# Consolidated Pack of EIAs Housing, Property and Planning Directorate (HP&P) Budget Savings 2023/24 Scrutiny Meeting 1/02/2023

The following pages contain the EIA assessments of the proposals being put forward by the HP&P Directorate. Below is an index of each proposal and the pages on which the EIA for each proposal appears.

<b>Proposal reference</b>	Proposal name	Page
		number
HP-2324-12	Savings from reduction in building management costs	2-8
HP-2324-64	Savings from additional efficiencies in facilities management	9 – 15
		1.0
	RAG rating guide	16

## **EQUALITY IMPACT ASSESSMENT TEMPLATE**

#### **SUMMARY RAG RATING**

The outcome of this EIA has been assessed	
to be:	

#### **SECTION 1:**

Title	HP-2324-12
	Savings from reduction in building management costs
What are you analysing?	To reduce the costs to run buildings including repairs and
What is the	maintenance costs, over-time and equipment used.
policy/project/activity/strategy	
looking to achieve?	The reductions will support savings through reduction in
<ul> <li>Who is it intended to benefit? Are</li> </ul>	building management costs.
any specific groups targeted by this	
decision?	
<ul><li>What results are intended?</li></ul>	
Date sent to Finance	28/11/2022
Version number and date of update	V2 – 28/11/2022

#### SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<ul> <li>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</li> <li>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</li> <li>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</li> </ul>						
	Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?				
	Gender	All	N/A				
	Ethnicity	All	N/A				
	Disability	All	N/A				
	Sexual orientation	All	N/A				
	Age	All	N/A				
	Religion or belief	All	N/A				
	Gender Identity	All	N/A				
	Pregnancy/Maternity	All	N/A				
	Marriage/Civil Partnership	All	N/A				

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	are there any groups	N/A					
	protected						
	acteristic that are						
	represented in the						
	itoring information						
	ive to their size of						
	oopulation? If so, this						
	d indicate that the						
	osal may have a						
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	nis group even if it is a						
	ersal service.						
	are there any groups	N/A					
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 $<sup>^{1}</sup>$  Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

HP-2324-12

	beliefs					
	People on low incomes*					
3	*People with in some equaliwomen), people with disabiliyou are looking at fees, charges any of the answers to the quetailed impact assessment.	ties, some ethnic n ges and access to se	ninority groups et ervices.	c). This is especial	ly important wher	า
2.5	Based on your responses,	should a full, detail	ed EIA be carried	out on the project	, policy or propos	al
	Yes No 🖂					
2.6	Provide brief reasons on ho	ow you have come	to this decision?			

As building maintenance requirements are being met for all empty buildings and those that are occupied ensuring all regulatory planned preventative maintenance for gas, electric, water and fire are being delivered and as sufficient budget has been retained for overtime payments (where necessary) and

 $\boxtimes$ 

People of particular faiths and

If the answer in 2.5 above is "No" then sections 3 and 4 are not required to be completed.

equipment needs there will be no impact on any group.

#### **SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

		Positive impact?		Negative spe	No specific	If the impact is negative how can it be mitigated?	What , if any, are the cumulative effects of this decision when viewed in		
Protected (	Protected Group		Advance equality	Good relations	so, please specify the nature and extent of that impact	impact	Please specify any mitigation measures and how and when they will be implemented	the context of other Council decisions and their equality impacts	
Gender	Men								
Gender	Women								
	White								
	Mixed/Multiple ethnic groups								
	Asian/Asian British								
Race	Black/African/Caribbean/ Black British								
	Gypsies / travellers								
	Other ethnic group								
	Physical								
	Sensory								
Disability	Learning Difficulties								
	Learning Disabilities								
	Mental Health								

		Positive impact?				No specific	What will the impact be? If the impact is negative how	What are the cumulative of effects
Protected Gr	oup	Eliminate discrimination	Advance equality	Good relations	Negative impact?	impact	can it be mitigated? (action)	
Sexual Orientation	Lesbian, gay men, bisexual							
Ago	Older people (50+)							
Age	Younger people (16 - 25)							
	Children (under 16 )							
Gender Reass	ignment							
Impact due to	pregnancy/maternity							
Groups with p	articular faiths and beliefs							
People on low	incomes							

#### **SECTION 4: ACTION PLAN**

4.1 Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.

