

Equality Impact Assessment Form

Revised June 2009



(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

Cabinet Member delegated decision- potential disposal of Charter House, Sts. Thomas Square Newport

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

Barry Cooke, Rosie Barnard and Andrea Jenkins

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

To confirm the potential disposal of Charter House, Sts. Thomas Square Newport, and relocate the Council offices in accordance with the Accommodation Rationalisation programme, and generate a capital receipt in accordance with the Council's Capital Receipts programme.

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

Ultimately, as part of accommodation rationalisation and the Capital Receipts programme, capital is made available for reinvesting into service delivery and this therefore benefits the entire Island. In respect of the property in question there may be an impact upon the section of the community that uses the ground floor accommodation, in that they would need to seek a similar service from other facilities within the town centre.

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

Consultation has taken place with Council staff regarding their relocation as part of accommodation rationalisation. Consultation has also taken place with the tenant of the ground floor, namely Newport (IW) and District Community Association, with this consultation having been instigated as far back as 2006, when a variety of alternative facilities were suggested.

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

The disposal of the building may have an adverse impact upon the Community Association, although alternative facilities have been suggested over the course of the last 2 to 3 years, that might enable the users to source a similar service elsewhere thereby ensuring continued community cohesion.

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

The proposed disposal fits in with the Council's Strategic Transformation Programme, and the

capital raised will be reinvested into the delivery of other Council services.

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?

In respect of the reinvestment of the capital receipt into service delivery across the Island it is believed that this proposal will impact equally in this respect on Island residents and each equality group. However, in respect of the ground floor it could be argued that there may be an element of negative impact on the age equality group.

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 disposal will be undertaken by Strategic Asset Management.

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

A copy of the cabinet member response regarding alternative facilities is available

2.2 Equalities profile of users and beneficiaries

The council offices are located on the first and second floor of the building, creating a barrier to the services delivered as there is no lift provision. Due to the age and layout of the building it would not be financially viable to make this adjustment. The aim of the asset rationalisation is to improve access to services in fit for purpose buildings that offer long term solutions to service provision, which will enhance the impact upon the financial limitations of council budgets.

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

The cabinet member response (2.1 above) was to a question raised by the Community Association ahead of a delegated decision.

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

Please see 2.1

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

Please see 2.1

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					X	
Neutral impact	X	X	X	X		X
Positive impact						

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?

There is nothing illegal with the proposed disposal of Charter House. The lease for the ground floor accommodation, held by the Community Association, is excluded from the security of tenure provisions of the Landlord and Tenant Act, and also incorporates a rolling 6 month break clause enabling the landlord to obtain vacant possession. The Community Association has been aware for many years that its lease is excluded from the Landlord and Tenant Act and they therefore have no security of tenure, or right to renew their lease. In respect of the 6 month rolling break clause this was agreed at the recent lease renewal, by negotiation with the Association, in February 2008. The 6 month rolling break clause was agreed with the full understanding that the landlord would be exercising it in order to gain vacant possession in order to dispose of the property.

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

As far back as 2006, the Council has endeavored to encourage the Community Association to consider relocation to alternative facilities, and has provided a list of locations (none IWC owned) that might be appropriate. Indeed it was understood through the then director of Community Services, Sarah Mitchell, that the Association has been making specific plans in late 2007 to undertake such a move. However nothing seems to have come of this.

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?

A list of alternative facilities was provided once again at the Cabinet Meeting on 29th July 2009, as referred to in 2.1. The cabinet member also offered IWC support in helping the Community Association to consider and assess the alternatives, in so far as Council Officers were able. However, no undertakings were given that a relocation of the Association itself could be guaranteed. It may be that the members of the community using Charter House begin to use the alternative facilities rather than the Association itself moving.

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

In respect of neutral impacts, this particular project will have no further bearing, once the capital receipt has been reinvested via the Council's Capital Prioritization process.

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

Cabinet Member approval has been given to the proposed disposal and this project is due to be implemented in the near future.

4.6 As 4.5 above please identify training requirements

There are believed to be no specific training requirements.

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

5.2 What are the main areas requiring further attention?

None

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?

The Council will provide assistance, where it is able, to the specific community group that is potentially affected by this decision in accessing similar facilities.

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

As appropriate.

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	Support will be given, where possible, to the community group potentially affected by this disposal in order to assist them finding alternative facilities. Cabinet decision. Marketing of the building Contract implementation	Andrea Jenkins Barry Cooke Andrea Jenkins Andrea Jenkins	Decision taken 28/07/09 Commencing 20/10/09 Circa summer 2010	Only limited Officer input will be available due to capacity constraints. Circa 0.5 FTE per week	The Community Association has been well aware of this proposal for some years and whilst it has been encouraged to address the matter, there seems to have been little progress.
Religious and Philosophical belief					
Gender					

Sexual orientation					
Geographical location	Improved access to Safer Community Service	Andrea Jenkins, Alex Hicks	Jan/Feb 2010		All members of the community will have improved access to all of the sections within the Safer Communities team.
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	<input type="text" value="20/10/09"/>		
Officer's name	<input type="text" value="Barry Cooke"/>	Role	<input type="text" value="Head of Service, Strategic Asset Management"/>
Service, policy, procedure, practice or project that was impact assessed	<input type="text" value="Potential disposal of Charter House, St Thomas Square, Newport- Cabinet Member delegated decision"/>		
Summary of findings	<input type="text" value="In general this project is believed to be of neutral impact to most of the defined equality groups, albeit there may be a negative impact on the age group."/>		
Summary of recommendations and key points of action plan	<input type="text" value="Some assistance has been promised, as available, to help the relevant community users to access alternative facilities."/>		

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"/>