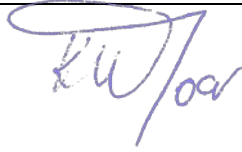


Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery	Section: Property: Construction & Maintenance	
1. Activity to be assessed	The proposed adaptations to the existing head office building at Time Square, converting into a shared community hub space which is proposed to be shared with other local partners and charities.		
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	Richard Payne		
5. Who are the members of the screening team?	Richard Payne, Kamay Toor,		
6. What is the purpose of the activity?	A review if any protected characteristics will be affected by altering staffs main place of work at Time Square.		
7. Who is the activity designed to benefit/target?	Staff & Public working from or visiting Time Square.		
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 N	There will be no change in the way staff use the building with the exception of having less floor space available to them, all welfare remains unaffected. The building now also has automatic doors to the north and south of the building in addition to the main front entrance. As part of the process to redesign space within TS for use by community groups / Partners they will be consulted to incorporate any specific service needs ie access etc. Car parking for Partners & community will only be provided for staff that have a disability (during the normal working day).	Any changes to the current layout will be carried out accordance with the Building Regs

9. Racial equality	Y	<u>N</u>	No	N/A
10. Sex equality	Y	<u>N</u>	No	N/A
11. Sexual orientation equality	Y	<u>N</u>	No	N/A
12. Gender re-assignment	Y	<u>N</u>	No	N/A
13. Age equality	Y	<u>N</u>	No	N/A
14. Religion and belief equality	Y	<u>N</u>	No	N/A
15. Pregnancy and maternity equality	Y	<u>N</u>	No	N/A
16. Marriage and civil partnership equality	Y	<u>N</u>	No	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.	There are no perceived negative impacts on other groups, there are many positive elements by using the building in a collaborative manner by bringing local teams and charities together in one building.			
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?	No negative impacts are predicted with any change to the building.			
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?	N/A			

20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	No impact is predicted.	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	<p>Staff surveys are currently being completed by "Ways of Working" sub groups, any data gathered from the staff will involved a revision of this document.</p> <p>We are currently engaging with the external partners/ groups to understand their requirements to ensure these are considered as part of any redesign of TS.</p>			
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N	At this stage a full assessment is not required as there are no changes proposed to the building other than reducing the number of desks available to staff. After staff consultation this document will be revised and updated if so required.	
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	
N/A	N/A	N/A	N/A	
24. Which service, business or work plan will these actions be included in?	To enable the building to be created as a Community Hub will reduce the number of staff in the building and this is part of new corporate strategy.			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Result from the Ways of Working staff consultation are to be provided.			
26. Assistant director's signature.				Date:02.12.20