

## Equality impact assessment (EIA) form: evidencing paying due regard to protected characteristics

(Form updated May 2015)

### Closure of Highfield House - Ripon

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যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

Equality Impact Assessments (EIAs) are public documents. EIAs accompanying reports going to County Councillors for decisions are published with the committee papers on our website and are available in hard copy at the relevant meeting. To help people to find completed EIAs we also publish them in the Equality and Diversity section of our website. This will help people to see for themselves how we have paid due regard in order to meet statutory requirements.

Name of Directorate and Service Area	Central Services, Strategic Resources – Property Services
Lead Officer and contact details	Jon Holden, Head of Property Service 01609 534076
Names and roles of other people involved in carrying out the EIA	Karen Adamson, Accommodation Service Manager 01609 535288
How will you pay due regard? e.g. working group, individual officer	Via consultation meetings which have included HR representation
When did the due regard process start?	Once the proposal to close the building was determined

**Section 1. Please describe briefly what this EIA is about.** (E.g. are you starting a new service, changing how you do something, stopping doing something?)

Closure of Highfield House Ripon, as part of the 2020 Property Programme, with staff relocated to other office bases within the NYCC Property estate.

**Section 2. Why is this being proposed? What are the aims? What does the authority hope to achieve by it?** (E.g. to save money, meet increased demand, do things in a better way.)

The 2020 Property Programme will result in the transformation of the County Council's use and management of property and has the objective of achieving an annual reduction of £1.5 million in respect of revenue expenditure.

One contribution towards achieving this is a reduction in the total floor space that is utilised for the delivery and management of services resulting in a rationalised property portfolio that is able to meet the changing requirements arising from the 2020 North Yorkshire Programme and which is used more efficiently.

Highfield House in Ripon has been proposed to be closed, with the services located within the building moved to other locations within the Property estate, to enable a saving of £50,000 in 2017/18.

The overarching objectives of the 2020 Property Programme, which this proposal contributes towards, are to achieve -

- The implementation of more efficient working practices within all of the County Council's property
- A reduction in the total floor space occupied by the County Council, resulting in a reduction in revenue expenditure
- The embedding of the revised arrangements for the management of property.

**Section 3. What will change? What will be different for customers and/or staff?**

Services will be relocated to other locations within the NYCC Property estate, which will result in a change of location for customers and staff of the current services located within Highfield House.

Staff will need to travel to a different location as their core base, which in some cases might result in a greater distance and time to travel, however this has been considered and discussed through the consultation meetings.

Communication will occur with any customers that visit the services to ensure that they are aware of their new location and where to visit them in the future. The new locations should offer more flexibility as they have easy access to transportation links.

**Section 4. Involvement and consultation** (What involvement and consultation has been done regarding the proposal and what are the results? What consultation will be needed and how will it be done?)

Consultation has occurred regularly with the services that are located within Highfield House, so that they have been aware of the proposals and involved in the discussions around locations to be re-located to.

Communication will occur with any customers of the services to ensure that they are aware of their new location and where to visit them in the future as required.

**Section 5. What impact will this proposal have on council budgets? Will it be cost neutral, have increased cost or reduce costs?**

Please explain briefly why this will be the result.

There is a proposed saving of £50,000 in 2017/18.

<b>Section 6. How will this proposal affect people with protected characteristics?</b>	<b>No impact</b>	<b>Make things better</b>	<b>Make things worse</b>	<b>Why will it have this effect? Provide evidence from engagement, consultation and/or service user data or demographic information etc.</b>
Age	x			<p>Staff: It is not anticipated that there will be an impact as a result of the changes. We will be compliant with the legislation to ensure that staff are not disadvantaged because of their age.</p> <p>Customer: No adverse impact is anticipated as a result of the changes.</p>
Disability	x			<p>Staff / Customer: No impact is anticipated as a result of the changes. As an organisation, NYCC must continue to meet the requirements of the Equality Act 2010, which obligates us to make reasonable adjustments to accommodate disabled individuals as employees, service users or customers in any location.</p>
Sex (Gender)	x			Staff :

