



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Infrastructure Services
Section	Property and Facilities Management
Title of the activity etc.	Office Accommodation (including Catering) Budget
Aims of the activity	Provision of corporate offices for the Council with accommodation for a number of services, including at Woodhill House, Gordon House, Viewmount and Arbuthnot House. This specifically includes the provision of catering services to Councillors and staff at Woodhill House and Gordon House.
Author(s) & Title(s)	 Building and Facilities Manager

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	A customer satisfaction survey is currently being carried out on the catering service but no data are available yet.
Internal consultation with staff and other services affected.	Yes.
External consultation (partner organisations, community groups, and councils).	None.
External data (census, available statistics).	None.

Other (general information as appropriate).	None.
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Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	The customer satisfaction survey on the catering service referred to above.

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:
	Complete, analyse and act upon the customer satisfaction survey on the catering service referred to above.	31 March 2014
	N/A	N/A
	N/A	N/A
	N/A	N/A

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger			Yes	
Age – Older			Yes	
Disability		Yes		
Race – (includes Gypsy Travellers)			Yes	
Religion or Belief	Yes			
Gender – male/female			Yes	
Pregnancy and maternity	Yes			
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			Yes	

Gender reassignment – (includes Transgender)			Yes	
Marriage and Civil Partnership			Yes	

Stage 6: What are the positive and negative impacts?

Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.	N/A	Landscape services and other contractors fail to clear leaves or snow respectively, affecting accessibility.
	Catering contractor willing to cater to religious needs - eg Kosher or Halal - if demand exists.	N/A
	Facilities for expressing and storing breast milk where reasonably practicable.	N/A
	N/A	N/A
	N/A	N/A
	N/A	N/A

Stage 7: Have any of the affected groups been consulted?

If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	Yes: we have discussed leaf and snow clearance with Landscape services and other contractors. We have also liaised with the catering contractor on the customer satisfaction survey referred to above. Via HR we have obtained the views of nursing mothers.
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Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?

These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale
	Staff to put arrangements in place to ensure that Landscape services and other contractors clear leaves and snow respectively.	By 31.03.14
	N/A	N/A
	N/A	N/A
	N/A	N/A
	N/A	N/A

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	Putting arrangements in place to ensure that Landscape services and other contractors clear leaves and snow respectively will make office accommodation as accessible and safe as possible.

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?	
Ensuring that leaves and snow are cleared ensures that disabled people are able to access office premises as well as the able-bodied.	
Having the catering contractor agree to cater to special diets (including vegetarian, gluten-free etc as well as religious diets) helps enable all employees to be based at Woodhill House and Gordon House.	
The provision of nursing mothers' facilities allows women to return to work as soon as possible if they choose to do so.	

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	A customer satisfaction survey is currently being carried out on the catering service but no data are available yet.

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	N/A	
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	Putting arrangements in place to ensure that Landscape services and other contractors clear leaves and snow respectively will make office accommodation as accessible and safe as possible.	
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen

	N/A
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* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

Putting arrangements in place to ensure that Landscape services and other contractors clear leaves and snow respectively will make office accommodation as accessible and safe as possible.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Infrastructure Services - Office Accommodation (including Catering)		
	2) Title of Policy/Activity	Revenue Budget		
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: <input type="text"/> Position: Building & Fac Man Date: 29 November 2013 Signature:		
	4) Consultation with Service Manager	Name: <input type="text"/> Date: 29 November 2013		
	5) Authorisation by Director or Head of Service	Name: <input type="text"/> Position: Head of Prop & FM Date: 3 December 2013	Name: Position: Date:	
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.			Date:
	7) EIA author sends a copy of the finalised form to: eia@abdnshire			Date:
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:	

Action Plan					
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications
Complete, analyse and act upon the customer satisfaction survey on the catering service.	06.01.14	31.03.14		Not yet known	Not yet know
Put arrangements in place to ensure that Landscape services and other contractors clear leaves and snow respectively.	06.01.14	31.01.14		Successful arrangements.	Included in budget.
Catering contractor to agree to cater to religious needs if requested by staff, where reasonably practicable.	Done	Done		Agreement.	None.
Facilities for expressing and storing breast milk to be provided on request if reasonably practicable.	N/A	N/A		Nursing mothers will be able to express and store milk.	Suitable refrigerators cost around £200 each.