

Equality Impact Assessment Form



(Equality target groups are those which cover the 6 equality strands: race, disability, gender, age, sexual orientation and religious belief)

Part 1 Aims & implementation of the service, policy, procedure, practice or project

This section is the title of what is being assessed, responsible officers, purpose, where it fits within the council's wider aims and how it supports the legislation to eliminate unlawful discrimination and the promotion of equal opportunities. (please refer to the guidance for additional information)

1.1 What is being assessed

Re-configuration of Jubilee Stores to accommodate additional Community Safety staff currently based in Charter House (NB see separate EIS regarding the disposal of Charter House)

1.2 Officer(s) and section or service responsible for completing the assessment

Kim Ball (Project Manager) and Zoryna O'Donnell (Head of Service)

1.3 What is the main purpose or aims of the service, policy, procedure, practice or project

For staff within Community Safety to work from the same location and introduce flexible working practice which will reduce the requirement for workstations/office space for the council overall, and offer an improved environment for staff creating the opportunity to reduce mileage and travel time. Offices at Charter House are currently on the 1st & 2nd floors with no lift provision, limiting physical access to the office.

1.4 Who is affected by the service, policy, procedure, practice or project? Who is it intended to benefit and how?

Some of the staff delivering Community Safety services (namely, Environmental Health, Office Services, Trading Standards, Community Support Officers, Dog Wardens, Partnership Support team & Drug and Alcohol Action Team-DAAT)

Members of public or other organizations wishing to access those services.

The intention is to benefit the entire Island community as this project forms part of the wider Council asset rationalisation which will increase the efficient use of property without diminishing the quality of service provided.

Members of staff will also benefit from a more flexible working environment which is supposed to be fit for purpose and ensure better support for them in their work (see separate assessment of the Flexible Working Policy).

1.5 Has the service, policy, procedure, practice or project been promoted or explained to those it might affect directly or indirectly?

Members of staff have been informed of the proposal and have been consulted about the impact. A project team has been established to address the range of issues affecting both service users and staff. Once the detailed impact of any temporary changes (due to the need to exit from Jubilee Stores property during works) which may be needed is clear, this will be communicated to service users/potential visitors to re-direct as appropriate. Access will be maintained throughout.

1.6 How does the service, policy, procedure, practice or project contribute to better community cohesion?

This project will provide a means of optimizing flexible working and office use to best meet

service needs as well as enhancing the opportunities for staff.

- 1.7 How does the service, policy, procedure, practice or project fit in with the council's wider aims?

This project contributes to the wider office transformation programme to develop a leaner and more efficient organization serving the community.

- 1.8 What is the relevance of the aims of the service, policy, procedure, practice or project to the equality target group and the council's duty to eliminate unlawful discrimination and promote equality of opportunity?

It will improve physical access to the services formerly provided from the Charter House to people with some types of disabilities.

- 1.9 How is, or how will the service, policy, procedure, practice or project be put into practice and who is responsible for it?

The overall office transformation programme is the responsibility of Strategic Asset Management & Strategic Projects. This specific project is being project managed within the Transformation Team and sponsored by the Head of Community Safety.

Part 2 Consideration of data and research

To conduct the assessment, you will need information about service users and staff that provide the service. This section is to help you identify the sort of information that will be needed to help you assess whether there may be barriers to different equality groups who access your service, policy, procedure, practice or project. *(please refer to the guidance for additional information)*

2.1 List all examples of quantitative and qualitative data or any consultation information available that will enable the impact assessment to be undertaken

Discussions and consultation with EQUALS, a group representing minority groups within the local community with regards to existing service

Team discussions on current method of service delivery

Bi-monthly customer satisfaction surveys/questionnaires

Building impact assessment carried out by Property Services department

Demographic data of Island population

http://www.ecoisland.org.uk/information_observatory/jsna2/jsna_2009.aspx

http://www.iwight.com/equality_and_diversity/demographic_information.asp

2.2 Equalities profile of users and beneficiaries

The longer term benefits both staff but all council tax payers (by dint of improving the efficiency of the council overall as well as this service specifically). Moving part of the service to a fully accessible office will extend access to all parts of the community.

2.3 Evidence of complaints against the service, policy, procedure, practice or project on the grounds of discrimination

All complaints received are recorded within the Customer Relationship Management system (CRM). To date no complaints have been received on grounds of discrimination in relation to the equality target groups.

2.4 What does the consultation, research and/or data indicate about the negative impact on the service, policy, procedure, practice or project

There may be limited negative impact during the decant phase when services currently within Jubilee Stores are temporarily moved out to allow for works to be done. This will be minimized by ensuring appropriate communications and alternative arrangements are made.

