

## Thanet District Council (TDC) Equality Impact Assessment

### Step one: test for relevance

## 1 Person responsible for this assessment

Name:	Shaun Moys		
Job title:	Principal Building Surveyor		
Phone:	0810 695243		
Service area:	Property	Date of assessment:	29 April 2024

## 2 Others involved in carrying out the analysis

Name:	n/a
Name:	
Name:	

## 3. Description of strategy, policy, service, project, activity or decision

Title:	New Policy for Operational Property Risks & Compliance
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Is it new?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
A review of existing?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

### 3.1 Aims and objectives

The current risk and compliance of our operational stock lies with various teams but predominantly with the department that occupies each building or has responsibility for a certain asset. This has led to a mixed level of compliance and this policy aims to lay down the processes and responsibilities for the compliance functions to the Councils operational assets.

### 3.2 What outcomes are expected? Who is expected to benefit?

The proposed policy will change the way that compliance is addressed within the organisation, with the Property Team becoming responsible for arranging the compliance testing/reports for six statutory areas and disseminating the resultant information and sharing with the relevant department occupying or responsible for each asset, and with the Facilities Team, who will be responsible for working with the relevant department and obtaining prices and arranging any necessary remedial works and thereafter confirming that compliance has been achieved.

The implementation of this new policy will ensure, so far as is reasonably practicable, the safety of council staff and the public using or visiting any of our operational premises or assets.

## 4 Who is affected?

4.1 Which groups or individuals does the strategy, policy, service, project, activity or decision affect? For example, the Council, employees (including temporary workers), other public authorities, contractors, partner organisations, wider community, others.

All Staff

4.2 Does the strategy, policy, service, project, activity or decision relate to a service area with known inequalities? (Give a brief description).

No, it is a policy introduction to benefit all.

## 5 Equality Act 2010

How does the strategy, policy, service, project, activity or decision actively meet the public sector equality duties to:

**Eliminate unlawful discrimination** (including harassment, victimisation and other prohibited conduct)

The policy applies to the operational property and not just one specific property.

**Advance equality of opportunity** (between people who share a protected characteristic and people who do not share it)

No impact

**Foster good relations** (between people who share a protected characteristic and people who do not share it). Could it have an adverse impact on relations between different diverse groups?

No impact

## 6 Priority

The following questions will help you to identify whether this 'service' is a high priority. Please answer all questions with particular reference to the protected characteristics; race, gender, gender reassignment, disability, religion or belief, sexual orientation, age, marriage and civil marriage/partnership and pregnancy and maternity.

**Please provide a comment for each answer, providing evidence for your answer, regardless whether you have answered yes or no.**

Questions	Yes	No
Are there any particular groups who may have trouble accessing the 'service'?		X
<b>Comments:</b> The work is not a service on offer to the residents. It is a policy introduction.		
Does your information suggest that some groups of people are less satisfied than others with this 'service'?		X
<b>Comments:</b> No suggestion of lack of satisfaction yet. There is a concern from some Departments that this will mean more work and responsibility for them.		
Will this service have a significant impact on any of our residents?		X
<b>Comments:</b> No impact on residents as not a service offer to residents. It is a policy introduction.		
Do you have any evidence that discrimination, harassment and/or victimisation could occur as part of this service?		X
<b>Comments:</b> No evidence		
Do you think the service will hinder communication and negatively impact relations between the organisation and its employees, residents, contractors or anyone else?		X
<b>Comments:</b> The work being done is to resolve a mixed level of compliance and create a safer working environment for all staff, and for any visitors to our operational assets.		
Does this service need to improve the way in which it is communicated to people who have literacy, numeracy or any other access needs?		X
<b>Comments:</b> No evidence		
Does consultation need to be carried out?		X
<b>Comments:</b> Various Heads of Service have already been consulted about the introduction of the policy and have been supportive. This policy introduction is a response to a mixed level of compliance of our assets and the increased risk to the Council as a result.  The Property Team's Head of Service has engaged with the other Heads of Service and with the Councils Policy Officer and H&S Officer regarding this new policy to seek their observations regarding the introduction of this policy. Any observations have been considered and implemented where necessary within the proposed policy.		