				<p>The change to staffs location does not introduce any change in terms of the current profile.</p> <p>Customer: No adverse impact is anticipated as a result of the changes.</p>
Race	x			<p>Staff: No impact is anticipated as a result of the changes.</p> <p>Customer: No adverse impact is anticipated as a result of the changes.</p>
Gender reassignment	x			<p>Staff: No impact is anticipated as a result of the changes.</p> <p>Customer: No adverse impact is anticipated as a result of the changes.</p>
Sexual orientation	x			<p>Staff: No impact is anticipated as a result of the changes.</p> <p>Customer: No adverse impact is anticipated as a result of the changes.</p>
Religion or belief	x			<p>Staff: No impact is anticipated as a result of the changes.</p> <p>Customer: No adverse impact is anticipated as a result of the changes.</p>
Pregnancy or maternity	x			<p>Staff: No impact is anticipated as a result of the changes.</p> <p>Customer: No adverse impact is anticipated as a result of the changes.</p>
Marriage or civil partnership	x			<p>Staff: No impact is anticipated as a result of the changes.</p> <p>Customer: No adverse impact is anticipated as a result of the changes.</p>

<b>Section 7. How will this proposal affect people who...</b>	<b>No impact</b>	<b>Make things better</b>	<b>Make things worse</b>	<b>Why will it have this effect? Provide evidence from engagement, consultation and/or service user data or demographic information etc.</b>
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..live in a rural area?	x			<p>Staff: There is a proposed change in the work location for the staff located in Highfield House, but the impact of this has been minimised due to discussions occurring as part of the consultation.</p> <p>Customer: No impact is anticipated as a result of the changes, with this offset by communicating with customers of the services so that they are aware of the change of location.</p>
...have a low income?	x			<p>Staff: No impact is anticipated as a result of the changes.</p> <p>Customer: No adverse impact is anticipated as a result of the changes.</p>

**Section 8. Will the proposal affect anyone more because of a combination of protected characteristics? (e.g. older women or young gay men) State what you think the effect may be and why, providing evidence from engagement, consultation and/or service user data or demographic information etc.**

There is no anticipated impact on a combination of any protected characteristics but it will be monitored through the process and this document will be updated if anything is raised which needs to be included.

<b>Section 9. Next steps to address the anticipated impact. Select one of the following options and explain why this has been chosen. (Remember: we have an anticipatory duty to make reasonable adjustments so that disabled people can access services and work for us)</b>	<b>Tick option chosen</b>
<b>1. No adverse impact - no major change needed to the proposal.</b> There is no potential for discrimination or adverse impact identified.	<b>x</b>
<b>2. Adverse impact - adjust the proposal</b> - The EIA identifies potential problems or missed opportunities. We will change our proposal to reduce or remove these adverse impacts, or we will achieve our aim in another way which will not make things worse for people.	
<b>3. Adverse impact - continue the proposal</b> - The EIA identifies potential problems or missed opportunities. We cannot change our proposal to reduce or remove these adverse impacts, nor can we achieve our aim in another way which will not make things worse for people. (There must be compelling reasons for continuing with proposals which will have the most adverse impacts. Get advice from Legal Services)	
<b>4. Actual or potential unlawful discrimination - stop and remove the proposal</b> – The EIA identifies actual or potential unlawful discrimination. It must be stopped.	
<b>Explanation of why option has been chosen.</b> (Include any advice given by Legal Services.)	
This is an office building closure end of lease – No requirement to consult with community	

For staff affected consultation has occurred with the services that are located within the building, as they will have to re-locate to other locations within the NYCC Property estate. This has included HR representation and the Unions have been informed throughout the process.

**Section 10. If the proposal is to be implemented how will you find out how it is really affecting people?** (How will you monitor and review the changes?)

Consultation will occur with members of the services that have been re-located following re-location to talk through any issues and concerns and monitor how things have gone etc.

**Section 11. Action plan.** List any actions you need to take which have been identified in this EIA, including post implementation review to find out how the outcomes have been achieved in practice and what impacts there have actually been on people with protected characteristics.

Action	Lead	By when	Progress	Monitoring arrangements
Staff Consultation	Keren Wilde / HR	18/10/2016	Complete 17/11/2016	HR/Unison

**Section 12. Summary** Summarise the findings of your EIA, including impacts, recommendation in relation to addressing impacts, including any legal advice, and next steps. This summary should be used as part of the report to the decision maker.

The property lease ends in 2017 – the space is used by NYCC staff who have been consulted on the change to their base (NYCC Policy).

The disposal of the property has no equality impacts.

**Section 13. Sign off section**

This full EIA was completed by:  
**Name: Jon Holden**  
**Job title:** Head of Property Service  
**Directorate: Central Services**  
**Signature: Jon Holden**

**Completion date: 23.12.16**

**Authorised by relevant Assistant Director (signature): Anton Hodge**  
**Date: 23/12/2016**