

Equality and Rurality Impact Assessment Form

When completing this form you will need to provide evidence that you have considered how the ‘protected characteristics’ may be impacted upon by this decision. In line with the General Equality Duty the Council must, in the exercise of its functions, have due regard for the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

This form should be completed in conjunction with the guidance document available on the Intranet or by contacting the Corporate Support Team ext. 2607.

1. Persons responsible for this assessment:

Names: Claire Locke	
Date of assessment: 20.06.22	Telephone: 01285 623000 Email: claire.locke@publicagroup.uk

2. Name of the policy, service, strategy, procedure or function:

Alterations to building layout and occupation - West Oxfordshire District Council Offices, Woodgreen, Witney.
Is this a new or existing one? Existing

3. Briefly describe it aims and objectives

<p>The Civic Suite which includes the Council Chamber and Committee rooms used for Public meetings are located across two floors with the Committee rooms (two adjoining rooms which can be opened to form one large room) on the Ground floor and the Council Chamber on the First Floor of the Woodgreen Council office building. The proposals do not change this provision but do allow for meetings to be webcast which would improve accessibility for those unable to attend meetings in person and would enable better provision, with wireless microphones, for formal meetings on the ground floor if required.</p> <p>Staff are currently located across two floors at both Woodgreen and Elmfield offices and on the ground floor at 3 Welch Way. The personal needs of any staff with a disability or more general mobility issues, both in terms of workspace accessibility and evacuation will be accessed on an individual basis and suitable arrangements put in place in consultation with each individual.</p>

4. Are there any external considerations? (e.g. Legislation/government directives)

Compliance with Fire Regulations and Disability Access.
 Legal requirement on an employer to protect the health and safety of employees and visitors to the building.

5. What evidence has helped to inform this assessment?

Source	✓	If ticked please explain what
Demographic data and other statistics, including census findings	<input type="checkbox"/>	
Recent research findings including studies of deprivation	<input type="checkbox"/>	
Results of recent consultations and surveys	<input type="checkbox"/>	
Results of ethnic monitoring data and any equalities data	<input type="checkbox"/>	
Anecdotal information from groups and agencies within Gloucestershire	<input type="checkbox"/>	
Comparisons between similar functions / policies elsewhere	<input type="checkbox"/>	
Analysis of audit reports and reviews	<input type="checkbox"/>	
Other:	✓	Fire Risk Assessment

6. Please specify how intend to gather evidence to fill any gaps identified above:

No specific data is required - the proposed change will support any disabled or elderly person who may wish to observe Council meetings.

7. Has any consultation been carried out?

Yes

Details of Consultation
 Business Managers for all services, retained officers and Cabinet have been consulted in the preparation of proposals.
 All staff have been consulted on detailed proposals for office layout.

If NO please outline any planned activities

8. What level of impact either directly or indirectly will the proposal have upon the general public / staff? (Please quantify where possible)

Level of impact	Response
NO IMPACT – The proposal has no impact upon the general public/staff	<input type="checkbox"/>
LOW – Few members of the general public/staff will be affected by this proposal	<input type="checkbox"/>
MEDIUM – A large group of the general public/staff will be affected by this proposal	<input checked="" type="checkbox"/>
HIGH – The proposal will have an impact upon the whole community/all staff	<input type="checkbox"/>
Comments: e.g. Who will this specifically impact? This will benefit anyone with impaired sight or mobility	

9. Considering the available evidence, what type of impact could this function have on any of the protected characteristics?

Negative – it could disadvantage and therefore potentially not meet the General Equality duty;

Positive – it could benefit and help meet the General Equality duty;

Neutral – neither positive nor negative impact / Not sure

	Potential Negative	Potential Positive	Neutral	Reasons	Options for mitigating adverse impacts
Age – Young People		✓			
Age – Old People		✓			

Disability		✓		Anyone of any age may have mobility or sight impairment which means accessing Council meetings in person may be difficult	
Sex – Male			✓		
Sex – Female			✓		
Race including Gypsy and Travellers			✓		
Religion or Belief			✓		
Sexual Orientation			✓		
Gender Reassignment			✓		
Pregnancy and maternity			✓		
Geographical impacts on one area			✓		
Other Groups			✓		
Rural considerations: ie Access to services; leisure facilities, transport; education; employment; broadband.			✓		

10. Action plan (add additional lines if necessary)

Action(s)	Lead Officer	Resource	Timescale
ICT infrastructure to be installed	Phil Martin	Funding to be agreed as part of Council decision	2022 - 2023 - project plan TBC

11. Is there is anything else that you wish to add?

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Declaration

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where an negative impact has been identified actions have been developed to lessen or negate this impact. We understand that the Equality Impact Assessment is required by the District Council and that we take responsibility for the completion and quality of this assessment.

Completed By:	Claire Locke	Role:	Group Manager	Date:	20.06.22
Line Managers signature:	Jan Britton		MD	Date:	
Reviewed by Corporate Equality Officer Group:				Date:	

Please forward an electronic copy to the Corporate Support Team – corporatesupport@fdean.gov.uk.