2.5 What does the consultation, research and/or data indicate about the positive impact on the service, policy, procedure, practice or project

Staff consultation around flexible working suggests there will be positive impact for staff.

There will be a limited positive impact of having the services formerly provided from the Charter House fully accessible physically as these services are provided in the community and members of staff do not receive visitors in their offices.

Part 3 Assessment of impact

Now that you have looked at the purpose etc of the service, policy, procedure, practice or project (part 1) and looked at the research (part 2), this section asks you to assess the impact, positive and negative, of the service, policy, procedure, practice or project on each of the 6 strands of diversity covered in the Authority’s single equality scheme.

3.1 Complete this section with the following information – relating to all of the identified groups: (please refer to the guidance for additional information)

	Reason, evidence, comment					
	Race	Disability	Gender	Sexual Orientation	Age	Religious Belief
Barriers, negative impact						
Neutral impact	X		X	X	X	X
Positive impact		X				

No statistical data is readily available; however, the services do provide the following at Jubilee Stores:

- Use of translation service (telephone interpretation and written translation) www.languageiseverything.com
- Information can be made available in large print, Braille and audio
- Loop system available
- Low level reception points in line with DDA
- Automatic doors and level entrances
- Accessible lift
- Different coloured doors for visually impaired
- Accessible toilet facilities
- Low level leaflet dispenser

Part 4 Measures to mitigate disproportionate or adverse impact or improve on neutral or positive impacts: (please refer to the guidance for additional information)

4.1 If there is any negative impact on any target equality group identified in part 3, is the impact intended or legal?

No negative impact

4.2 Specify measures that can be taken to remove or minimize the disproportionate or adverse effect identified in part 3. If none were identified, identify how disproportionate or adverse effect could be avoided in the future

None identified and none anticipated.

4.3 If there is no evidence that the service, policy, procedure, practice or project promotes equality, equal opportunities or improves relations within equality target groups, what amendments can be made to achieve this?

Improved access confirmed above.

4.4 If a neutral or positive impact has been identified, can that impact be improved upon (continuous improvement)?

The move itself is finite and has no extended future. Service plans will continue to consider equality as part of the service planning process when considering future provision.

4.5 How will any service, policy, procedure, practice or project be implemented?

The project is being implemented through sponsor, project manager and project team, working alongside the external consultant (MACE) and colleagues in asset management and ICT.

4.6 As 4.5 above please identify training requirements

1. Training for managers and team leaders on performance management of staff working flexibly (time and location).
2. Training for staff on using new ICT infrastructure (TBC)

Part 5 Conclusions & recommendations

This section ensures that what ever we are impact assessing, whether it be a service, policy, procedure, practice or project that ensure that we abide by the general and specific duties to promote race, disability and gender equality. *(please refer to guidance for additional information)*

5.1 Does the service, policy, procedure, practice or project comply with equalities legislation?

Yes, the project will be complying with all legislation.

5.2 What are the main areas requiring further attention?

Any implications of maintaining service during the decant phase as space and timings become clearer.

5.3 Summary of recommendations for improvement

None

5.4 What equality monitoring, evaluation, review systems have been set up to carry out regular checks?

Annual consideration as part of the service planning process.

5.5 When will the amended service, policy, procedure, practice or project be reviewed?

There will be a project end review of all aspects including equality impact.

Part 6 Action / improvement plan

The table below should be completed using the information from the equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, i.e. increase the positive impact

Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:

Area of negative impact	Changes proposed	Lead officer	Timescale	Resource implications	Comments
Race					
Disability					
Age					
Religious and Philosophical belief					
Gender					
Sexual orientation					
Geographical location					
All of the above					

Part 6 continued – Equality Impact Assessment – Summary report

The results of equality impact assessments must be published. Please complete this summary and the publish your report using the Equality and Diversity pages of the Intranet. Your summary information and a copy of your completed report will then be made available to the public on the Council’s website.

Date of assessment

Officer’s name **Role**

Service, policy, procedure, practice or project that was impact assessed

Summary of findings

Summary of recommendations and key points of action plan

Groups that this policy will impact upon

- | | | | |
|---------------------------|--------------------------|---------------------------|-------------------------------------|
| Race | <input type="checkbox"/> | Gender | <input type="checkbox"/> |
| Sexual Orientation | <input type="checkbox"/> | Age | <input type="checkbox"/> |
| Disability | <input type="checkbox"/> | Religion or belief | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | All | <input checked="" type="checkbox"/> |