

Initial Equalities Screening Record Form Final

Date of Screening: 25.10.2016 (revised 03.01.2017)	Directorate: Corporate Services	Section: Transformation – Civic Accommodation project	
1. Activity to be assessed	To relocate the Council's accommodation of staff and Democratic Services from Easthampstead House to Time Square		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input checked="" type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input checked="" type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing		
4. Officer responsible for the screening	Claire Garton – Transformation Project Manager for the Civic Accommodation Programme		
5. Who are the members of the screening team?	Claire Garton – Civic Accommodation Project Manager Matt Howlett – Civic Accommodation Programme Manager		
6. What is the purpose of the activity?	The purpose of the activity is to re locate all existing staff and functions from Easthampstead House (EH) to Time Square (TS).		
7. Who is the activity designed to benefit/target?	The purpose of the relocation is to consolidate the Council's property portfolio. This will benefit the Council in terms of ongoing revenue savings, in addition to supporting the vision for the new Town Centre. Easthampstead House is not in keeping with the vision for the new town centre, due to be completed in Autumn 17.		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y	New Council chamber located in TS will need to be accessible to anyone (including councillors, staff and local residents) who may have a physical disability. New audio visual equipment supplied to Council Chamber in TS will need to ensure that anyone with a visual impairment or other physical disability is able to contribute effectively to meetings. TS will need to remain open & accessible to	The Council's Managing Partner Atkins will be responsible for developing the project from concept design up to the completion of the construction works including the defects period. Atkins and the successful contractor will consider and use best endeavours to reduce the impact of the construction works on existing staff and local residents, which will include ensuring the TS building remains accessible at all times.

		<p>residents and staff at all times during the construction phase.</p> <p>The Project team will need to ensure that residents & staff with disabilities continue to have access to sufficient disabled car parking whilst construction work is completed, however, this will also be considered as part of the procurement screening.</p> <p>Desk planning will also need to take account of any physical disabilities of staff moving across from EH to TS, or existing TS staff whose current location may change, including any special furniture requirements.</p> <p>Long term Car parking requirements for any employees or visitors who might have a physical disability, will need to be incorporated in to any car park planning to ensure there is a sufficient number of disabled car parking spaces to meet the needs of any additional staff due to the move from Easthampstead House to Time Square, in addition to the existing requirements at Time Square.</p>	<p>The Project team will work with Atkins to ensure that any of the impacts identified within this screening are kept to a minimum.</p> <p>The general layout of TS is open plan, and the overall layout will remain as existing.. Each floor can be accessed by a number of lifts, and existing 'specialist' furniture for staff can easily be transported across from EH to TS.</p> <p>A Project Board are also required to sign off all key stages of the project, which will help to ensure that all of these issues are addressed as part of the project scope.</p>
9. Racial equality	N	N/A	
10. Gender equality	N	N/A	
11. Sexual orientation equality	N	N/A	
12. Gender re-assignment	N	N/A	
13. Age equality	N	N/A	
14. Religion and belief equality	N	N/A	

15. Pregnancy and maternity equality	N	N/A	
16. Marriage and civil partnership equality	N	N/A	
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	Not Applicable		
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	Not Applicable		
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Not Applicable		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	N	Not Applicable	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	HR teams will need to provide accurate information at the planning stage regarding any employees who have recorded a physical disability. This will allow the project team to ensure that adequate provisions are made for them when planning car parking spaces for employees transferring from EH to TS.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?	N	Any potential considerations identified under Section 8, will be fully incorporated into the project plan, to ensure that accessibility remains key. The Project Manager for Construction will ensure that responsibility is placed on to the winning Contractor, to ensure the building remains safe and accessible at all times during the construction phase.	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Managing partner will be responsible for ensuring any plans submitted by the Council for Public facing areas allow easy access for anyone with a physical disability.	By Dec 16	Kamay Toor	Building & Council Chamber remains accessible to anyone with a disability.

Further EIA will need to be completed on the procurement of the works contractor. This will focus on the procurement process.	TBC	Kamay Toor / Derek Fitz-Gibbon	Completed EIA
Managing partner and successful contractor will need to be accountable for ensuring the building remains accessible to residents and staff during the construction phase. This will need to be considered when agreeing contract terms.	TBC	Kamay Toor / Derek Fitz-Gibbon	Where usual Building entrances are affected, adequate alternative routes into building are provided.
Audio visual specifications will be designed to ensure that all visual or hearing impairments are considered as part of the design.	TBC	Matt Howlett / Claire Garton	New audio visual equipment installed
Project Manager to ensure that a full up to date record of any employees with a declared physical disability is provided by HR, to ensure they have easy access to a car parking space (where they already have one in EH)	TBC	Matt Howlett / Claire Garton	All employees who currently have access to an accessible car parking space continue to do so.
Project Manager to record any special furniture requirements within teams as part of the reviews to be carried out with Service Heads.	TBC	Matt Howlett / Claire Garton	All staff requirements are met
24. Which service, business or work plan will these actions be included in?	Transformation Property Review		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Not Applicable		
26. Chief Officers signature.	Signature: <i>A Sanders</i>		Date: <i>3/1/17</i>