NB. Add any additional rows, if required.

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
Enter additional rows if required						

# **EQUALITY IMPACT ASSESSMENT TEMPLATE**

#### **SUMMARY RAG RATING**

The outcome of this EIA has been assessed	
to be:	

#### **SECTION 1:**

Title	HP-2324-64
	Savings from additional efficiencies within facilities management
<ul><li>What are you analysing?</li><li>What is the policy/project/activity/strategy looking to achieve?</li></ul>	To reduce the costs of facilities management in council owned building by direct contracting of specialist services such as lift maintenance and direct employment of cleaning staff.
<ul> <li>Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>What results are intended?</li> </ul>	Direct contracting of specialist services will support savings through reduction in facilities management costs.
Date sent to Finance	24/01/2023
Version number and date of update	V1 – 24/01/2023

#### SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<ul> <li>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</li> <li>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</li> <li>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</li> </ul>							
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	Disability	All	N/A					
	Sexual orientation	All	N/A					
	Age	All	N/A					
	Religion or belief	All	N/A					
	Gender Identity	All	N/A					
	Pregnancy/Maternity	All	N/A					
	Marriage/Civil Partnership	All	N/A					

2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the proposal may have a disproportionate impact on this group even If It is a universal service.  2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.  2.4 Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?    Men or women	2.24		21/2					
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 $<sup>^{2}</sup>$  Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

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	People of particular faiths and beliefs					
	People on low incomes*					
	*People with in some equality growomen), people with disabilities, you are looking at fees, charges and the answers to the quest	some ethnic m	inority groups etc	). This is especially	important when	•
2.5	Based on your responses, should	d a full, detaile	ed EIA be carried c	out on the project,	policy or proposa	l

As building maintenance requirements are being met for all empty buildings and those that are occupied ensuring all regulatory planned preventative maintenance for gas, electric, water and fire are being delivered and as sufficient budget has been retained for overtime payments (where necessary) and

If the answer in 2.5 above is "No" then sections 3 and 4 are not required to be completed.

Provide brief reasons on how you have come to this decision?

equipment needs there will be no impact on any group.

2.6

#### **SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If	No specific	If the impact is negative how can it be mitigated?	What , if any, are the cumulative effects of this decision when viewed in
		Eliminate	Advance equality	Good relations	so, please specify the nature and extent of that impact	impact	Please specify any mitigation measures and how and when they will be implemented	the context of other Council decisions and their equality impacts
Gender	Men							
Gender	Women							
	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
Race	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
	Other ethnic group							
	Physical							
	Sensory							
Disability	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?				No specific	What will the impact be? If the impact is negative how	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations	Negative impact?	impact	can it be mitigated? (action)	
Sexual Orientation	Lesbian, gay men, bisexual							
Ago	Older people (50+)							
Age	Younger people (16 - 25)							
	Children (under 16 )							
Gender Reass	ignment							
Impact due to	Impact due to pregnancy/maternity							
Groups with particular faiths and beliefs								
People on low	incomes							

#### **SECTION 4: ACTION PLAN**

4.1 Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.

NB. Add any additional rows, if required.

	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
1 1	inter additional rows if equired						

## **Appendix A**

# **Equality Impact Assessment Decision Rating Guide PLEASE SEE PAGE 1 FOR THE RATING OF THIS PROPOSAL**

Decision	Action	Risk
As a result of performing the EIA, there is a risk that a disproportionately negative impact (direct, indirect, unintentional or otherwise) exists to one or more of the nine groups of people who share a protected characteristic under the Equality Act 2010. It is not clear if mitigating actions are possible.	Further advice should be taken	Red
As a result of performing the EIA, there is a risk that a disproportionately negative impact (as described above) exists to one or more of the nine groups of people who share a protected characteristic under the Equality Act 2010. However, this risk may be removed or reduced by implementing mitigating actions.	Proceed pending agreement of mitigating action	Amber
As a result of performing the EIA, the proposal does not appear to have any disproportionate negative impact on people who share a protected characteristics or anticipated impacts will be either positive or neutral.	Proceed	Green: