

FULL EQUALITY IMPACT ASSESSMENT

Name of Policy, Decision, Strategy, Service or Function, Other: (please indicate)	Accommodation Rationalisation: The Relocation of the One Stop Shop (OSS) (Building Control Service) from Rawtenstall to Futures Park, Bacup.	
Lead Officer Name(s):	Liz Sandiford	
Job Title:	Head of People and Policy	
Department/Service Area:	People and Policy	
Telephone & E-mail Contact:	01706 252526	
Date Assessment:	Commenced: June 2012	Completed: Ongoing

We carry out Equality Impact Assessments (EIA) to analyse the effects of our decisions, policies or practices. The EIA should be undertaken/started at the beginning of the policy development process – before any decisions are made.

1. OVERVIEW

The main aims/objectives of this policy¹ are:
As part of the Council's Medium Term Financial Strategy and Accommodation Strategy aims, this policy decision is concerned exploring the options for the Council to rationalise its accommodation assets – specifically in this case, the review of the Council's One Stop Shop services.
This impact assessment has been carried out with the information available and considers the impact on staff should the option to "relocate the One Stop' Services to Futures Park, Bacup be pursued.

(Refer to "[EIA Guidance](#)" for details)

Is the policy or decision under review (please tick)

New/proposed

Modified/adapted

Existing

The main intended people or groups that will be most affected by this policy are:
Employees of Rossendale Borough Council

(Refer to "[EIA Guidance](#)" for details)

2. FINDINGS / EVIDENCE

¹ Policy refers to any policy, strategy, project, procedure, function, decision or delivery of service.

Responsible Section/Team	People and Policy	Version	Final
Responsible Author	Head of People and Policy	Due for review	Ongoing – as required
Date last amended	06.11.12	Page 1 of 7	

FINDINGS/EVIDENCE: The following information/data has been considered in developing this policy/decision (including any consultation or engagement):	
Information/data obtained and/or Consultation/engagement carried out (please state who with)	What does this tell us? / What does it say?
Rossendale Borough Council's Medium Term Financial Strategy (MTFS)	The Council's MTFS sets out the imperative to make significant financial savings.
Rossendale Borough Council's Accommodation Strategy	<p>The current One Stop Shop in Rawtenstall was only ever meant to be a temporary location.</p> <p>The long term aspiration has always been to have one key site for council services / staff (NB: excluding the Henrietta Street Depot).</p>
Overview of the nature of the service	<p>The services currently delivered by the One Stop Shop are as follows</p> <ul style="list-style-type: none"> • Housing Benefit • Council Tax Benefit • Business Rates • Homelessness • Planning • Land Charges • Building Control • Licensing and Planning Enforcement Issues. <p>Staff from the One Stop Shop deliver the above services</p>
Composition of Workforce	<p>The total number of staff employees at the One Stop Shop: 36</p> <p>Total of Men: 17 Women: 19</p> <p>Total No' Disabled: 2 Not disabled: 32 Prefer not to say: 2</p> <p>Total No' Full Time: 31 Part Time: 4 Apprentice: 1</p> <p>Race: White – British: 13 White – Scottish: 7 White – English: 12 Asian – Pakistani: 2 Prefer not to disclose: 2</p>

Responsible Section/Team	People and Policy	Version	Final
Responsible Author	Head of People and Policy	Due for review	Ongoing – as required
Date last amended	06.11.12	Page 2 of 7	

Consultation & Engagement Activity Feedback:	
A Consultation group comprising all service areas and the Trade Unions has been established	The group met on the 22.8.2012 and the 17.10.2012. Staff are positive about any relocation to Futures Park, in light of the improved quality accommodation. Staff will continue to be consulted in relation to issues which arise as a consequence of any relocation to discuss any issues raised: Parking Accommodation/Office Layout Operational Issues An issues log has been established which will be updated following every consultation meeting and considered by management team.
Accommodation at Futures park	Accommodation is DDA compliant Bike Racks are available at Futures park
Bus route information and costs	Bus – hours, cost: Futures park is on the main 464 bus route from Accrington to Rochdale so is easy to access by the public transport from Rawtenstall, Waterfoot, Bacup and Whitworth. The 466 run approximately every 15 minutes during the daytime. A single bus ticket from Rawtenstall from to Futures Park, Bacup is £2.20. Some staff will qualify for excess travel as per a National and Local Agreement

Add more/delete rows as required - See **EIA Guidance**

Responsible Section/Team	People and Policy	Version	Final
Responsible Author	Head of People and Policy	Due for review	Ongoing – as required
Date last amended	06.11.12	Page 3 of 7	

