

Colchester Borough Council

Equality Impact Assessment Form - An Analysis of the Effects on Equality

Section 1: screening stage

Name of policy, service or strategy to be assessed:

- Building Services, Facilities Management and Events

1. What is the main purpose of the policy, service or strategy?

- To ensure that the Council's building assets are safe, fit for purpose and maintain their asset value.
- To provide a safe and pleasant working environment for CBC employees and visitors within the Corporate Offices of Angel Court, Rowan House and the Town Hall
- To provide related services to all users
- To provide the Town Hall facilities for use by external guests and customers complying to the Town Hall Premise License

2. What main areas or activities does it cover?

- Building services and facilities management; mayoral, civic or private events and conferences are also covered.

3. Who are the main audience, users or customers who will be affected?

- Councillors; Council staff; and members of the public

4. What outcomes do you want to achieve from the policy, service or strategy?

- Secure and safe access and egress to the Council's buildings and car parks
- Hygienic and clean offices and function rooms
- Equipment which meets all safety requirements and customers' needs
- Systems to allow full participation and access to information by all customers and staff
- To provide communication of information and services – 24 hours a day, 7 days a week
- To provide catering services which meet all customers requirements
- To provide related services to meet customers needs

5. Are other service areas or partner agencies involved in delivery? If so, please give details below:

- Yes - Framework consultants; external contractors; catering partners; Colchester Borough Homes.

6. How does the policy, service or strategy help to further or facilitate to our 'general duty'¹ to:

- (a) eliminate unlawful discrimination, harassment and victimisation?
- (b) advance equality of opportunity between people who share a 'protected characteristic'² and those who do not?³
- (c) foster good relations between people who share a protected characteristic and those who do not?⁴

Please complete the following in order to identify how the policy, practice or strategy furthers the aim of the 'general duty':

'Protected characteristic' group		How does it help to 'eliminate unlawful discrimination, harassment and victimisation'?	How does it help to 'advance equality of opportunity between people who share a protected characteristic and those who do not'?	How does it help to 'foster good relations between those who share a protected characteristic and those who do not'?
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¹ These 3 points summarise the 'general duty' as it applies to public sector organisations in the Equality Act 2010

² The Equality Act's 'protected characteristics' include age, disability, gender reassignment, pregnancy and maternity, race, religion or belief and sex and sexual orientation. It also covers marriage and civil partnerships, but not for all aspects of the duty.

³ This involves having due regard, in particular, to the need to: (a) remove or minimise disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic; (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it, and (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

⁴ This involves having due regard, in particular, to the need to (a) tackle prejudice, and (b) promote understanding.

'Protected characteristic' group		How does it help to 'eliminate unlawful discrimination, harassment and victimisation'?	How does it help to 'advance equality of opportunity between people who share a protected characteristic and those who do not'?	How does it help to 'foster good relations between those who share a protected characteristic and those who do not'?
Age	Older people (60+)			
	Younger people (17-25) and children (0-16)			
Disability	Physical	All Council buildings are DDA compliant including Rowan House; Town Hall; Angel Court; Leisure World; museums; public toilets. This helps to ensure that the Council does not unlawfully discriminate.	All Council buildings are DDA compliant including Rowan House; Town Hall; Angel Court; Leisure World; museums; public toilets. This helps to 'advance equality of opportunity' between people who share this protected characteristic and those who do not.	
	Sensory			
	Learning			
	Mental health issues			
	Other – <i>please specify</i>			
	Ethnicity ⁵	White		
Black				
Chinese				
Mixed Ethnic Origin				
Gypsies/ Travellers				
Other – <i>please state</i>				
Language	English not first language			

⁵ National Census 2011 categories are: Bangladeshi, Indian, Pakistani, Other Asian (Asian or Asian British), African, Caribbean, Other Black (Black or Black British), White and Black African, White and Asian, White and Black Caribbean (Mixed), British, Irish, Other White (White), Chinese, Other (Other Ethnic Group).

'Protected characteristic' group		How does it help to 'eliminate unlawful discrimination, harassment and victimisation'?	How does it help to 'advance equality of opportunity between people who share a protected characteristic and those who do not'?	How does it help to 'foster good relations between those who share a protected characteristic and those who do not'?
Pregnancy and Maternity	Women who are pregnant or have given birth in last 26 weeks	All Council buildings have baby-changing facilities including Rowan House; Town Hall; Angel Court; Leisure World; museums; public toilets. This helps to ensure that the Council does not unlawfully discriminate.	All Council buildings have baby-changing facilities including Rowan House; Town Hall; Angel Court; Leisure World; museums; public toilets. This helps to 'advance equality of opportunity' between people who share this protected characteristic and those who do not.	
Religion or Belief	People with a religious belief (or none) ⁶			
Sex	Men			
	Women			
	Transsexual / gender reassignment			
Sexual Orientation	Lesbian, gay and bisexual			
Marriage and Civil Partnership ⁷	People who are single, married or in a civil partnership		not applicable	not applicable

7. Are there any concerns that the policy, service or strategy could have a differential impact in terms of equality?

- Yes

Please use the table below to indicate how the policy, service or strategy could have a positive or negative effect on any of the following equality groups (known under the Equality Act as 'protected characteristics'). Include reference to any consultation, data or information that you have used in making this assessment about positive or negative effects.

