

Equality Impact Assessment Form

screeintip-sectionA

1. Document Control

1. Control Details

Title:	Loxley House Work Place and Hub – Phase 2
Author (assigned to Pentana):	Sarah White
Director:	Chris Henning, Corporate Director for Development and Growth
Department:	Chief Executive's
Service Area:	Major Projects
Contact details:	Sarah.white1@nottinghamcity.gov.uk 0115 8763410
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2. Document Amendment Record

Version	Author	Date	Approved
1	Sarah White	14/9/18	19/9/18

3. Contributors/Reviewers

Name	Position	Date

4. Glossary of Terms

Term	Description

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2. Assessment

1. Brief description of proposal / policy / service being assessed

Loxley House Work Place and Hub – Phase 2 includes a programme of works to relocate a number of services into Loxley House and improve the working environment for colleagues working in the building. The projects are:

- Relocate the customer facing services of both Nottingham Revenues and Benefits and Housing Aid to the ground floor of Loxley House
- Relocate back office staff and those affected by the relocations of services to other locations within Loxley House
- Provide a new entrance off Trent Street to allow direct access to DWP, NRB and Housing Aid services
- To create new visitor toilets on the ground floor
- Implement an agile working strategy at Loxley House to improve use of resources, including the provision of touch down spaces and small meeting areas to allow more flexible working
- The appointment of two change managers to support the engagement and implementation of the programme
- Relocate colleagues from other services into Loxley House, where appropriate.

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2. Information used to analyse the effects on equality:

1. Analysis of footfall numbers staff numbers for NRB and Housing Aid.
2. Information provided from previous projects, including recommendations around toilet provision.
3. Statutory design quality requirements in line with the Equalities Act 2010.

3. Impacts and Actions:

<u>screentip-sectionD</u>	Could particularly benefit X	May adversely impact X
People from different ethnic groups.	<input type="checkbox"/>	<input type="checkbox"/>
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 type="checkbox"/>	<input type="checkbox"/>
People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input type="checkbox"/>
Older	<input type="checkbox"/>	<input type="checkbox"/>
Younger	<input type="checkbox"/>	<input type="checkbox"/>
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).	<input type="checkbox"/>	<input type="checkbox"/>
<i>Please underline the group(s) /issue more adversely affected or which benefits.</i>		

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How different groups could be affected
(Summary of impacts)

Provide details for impacts / benefits on people in different protected groups.

Note: the level of detail should be proportionate to the potential impact of the proposal / policy / service. Continue on separate sheet if needed (click and type to delete this note)

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 relocate Housing Aid will enhance the service offer to citizens by co-locating services in a suitable building. Loxley House is conveniently situated adjacent to the tram and train intersection. The building has been granted a Verified Access plaque. This plaque is part of an access scheme (<http://www.accesscard.org.uk/>) who state this providers are “committed to quality for disabled people”.

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.

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Details of actions to reduce negative or increase positive impact
(or why action isn't possible)

1 Actions will need to be uploaded on Pentana.

Continue on separate sheet if needed (click and type to delete this note)

On completion assess the positive impact on citizens through feedback, for example at the Citizen Panel.

There will be an engagement strategy to discuss the proposals with those colleagues affected, to allow colleagues to feedback.

Performance indicators included as part of the contract with contractors will be monitored.

Calculations have been carried out and the number of toilet facilities are adequate.

There will be approximately 200 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.

All of these are positive impacts on a wide group of citizens.

The main contractor for the building works will be procured using a 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 those managing the framework and reviewed by the City Council procurement team. This is a positive impact on SME enterprises.

All construction works will comply with the Equality Act 2010. This will ensure the needs of disabled colleagues and citizens are met.

Those colleagues with additional needs will be identified and consulted prior to any moves or works taking place to ensure they maintain the facilities that support them.

The diversity profile of the staff will be collected and analysed by the end of 2019.

NCC building control team have been consulted as part of the design development.

NCC disabled network and Trade Unions will be consulted at the next working group meeting (date to be confirmed) as part of the engagement strategy.

Consultation with team managers will take place as part of the engagement strategy, subject to approval.

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4. Outcome(s) of equality impact assessment:

<input checked="" type="checkbox"/>	No major change needed	<input type="checkbox"/>	Adjust the policy/proposal
<input type="checkbox"/>	Adverse impact but continue	<input type="checkbox"/>	Stop and remove the policy/proposal

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

<p>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.</p> <p>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. Any performance indicators included as part of the tender process for contractors will be monitored as part of the contractual process.</p> <p>3. NCC building control team will issue a certificate of compliance prior to the handover of works.</p> <p>4. In order to provide a full scope for the project, the consultation with colleagues will also establish any additional needs, including mobility needs.</p> <p>5. A date for consultation with the Disabled Access Network and Trade Unions will be determined as the project progresses.</p>

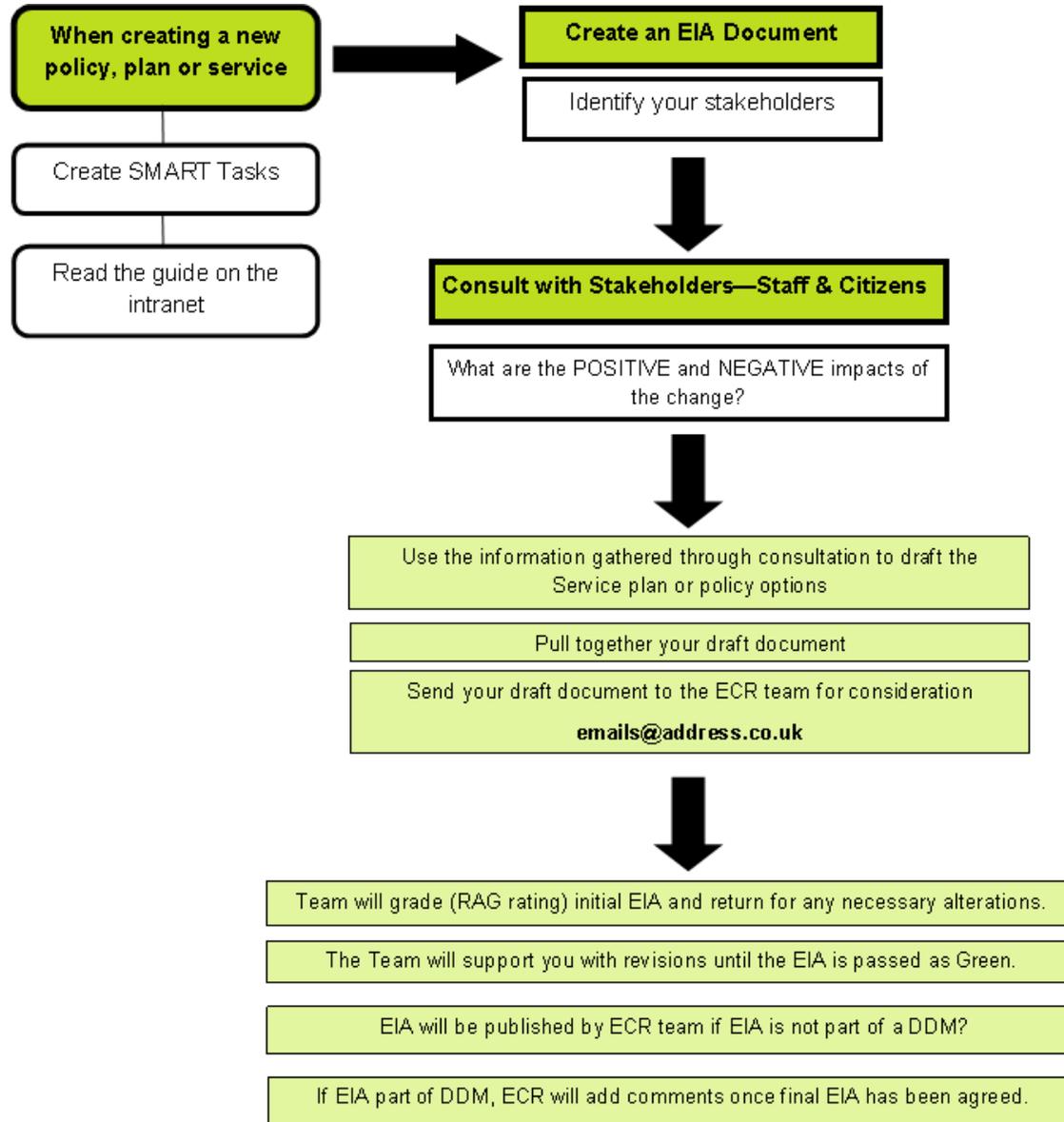
6. Approved by (manager signature) and Date sent to equality team for publishing:

<p>Approving Manager: Tanya Najuk</p>	<p>Date sent for scrutiny: Send document or Link to:</p>
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The assessment must be approved by the manager responsible for the service/proposal. Include a contact tel & email to allow citizen/stakeholder feedback on proposals.	<u>equalityanddiversityteam@nottinghamcity.gov.uk</u>
SRO Approval: Tanya Najuk	Date of final approval: 19.09.18

Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:

1. Read the guidance and good practice EIA's
<http://intranet.nottinghamcity.gov.uk/media/1924/simple-guide-to-eia.doc>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user-friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly, when this is going to happen.
7. Clearly cross-referenced your impacts with SMART actions.



KEY
EIA— Equality Impact Assessment
ECR— Equality & Community Relations Team
DDM—Delegated Decision Making