

EQUALITY IMPACT ASSESSMENT

EIA Version	Date	Author	Changes
1.0	12/02/2020	Allan Whyte	EIA Creation

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions including those that affect services the council delivers).

Service	Business Services
Section	Property & Facilities Management
Title of the activity etc.	Office Accommodation including Woodhill House
Aims and desired outcomes of the activity	Provision of Office Accommodation for Council Services and Public Sector Partner
Author(s) & Title(s)	Allan Whyte

Stage 2: List the evidence that has been used in this assessment and explain what it means in relation to the activity you are assessing.

Evidence	What does it say?	What does it mean?
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Existing data concerning asset condition, suitability, utilisation, sufficiency and costs has been interrogated as part of the development of the overarching strategy. The Office Space Strategy provide the oversight of the programme reporting thereafter to the appropriate Committee. The strategy has also been considered and approved by Council	The condition of Woodhill House and the opportunity for partners to be co-located.

<p>Internal consultation with staff and other services affected.</p>	<p>Consultation with services via Directors at Senior Leadership Meetings. Consultation with staff members affected by any potential changes will take place on as required.</p>	<p>This informs the direction and implementation of the officer space strategy.</p>
<p>External consultation (partner organisations, community groups, and councils).</p>	<p>There has been consultation with external partners regarding colocation as part of the process.</p>	<p>This informs the direction and implementation of the officer space strategy.</p>
<p>External data (census, available statistics).</p>	<p>Market forces will influence main income streams.</p>	<p>This will inform the direction of the Office space strategy.</p>
<p>Other (general information as appropriate).</p>	<p>There is over capacity above Council requirements in Woodhill House site and it is considered essential to source an appropriate tenant(s)/ partners for the available space. This aligns to long standing approach to the management of the Council's Office portfolio</p>	

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	None identified

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:
	n/a	

Stage 5: What steps can be taken to promote good relations between various groups/areas?	
These should be included in the action plan.	

Stage 6: How does the policy/activity create opportunities for advancing equality of opportunity?

Stage 7a:				
Are there potential impacts on protected groups?				
The protected groups covered by the equality duty are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.				
Who is affected by the activity or who is intended to benefit from the proposed activity and how? Complete the table below for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown

Age – Younger/Older			x	
Age - Older			x	
Disability			x	
Race – (includes Gypsy Travellers)			x	
Religion or Belief			x	
Sex (Gender)			x	
Pregnancy and maternity			x	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			x	
Gender reassignment – (includes Transgender)			x	
Marriage and Civil Partnership			x	

Stage 7b: Do you have evidence or reason to believe that this policy, activity etc. will or may impact on socio-economic inequalities?

This is about trying to be fair to everyone. Part of that is realising that not everyone may be starting at the same place. Some individuals and families may have low income, may have very little or no savings which means they are living from month to month therefore changes to council policies/services may have a greater adverse impact on them.

On this basis you should consider potential impacts on individuals/families by:

- Place: on specific vulnerable areas or communities (SIMD, regeneration, rural) e.g. housing, transport.
- Pockets: household resources, (Income, benefits, outgoings) ability to access a service
- Prospects: peoples life chances e.g.access to, or ability to access: employment, training, services (such as council or health) or support.

Groups of people who may be impacted include, but not limited to:

<ul style="list-style-type: none"> • Unemployed • Single parents and vulnerable families • People on benefits • Those involved in the criminal justice system • People in the most deprived communities • People who live in rural areas 	<ul style="list-style-type: none"> • Pensioners • Looked after children • Careers including young carers • Veterans • Students • Single adult households • People who have experienced the asylum system 	<ul style="list-style-type: none"> • Those leaving the care setting including children and young people and those with illness • Homeless people • People with low literacy/numeracy • People with lower educational qualifications • People in low paid work • People with one or more protected characteristic
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Please complete by inserting “yes” in the applicable box/boxes below.

Socio-economic disadvantage	Positive	Negative	Neutral	Unknown
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Pockets: Low income/income poverty – cannot afford to maintain regular payments such as bills, food, clothing			Yes	
Pockets: Low and/or no wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future			Yes	
Pockets: Material deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies			Yes	
Place: Area deprivation – where you live, where you work			Yes	
Prospects: Socioeconomic background – social class i.e. parents education, employment and income , educational achievement.			Yes	

Stage 8: What are the positive and negative impacts?		
Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the		

potential positive and/or negative impacts you have highlighted above. Detail the impacts and describe those affected.		

Stage 9: Have any of the affected groups/areas been involved, engaged with or consulted?

If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	There are no groups considered affected by the letting of office space in Woodhill House
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Stage 10: What mitigating steps will be taken to remove or reduce negative impacts?

These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale

Stage 11: What monitoring arrangements will be put in place? How the EIA will be used to monitor the proposal

These should be included in any action plan (for example customer satisfaction questionnaires).	n/a
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Stage 12: What is the outcome of the Assessment?

Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	There will no negative impacts as this is about ensuring that the office space is adequate for operation fit for future requirements.	

	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

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Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Property and Facilities Management	
	2) Title of Policy/Activity	(if appropriate)	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Tom Buchan Position: Facilities Manager Date: 12/02/2020 Signature:	Name: Position: Date: Signature:
		Name: Position: Date: Signature:	Name: Position: Date: Signature:
4) Consultation with Service Manager	Name: Date:		

5) Authorisation by Director or Head of Service	Name: Allan Whyte Position: Head of Property & FM Date: 12/02/2020	Name: Position: Date:
6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee.	Date:	
7) EIA author sends a copy of the finalised form to: equalities@aberdeenshire.gov.uk	Date:	