3. EQUALITY IMPACT

Equality		Positive Impact (It could benefit)	Negative Impact (It could disadvantage)	Reason and any mitigating actions already in place (to reduce any adverse /negative impacts or reasons why it will be of positive benefit or contribution)	No Impact
Age	Older people	<input type="checkbox"/>	<input type="checkbox"/>	The relocation of the OSS to Futures park does not negatively impact on staff who are from a "protected group"	<input checked="" type="checkbox"/>
	Younger people and children	<input type="checkbox"/>	<input type="checkbox"/>	The relocation of the OSS to Futures park does not negatively impact on staff who are from a "protected group"	<input checked="" type="checkbox"/>
Disability	Physical/learning/mental health	<input type="checkbox"/>	<input type="checkbox"/>	The relocation of the OSS to Futures park does not negatively impact on staff who are from a "protected group"	<input checked="" type="checkbox"/>
Gender Reassignment	Transsexual people	<input type="checkbox"/>	<input type="checkbox"/>	The relocation of the OSS to Futures park does not negatively impact on staff who are from a "protected group"	<input checked="" type="checkbox"/>
Pregnancy and Maternity		<input type="checkbox"/>	<input type="checkbox"/>	The relocation of the OSS to Futures park does not negatively impact on staff who are from a "protected group"	<input checked="" type="checkbox"/>
Race (Ethnicity or Nationality)	Asian or Asian British people	<input type="checkbox"/>	<input type="checkbox"/>	The relocation of the OSS to Futures park does not negatively impact on staff who are from a "protected group"	<input checked="" type="checkbox"/>
	Black or black British people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Irish people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	White British	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Chinese people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Gypsies & Travellers	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Other minority communities not listed above (please state)	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Belief or Religion		<input type="checkbox"/>	<input type="checkbox"/>	The relocation of the OSS to Futures park does not negatively impact on staff who are from a "protected group"	<input checked="" type="checkbox"/>
Gender	Women	<input type="checkbox"/>	<input type="checkbox"/>	The relocation of the OSS to Futures park does not negatively impact on staff who are from a "protected group"	<input checked="" type="checkbox"/>
	Men	<input type="checkbox"/>	<input type="checkbox"/>	The relocation of the OSS to Futures park does not negatively impact on staff who are from a "protected group"	<input checked="" type="checkbox"/>
Sexual Orientation	Lesbian women , gay men and bisexual people	<input type="checkbox"/>	<input type="checkbox"/>	The relocation of the OSS to Futures park does not negatively impact on staff who are from a "protected group"	<input checked="" type="checkbox"/>
Marriage and Civil Partnership (in employment only)		<input type="checkbox"/>	<input type="checkbox"/>	The relocation of the OSS to Futures park	<input checked="" type="checkbox"/>

Responsible Section/Team	People and Policy	Version	Final
Responsible Author	Head of People and Policy	Due for review	Ongoing – as required
Date last amended	06.11.12	Page 4 of 7	

Equality	Positive Impact (It could benefit)	Negative Impact (It could disadvantage)	Reason and any mitigating actions already in place (to reduce any adverse /negative impacts <u>or</u> reasons why it will be of positive benefit or contribution)	No Impact
			does not negatively impact on staff who are from a “protected group”	
Contribution to equality of opportunity	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Contribution to fostering good relations between different groups (people getting on well together – valuing one another, respect and understanding)	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Human Rights http://intranet/site/scripts/documents_info.php?categoryID=86&documentID=251	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Responsible Section/Team	People and Policy	Version	Final
Responsible Author	Head of People and Policy	Due for review	Ongoing – as required
Date last amended	06.11.12	Page 5 of 7	

4. OUTCOME OF EIA – COURSE OF ACTION TO BE TAKEN

What course of action does this EIA suggest you take? More than one of the following may apply	Please indicate
<p>Outcome 1: No major change required. The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken.</p>	<input checked="" type="checkbox"/>
<p>Outcome 2: Adjust the policy to remove barriers identified by the EIA or better promote equality. Are you satisfied that the proposed adjustments will remove the barriers identified? If there is a negative impact identified, you must consider (and evidence/record) what mitigating actions you have or will put in place to reduce the negative impact where/if possible, and to enhance the positive impact. This might include any partnership discussions/working that needs to be undertaken. Complete EIA Action Plan as appropriate.</p>	<input type="checkbox"/>
<p>Outcome 3: Continue the policy despite potential for negative impact or missed opportunities to promote equality identified. You will need to ensure that the EIA clearly sets out the justifications for continuing with it. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact. This might include any partnership discussions/working that needs to be undertaken. Complete EIA Action Plan as appropriate.</p>	<input type="checkbox"/>
<p>Outcome 4: Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination or significant negative impact that can not be justified or mitigated against. <u>You must speak to Liz Sandiford (2452) or Emma Hussain (2451) immediately.</u></p>	<input type="checkbox"/>

Responsible Section/Team	People and Policy	Version	Final
Responsible Author	Head of People and Policy	Due for review	Ongoing – as required
Date last amended	06.11.12	Page 6 of 7	

5 . EIA ACTION PLAN & REVIEW

Based on the impact assessment, findings/evidence and outcomes identified above, please complete the Action Plan below – these should be actions arising as a result of undertaking the EIA.

The Action Plan should address (not exhaustively):-

- Any gaps in findings/evidence research including any consultation or engagement regarding the policy and its actual/potential affects.
- How you will address any gaps.
- What practical changes/action will help reduce any negative impacts that you have identified.
- What practical changes/action will help enhance any positive contributions to equality.

Further Actions Required: Yes No

EIA Action Plan

Issue	Action required	Lead officer	Timescale
Communication	Consultation Group to continue	L Sandiford	To continue
	Monitor issues raised through Staff Forum and JCC. Refer any issues to Mgt Team as appropriate	L Sandiford	To continue

Monitoring & Reviewing the Effect of the Policy

Please state how you will monitor the impact and effect of this policy and where this will be reported:

Monitor through issues raised at the JCC and via the Staff Forum

Responsible Section/Team	People and Policy	Version	Final
Responsible Author	Head of People and Policy	Due for review	Ongoing – as required
Date last amended	06.11.12	Page 7 of 7	