage 3: Making a Judgement (Analysis)

1. Please state what you have done **to date** to take into account the needs / promote service for each of the protected characteristics with respect to this policy / procedure / function / review. (Include here past actions that have benefitted specific groups. E.g. in the past you may have undertaken work to benefit a particular group who may, therefore, be excluded from this new piece of work, and this needs explaining. This section is therefore not always applicable).

WDC currently makes Equality provision for staff in a range of ways including physical access, access to information, flexible working practices, a quiet room for prayer or reflection, childcare vouchers etc

Age	
Disability	
Gender	
Gender reassignment	
Race	
Religion / belief	
Sexual orientation	
Marriage / civil partnership	
Pregnancy / maternity	

2. From the information above and the description of your service state the likely positive and negative impacts for each protected characteristic. (This relates to the **proposal currently being assessed**)

Also consider the wider impact - whilst low income isn't a protected characteristic in itself it might be highly relevant to the area being assessed. For example: older or younger people may well have a lower income than the middle aged population, and people with disabilities are more likely to be out of work or paid less than the general population, as are those from an ethnic minority background. And, currently, there are more single mothers than single fathers and this may mean a lower income.

Opportunity for more flexible working could benefit a wide range of protected characteristic groups such as age, disability gender and pregnancy / maternity

Age	
Disability	Better office layout should improve access Need to ensure needs are taken into account during implementation phase
Gender	

Gender reassignment	
Race	
Religion / belief	
Sexual orientation	
Marriage / civil partnership	
Pregnancy / Maternity	
<i>Again remember to include any actions in Stage 4 as necessary.</i>	
<p>3. Which negative impacts are: a) Unavoidable? Please explain your answers and ensure an <i>action is included in Stage 4</i> to mitigate these wherever possible Creation of uncertainty due to a major change in the physical workplace and ways of working</p>	

Stage 4: Monitoring (Publication and Review)

1. Please state the actions you will take to promote equality or to address any adverse impact highlighted in the Stages above
Equality Improvement Plan (EIP)

Equality Target (e.g. Improved evaluation by school children attending formal sessions)	Equality Action (many actions may work towards one target) (e.g. i) devise pre-evaluation process, ii) devise post-evaluation process, iii) implement evaluation, iv) collate findings & make recommendations)	Intended outcome * this should link to any information you still need to obtain (Stage 2), any impacts you are attempting to mitigate, or achieve (Stage 3), or how it contributes to the Equality Act General Duties (Stage 3)	Deadline for completion this MUST be included (ongoing is not acceptable)	WDC officer responsible	Job Title	Email address	Phone number
Ensure new office will meet / enhance needs of Disabled staff and visitors	Consult with all staff, particularly those with specialist requirements and ensure design agreed by them	Improved workplace environment for all staff	November 2013	Stuart Ross	FM Partner	stuart-ross@wycombe.go.uk	01494 421023
Provision of enhanced flexible working	Provision of new Flexible Working Policy	Staff will be able to better manage their own work / life balance	September 2014	Jo Whiteley	HR Partner	Jo_whiteley@wycombe.gov.uk	01494 421183
Office layout meets the needs of all staff (current and potential)	Act on feedback from Pilot scheme run in Community - Building B requires a disabled toilet facility and has inadequate female toilet provision.	Adequate toilet provision for staff working in that area	March 14	Stuart Ross	FM Partner	Stuart.ross@wycombe.gov.uk	01494 421023

Office layout meets the needs of all staff (current and potential)	The quiet room will need to be re-provisioned as will the staff break out area.	Suitable rest and quiet areas provided to enable productive working	March 14	Stuart Ross	FM Partner	Stuart.ross@wycombe.gov.uk	01494 421023
Office layout meets the needs of all staff (current and potential)	Improvements are required for disabled access to Buildings A & B if there is no longer access into Building C.	All staff able to access all areas of the building without requiring assistance	May / June 14	Stuart Ross	FM Partner	Stuart.ross@wycombe.gov.uk	01494 421023
All staff have access to the necessary tools to be able to perform their job effectively	Every Manager to meet with their team member on a 1:1 basis to discuss any specific needs they have regarding equipment provision or other equality related issue.	Effective staff who are able to work in an environment that meets their needs	Nov 14	John McMillian	Head of Service	John.McMillian@wycombe.gov.uk	01494 42312
Disability - Better office layout with improved access	Consultation with WDC Access officer – formal consultation as part of design process. Need to ensure needs are taken into account during implementation phase	The views of the Access Officer are taken into consideration resulting in improved access for those with disabilities	during design phase	Jo Whiteley	HR Partner	Jo.whiteley@wycombe.gov.uk	01494 421183
All groups are consulted	Consultation with Union Representative – consultation as member of Project Board	The views of the Union are taken into consideration	during design phase	Jo Whiteley	HR Partner	Jo.whiteley@wycombe.gov.uk	01494 421183

Improved access for disabled staff	Disabled car parking spaces to be relocated nearer building B and improvements to the automated front doors	Staff are comfortable in the workplace and feel that the workplace has been improved	February 2015	Stuart Ross	FM Partner	Stuart.ross@wycombe.gov.uk	01494 421023
Desks are allocated fairly and equitably	Line managers to monitor that local strategies are effective and Individual teams are required to put in place local strategies	To ensure staff are not disadvantaged as a result of working pattern in terms of desks available.	Nov 14	John McMillian	Head of Service	John.McMillian@wycombe.gov.uk	01494 42312
All staff are comfortable in the workplace	Feedback from staff will continue on a monthly basis for 6 months after project completion	Staff are comfortable in the workplace and feel it has been improved	6 months after QVR implemented	John McMillan	Head of Service	john_mcmillan@wycombe.gov.uk	01494 421127

- Intended outcome relates to how the results of the action will be used. (for e.g. If you have an action to consult please provide an intended outcome that shows what you will use the information gained for, and how this will make a real-life equality improvement for people).

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NB you will be required to provide quarterly updates on these actions to your Equality Champion until they are completed.

Confirmation that actions are agreed and EIA approved for publication:

Head of Service signature... ..

Service Area

Date

An **electronic Word version** should now be sent to the Equalities Officer for publication.

Date received by Equalities Officer... ..

NB Heads of Service are responsible for ensuring that the EIA accurately reflects the service area.