

Full Equality Impact Assessment Record

Section 1:

Service:

Title of strategy, policy or service:

Officers involved in the EQIA:

Type of service (delete below as appropriate): Review of Existing Service

Next Review date: July 2018

Q1 – What is the aim of your service?

To provide a service which maximizes the benefits arising from property development opportunities, property reviews, partnership working and other funding initiatives for the overall benefit of the Borough of Poole and the community.

This service is delivered via:

- a) face to face working
- b) telephone
- c) e-mail
- d) written correspondence
- e) fax
- f) partnership working
- g) collaborative in-house working

Q2 – Who is it going to benefit and how? If this is a changing function state who will be affected or not longer benefit

No change has occurred within the service however the service aims to provide;

Officers/Schools – Guidance to ensure compliance with Council Financial Regulations, ensuring value for money with regards to property transactions and decisions, ensure decisions and actions are in line with corporate objectives and plans.

Members - Provides piece of mind that there are responsible and clear processes, efficiency in the daily management of the corporate estate , responsibility to local tax payer by ensuring value for money with regard to land and assets and reduced exposure to risk with regard to short and long term property decisions and ultimately increased revenue.

Tenants - Ensure a consistent approach, fairness, transparency and equal treatment.

Public/End Users – Value for money on services that they access and maximising the benefits from excellent estate management.

Q3 – What outcomes do you want to achieve?

The benefits insofar as they relate to Corporate Estates related activities are:

- a. Embracing the ethos of the 'one public sector estate'
- b. Endorsing sustainable and innovative asset management practices
- c. Ensuring performance reviews of its asset base is routine for the authority
- d. Delivering corporate priorities by effective use of land and building assets
- e. To drive service redesign where appropriate and develop the scope for recording corporate property and land data electronically to assist in day to day working and decision making.
- f. Ensure day to day estate management activity is carried out in an efficient and timely manner (e.g. rent reviews, valuations etc)

Q4 – Are there barriers to doing this?

- Encourage all Service Units to liaise/engage with the Corporate Estates team at key stages of their projects but particularly at the commencement of a project.

Q5 – How will you put this into practice?

- Compilation and adoption of the Corporate Property and Asset Management Strategy within the Borough - COMPLETE
- Ensuring that update of Financial Regulations place CPO and Corporate Estates in the decision making process as part of any Acquisition or Disposal - COMPLETE
- Ensure that all corporate estates policies are approved and embedded into day to day working with the appropriate procedures clearly mapped and communicated - ONGOING
- Ensure that the corporate estates land and property data is accessible, of a good quality and maintained on an ongoing basis - COMPLETE

Section 2: Information gathering and judging impact

Q6 - What existing information and data do you have?

- EQIA – 2009
- Business Plan 2015/16
- Corporate Property and Asset Management Strategy adopted by council on 17th December 2013.
- Financial Regulations
- Scheme of Delegation

Q7- What does this tell us about the likely impact on different groups?

General/all equality groups

Corporate Estates Officers – Equality issues continue to be an integral part of team management, inc. awareness and compliance of Human Resources policies, sensitivity to specific needs and making reasonable adjustments where and if required. Templates devised by the office continue to be updated on a regular basis as and when required to reflect the needs of the equality agenda.

Internal customers (other Council officers) – Equality issues continue to be an integral part of service delivery, inc. compliance of policies, sensitivity to needs etc. However, in most cases equalities in relation to service delivery is dealt with by the service unit during the

decision making process.

Age: Gender reassignment: Pregnancy and maternity: Race: Sex: Religion or belief: Sexual orientation: Socially excluded groups

- Corporate policies covering the above are adhered to at all times.

Disability

- Consideration to the format of printed documents and use of e-mail (to allow format to be changed). Adherences to Corporate print and design standards. Produce in alternative formats where requested.
- Normally visit officers at their work place so accessibility issues have been considered.
- Normally visit tenants at their work place so an accessibility issue for the tenant is not an issue.
- Ensuring appropriate consideration of team members needs e.g. liaison with Occupational Health, appropriate workstations and equipment etc.
- Use of plain English in all correspondence

Q8 - Is there any potential for direct or indirect discrimination?

Corporate Estates Officers are mindful of the impact that individual property decisions may have upon specific equality groups and the risk of direct or indirect discrimination when individual transactions are undertaken. Therefore, equality assessments are carried out as part of the individual projects to properly consider equality issues. These assessments are carried out by the appropriate responsible officer/s in the respective Service Unit rather than officers within the Corporate Estates Team, as they should have specialist information/data of the service users involved and their specific needs.