

## Equality Impact Assessment Form (Page 1 of 2)

**Title of EIA/ DDM:** Loxley House Great Workplace – Phase 1 works

**Name of Author:** Caroline Butrymowicz

**Department:** Chief Executives

**Director:** David Bishop (Corporate Director – Development and Growth)

**Service Area:** Major Projects

**Strategic Budget EIA** Y/N (please underline)

**Author (assigned to Covalent):** N/A

**Brief description of proposal / policy / service being assessed:**

Loxley House Great workplace – Phase 1. The approval will facilitate building works to be carried out to enable the contact centre function and the back office function from Angel Row Nottingham Revenue Benefits Team to relocate to Loxley house. It will join the existing revenue and benefits service at Loxley House. In addition to this the building work will allow the expansion of occupation by the Department for Work and Pensions already located at Loxley house.

**Information used to analyse the effects on equality:**

1. Analysis of footfall numbers and Revenue and Benefit contact centre customer flow.
2. Key Performance indicators provided by EMPA Framework contractors.
3. Statutory design quality requirements in line with the Equalities Act 2010.

	<b>Could particularly benefit X</b>	<b>May adversely impact X</b>	<b>How different groups could be affected (Summary of impacts)</b>	<b>Details of actions to reduce negative or increase positive impact (or why action isn't possible)</b>
People from different ethnic groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loxley house is already open to the public so the proposals to relocate Nottingham Revenue and Benefits Team will further enhance service delivery for citizens. Along with this, the proposal to expand the occupation of the Department for Work and Pensions will further augment services for citizens. Customers of the DWP also access services provided by the Revenue and Benefits team so this will improve service availability and cohesion for	On completion assess the positive impact on citizens through feedback, for example at the Citizen Panel.
Men	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Women	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Trans	<input type="checkbox"/>	<input type="checkbox"/>		
Disabled people or carers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pregnancy/ Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
People of different faiths/ beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

and those with none.			<p>citizens. Loxley House is conveniently situated adjacent to the tram and train intersection. The building has been granted a Verified Access plaque.</p> <p>It is estimated that an additional 2530 customers will be entering the building per month. All design works have considered and will incorporate recommendations with regard to means of escape in the event of an emergency and the welfare facilities for customers and the staff. Calculations have been carried out and the number of toilets is adequate .</p> <p>There will be approximately 110 new staff working in the building. Consultation with Service leads has ensured that any specific needs have been incorporated as part of the design brief.</p> <p>All of these are positive impacts on a wide group of citizens.</p> <p>The main contractor for the building works will be procured using the East Midlands Property Alliance (EMPA) framework that offers a compliant mechanism for procuring works. Works are “banded” depending on value and there are likely to be a number of contractors appointed to manage the works. Contractors have Key Performance indicators in place to ensure they monitor local spend and involvement with any Small to Medium Enterprises. This information is monitored by SCAPE and reviewed by the City Council procurement team. This is a positive impact on SME enterprises.</p> <p>The works are anticipated to take approximately nine weeks from mobilisation. All construction works will comply with the Equality Act 2010. This will ensure the needs of colleagues and citizens with disabilities are met.</p>	<p>The diversity profile of the staff will be collected and analysed by the end of 2017.</p> <p>NCC building control team have been consulted as part of the design development.</p> <p>NCC procurement team and SCAPE to continue to meet with EMPA Contractors to confirm that regular meetings are held and opportunities presented to SME companies.</p> <p>NCC disabled network to be consulted at the next working group meeting ( date to be confirmed)</p>
Lesbian, gay or bisexual people.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Older		<input type="checkbox"/>		
Younger	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<p>Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).</p> <p><b><i>Please underline the group(s) /issue more adversely affected or which benefits</i></b></p>		<input type="checkbox"/>		

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**Outcome(s) of equality impact assessment:**

- No major change needed  •Adjust the policy/proposal  •Adverse impact but continue
- Stop and remove the policy/proposal

Arrangements for future monitoring of equality impact of this proposal / policy / service:

1. The impact of the works will be reviewed on an ongoing basis by the project team to ensure the changes have resulted in positive impacts.
2. The works will be assessed for any impact on equality during construction and post completion by liaising with the contractor to ensure there have been no adverse impacts on any particularly group. SCAPE KPIs will be monitored.
3. NCC building control team will issue a certificate of compliance prior to the handover of works.

**Approved by (manager signature):**

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