

Equality Impact Assessment

Section 1: Identifying details
Your function, service area and team: Assistant Director Housing Property and Development
If you are submitting this EqlA on behalf of another function, service area or team, specify the originating function, service area or team:
Title of policy or decision: Relocation of Housing Repairs Service and Housing Assets to Oakwood Hill Depot.
Officer completing the EqlA: Mary Masterson Tel: X2132 Email: mmasterson@eppingforestdc.gov.uk
Date of completing the assessment: August 2017

Section 2: Policy to be analysed	
2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? Relocation of Housing Repairs Service and Housing Assets staff to Oakwood Hill Depot
2.2	Describe the main aims, objectives and purpose of the policy (or decision): All of the Housing Repairs Service and Housing Assets Departments will be located within one location.
	What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?
	<ul style="list-style-type: none"> • Enhance communications within the department; • Reduce areas of duplication; • Free up the space that is currently used by these departments at Epping Civic Offices. • Enable the redevelopment at St Johns Road • Increased efficiency between Housing Repairs and Fleet Operations
2.3	Does or will the policy or decision affect: <ul style="list-style-type: none"> • service users • employees • the wider community or groups of people, particularly where there are areas of known inequalities?
	It will affect employees.
	Will the policy or decision influence how organisations operate?
	Yes. It will impact on the Grounds Maintenance and Fleet Operations Team, as they are already utilising the site. Housing Repairs and Housing Assets are currently not co-located, therefore, by bringing all of these teams together there will be operational changes that will need to take place. By introducing additional teams onto the Oakwood Hill Depot site there will be a need to identify a single Responsible Officer to manage the site.
2.4	Will the policy or decision involve substantial changes in resources?
	No, there are no plans to restructure as a result of this change.

2.5	Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?
	This relocation is integral to the Council's wider Accommodation Review and Transformation Programme.

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.0 Reference Material

Age

Staff [Data from HR](#)

[ONS Subnational population projections for England 2012 – based on 2011 Census](#)

- 22.3% of the EFD population is aged 65 years and over and life expectancy is increasing;
- 5% population growth rate for the Epping Forest District.

[Impact of an ageing population study Epping Forest District](#)

- Between 2015 and 2025 it is anticipated that the number of over 65's in Epping Forest will increase from 25,400 to 30,000 and over 50's – 64's, from around 24,200 to 27,400.
- 2013 there were 1,855 Dementia sufferers, by 2025 the number is expected to be 2,553 (37.6%).

Disability

Staff [Data from HR](#)

Essex coalition of disabled people (ECDP)

- Disabled people are underrepresented in the workplace and work with employers is required to increase the number of disabled adults in the work place.
- Almost half (48%) of disabled people were dissatisfied with access to high street services in general. This is despite the view that 'things are slowly getting better' 65% of respondents felt that there had been no improvement to disabled access in the past five years.

<http://www.ecdp.org.uk/> & <http://www.bluebadgestyle.com/>

Oakwood Hill Depot




The Oakwood Hill building already has the below accessed by both staff and customers: -

- Disabled parking spaces;
- Accessible toilets;
- Currently customers need to travel upstairs (via lift or stairs) to access the M.O.T. and Service payment office.

Gender

Staff [Data from HR](#)