⁶ For example, Buddhist, Christian, Hindu, Jewish, Muslim, Sikh or no religious belief.

⁷ Our legal duty in respect of 'marriage or civil partnership' extends only to the need to eliminate unlawful discrimination.

'Protected characteristic' group		Positive Impact	Explain how it could benefit the group	Negative Impact	Explain how it could disadvantage the group
Age	Older people (60+)	X	Older people are more likely to have disabilities than other age groups and therefore may particularly benefit from DDA compliance (see below).		
	Younger people (17-25) and children (0-16)				
Disability	Physical	X	All Council buildings are DDA compliant including Rowan House; Town Hall; Angel Court; Leisure World; museums; public toilets.	X	Some older Council buildings are historic and have listed status which limits the extent to which they can be made accessible.
	Sensory	X	All Council buildings are DDA compliant including Rowan House; Town Hall; Angel Court; Leisure World; museums; public toilets. A proportion of building signage is in relief which can assist this group. Improvements at Colchester Castle will include tactile signage, Braille and interpretation panels.	X	Some older Council buildings are historic and have listed status which limits the extent to which they can be made accessible.
	Learning				
	Mental health issues				
	Other – <i>please specify</i>				
Ethnicity	White				
	Black				
	Chinese				
	Mixed Ethnic Origin				
	Gypsies/ Travellers				
	Other – <i>please state</i>				

'Protected characteristic' group		Positive Impact	Explain how it could benefit the group	Negative Impact	Explain how it could disadvantage the group
Language	English not first language			X	Building signage is currently in English only. Events brochures are only published in English currently.
Pregnancy and Maternity	Women who are pregnant or have given birth in last 26 weeks	X	All Council buildings have baby-changing facilities including Rowan House; Town Hall; Angel Court; Leisure World; museums; public toilets.		
Religion or Belief	People with a religious belief (or none)				
Sex	Men				
	Women				
	Transsexual / gender reassignment				
Sexual Orientation	Lesbian, gay and bisexual				
Marriage and Civil Partnership	People who are single, married or in a civil partnership	X	Civil partnership ceremonies are held in the Town Hall.		

8. Could the policy, service or strategy unlawfully discriminate⁸ against any 'protected characteristic', either directly or indirectly?

- No

9. If you have identified any negative impacts above, have you been able to minimise or remove them, and if so, how?

Some older Council buildings are historic and have listed status which limits the extent to which they can be made accessible.

⁸ The Council has a general duty to 'eliminate unlawful discrimination, harassment and victimisation'. Direct discrimination occurs when a person is treated less favourably than another in a comparable situation because of their 'protected characteristic' whether on grounds of age, disability, pregnancy and maternity, ethnicity; religion or belief; sex (gender), sexual orientation, or marriage and civil partnership. Indirect discrimination occurs when an apparently neutral provision or practice would nevertheless disadvantage people on the grounds of their 'protected characteristic' unless the practice can be objectively justified by a legitimate aim.

The Council has worked with others including English Heritage to provide:

- A new passenger lift in the Town Hall
- Upgraded WC facilities to document M (Building Regulations) Standard
- Wheelchair access to Old Library
- Additional handrails provided at the top of the Town Hall staircase
- Hollytrees museum lift installed
- Colchester Castle will be provided with additional accessible WC and baby change facilities in addition to a second lift.

The Council has alternative venues which offer fuller accessibility such as Charter Hall. These can be offered where higher accessibility standards are specifically required.

Building signage is currently in English only. Events brochures are only published in English currently.

The Council is not currently able to provide building signage in alternative languages as such an approach would not be considered to be proportionate. The information contained in events brochures will also be made available on the Council's website. All website text can be translated through Google translate.

Summary and findings of Initial Equality Impact Assessment – screening stage

10. Please put a tick in the relevant box to confirm your findings, and what the next step is:

Findings	Action required
No likely negative impacts have been identified and this has been justified with reference to consultation, data or information. <input type="checkbox"/>	Sign off screening and finish.
Likely negative impacts have been identified but have been minimised or removed. X	Sign off screening and finish.
Likely negative impacts were identified but have not been minimised or removed. <input type="checkbox"/>	Sign off screening and complete a full impact assessment – Section 2.
There is insufficient evidence to make a judgement. <input type="checkbox"/>	Sign off screening and complete a full impact assessment – Section 2.

11. Name and job title of person completing this form:

Lee Spalding – Building Services and Facilities Manager

12. Date of completion:

02 August 2012

13. Date for update or review of this screening:

August 2015