Marriage / Civil Partnerships

Staff	Data from HR
No relevant data found	
Pregnancy / maternity & Dependents/Carers	
Staff	Data from HR
No relevant data found	
Race	
Staff	Data from HR
Religion / belief	
Staff	Data from HR
Sexual orientation and Gender reassignment	
Staff	Data from HR
Staff	
<ul style="list-style-type: none"> Planned move of Housing Repairs Service Department to Oakwood Hill has been well communicated to all relevant staff, via staff briefings and correspondence and team meetings. The Managers of both Housing Repairs and Housing Assets are members of the Project Team, which enables them to disseminate the relevant information to their teams Number of staff affected by the relocation HR to reply with data All members of the department will be based in one location; this will enhance communication along with teambuilding by staff being able to address queries at an earlier stage. Relocation of work premises will have various impacts on staffs journey to and from work, some will benefit others will have longer journeys. Staff will not have access to onsite car parking. 	
Other	
All Housing Repair Service and Housing Assets Customers	
EFDC Repairs and Improvements & Repairs recharge costs 2017	
Council residents are able to report the faults by phone, email or via the mobile app. No change to the service.	
 Communities Business Plan - 201	HPD 3: (page 3) <ul style="list-style-type: none"> Co-locate the Housing Repairs Service at the Oakwood Hill Depot (Corporate Plan Aim)
  Epping-Forest-Draft- SLAA-population-for Local-Plan-SINGLE-AV ecasting.pdf	<ul style="list-style-type: none"> Draft Plan - St Johns redevelopment guided by the St John's Road Development Brief (2012). SLAA - Identified St John's Road Area as suitable for intensification.

3.1	What does the information tell you about those groups identified?
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>Yes. Staff briefings, correspondence and team meetings have taken place. The Managers of both Housing Repairs and Housing Assets are members of the Project Team, which enables them to disseminate the relevant information to their teams.</p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p>

Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	<p>Positive:</p> <ul style="list-style-type: none"> The district has an ageing population which will naturally increase the volume of work for the Housing Repairs Services Department; the department located in one place will reduce the possible blockages within the process as they can physically work together and aid communication across the department and the customer. <p>Neutral:</p> <ul style="list-style-type: none"> Customers will still be able to log repair requests as normal via phone, email or mobile application. They can also visit the Offices in Epping, Limes Farm or Debden to report a repair in person. This service will remain the same. <p>Negative:</p> <ul style="list-style-type: none"> Currently the M.O.T. and Service Payment area is on the first floor. Customers access this area via the stairs or lift, which could be an extra effort for those with disability/mobility issues or caring responsibilities. Solution: move payment area to the ground floor reducing the need for customers to venture anywhere else in the building. Also improving security and Health and Safety responsibilities of identifying who is in what part of the building during the activation of a fire alarm. 	L
Disability		L
Pregnancy / maternity / caring / dependent responsibilities		L
Religion/belief	Awaiting Data from HR	L
Gender	Separate facilities, and accessible toilet.	L
Gender reassignment	Separate facilities, and accessible toilet.	L
Marriage/civil partnership	None identified	None identified
Race	Wash facilities are available for staff to use. Kitchen areas are available for tradesmen on the ground floor and one on the first floor for office based staff.	L
Sexual orientation	None identified	None identified
Staff	<p>Positive</p> <ul style="list-style-type: none"> Some staff may have their journey to work and home reduced due to the relocation; Increase Team Building relationships as staff are able to work together in one location; Reduce communication issues as staff are in one location and not spread across the 	L

	<p>district.</p> <ul style="list-style-type: none"> • Team meetings will be easier and all staff will receive communications at the same time; • Tradesmen will have access to lockers. <p>Negative:</p> <ul style="list-style-type: none"> • Some staff may have their journey to work and home lengthen due to the relocation; • Managers will need to consider and discuss any issues that arise: - <ul style="list-style-type: none"> ○ Change of working hours; ○ Adaptions to workstations due to any issues identified in the DSE assessments - the Transformation / accommodation strategy is yet to confirm the corporate design theme for offices, open plan offices, breakout areas and furniture. • Members of staff will not have onsite car parking: - <ul style="list-style-type: none"> ○ Consideration need to be given to providing staff with safe and secure car parking facilities. ○ The parking area and route to and from would need to have adequate lighting and CCTV. ○ When the Depot is closed the parking area could be utilised by residents and visitors to the nearby Nature Reserve. 	<p>M?????????</p>
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Section 5: Conclusion			
		Tick Yes/No as appropriate	
5.1	Does the EqlA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	If 'YES' , use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.

Section 7: Sign off

I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)

Signature of Head of Service:	Date:
Signature of person completing the EqIA: Mary Masterson	10/8/17

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.