In order to assess the priority of your **'service'** please complete the table below by adding up how many questions you answered yes to and following the appropriate action.

Priority	Number of questions answered 'yes'	Rating	Action
High	3 or more		Continue to section 2
Medium	1 to 2	X	Please provide evidence to any questions you answered 'yes' to in section 1. Test for relevance complete (sometimes a full assessment may be required).
Low	0		Test for relevance complete.

**If, following the completion of the test for relevance, a full assessment is not required, go straight to the declaration. If a full assessment is required, go to Step two: full equality impact assessment.**

**Step two: full equality impact assessment**

1 Could the strategy, policy, service, project, activity or decision have a **negative, positive or neutral** effect on groups or individuals?

**Consider:**

**What** you are doing?

**Why** you are doing it?

**How** you are doing it?

**Who** can access the service easily and who may not be able to access the service and **why**?

**The full analysis explores ways to reduce or eliminate barriers and/or negative impacts.**

Protected characteristics	N e g a t i v e	P o s i t i v e	N e u t r a l	<p align="center"><b>Evidence/Reasoning</b></p> <p align="center">(Consider any barriers which will have negative impact and/or good practices giving positive impact)</p>
<p><b>Age</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• The way younger and older people access services may be different</li> <li>• Use of technology</li> <li>• Child care/care of other dependant</li> <li>• Timings/flexibility, such as work patterns</li> <li>• Transport arrangements</li> <li>• Venue location</li> </ul>				<p><b>Recommendations:</b></p>
<p><b>Disability (Includes:</b> physical, learning, sensory (deaf/blind), mental health)</p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• Communication methods</li> <li>• Accessibility – venue, location, transport</li> <li>• Range of support needed to participate</li> <li>• Hearing Loops/Interpreters</li> <li>• Disability awareness training for employees</li> </ul>				<p><b>Recommendations:</b></p>
<p><b>Race (Includes;</b> gypsy, travelling, refugee and migrant communities)</p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• The size of the BME communities that your service/project affects.</li> </ul>				<p><b>Recommendations:</b></p>

<ul style="list-style-type: none"> <li>• Language(s) spoken/understood.</li> <li>• Culture, such as hygiene, clothing, physical activities, mixed gender activities.</li> <li>• What access support can you offer?</li> </ul>			
<p><b>Religion, faith or belief</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• The diversity within the communities that your service/project affect</li> <li>• Prayer times, meal times, food (some religions do not eat meat), cultural habit or belief, religious holidays such as Ramadan</li> <li>• Awareness training for employees</li> </ul>			<p><b>Recommendations:</b></p>
<p><b>Pregnancy and maternity</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• Flexible hours of the service/project</li> <li>• Is there access to private area for breastfeeding mothers?</li> </ul>			<p><b>Recommendations:</b></p>
<p><b>Gender</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• The impact on men and women</li> <li>• Child care/care of other dependant</li> <li>• Mixed/single gender groups/activities</li> <li>• Timing of services/projects</li> </ul>			<p><b>Recommendations:</b></p>
<p><b>Sexual orientation (Includes: lesbian, gay, bisexual)</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• LGB people should feel safe to disclose their sexual orientation without fear of prejudice</li> <li>• Make it clear you recognised civil marriage and partnerships</li> <li>• Awareness training for employees</li> </ul>			<p><b>Recommendations:</b></p>

<p><b>Transgender</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• Trans people should be able to disclose their gender identity without fear of prejudice</li> <li>• Making it clear you have a Trans policy and process</li> <li>• Awareness training for employees</li> </ul>				<p><b>Recommendations:</b></p>
<p><b>Marriage and civil marriage/partnership</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• All couples or partners, regardless of gender, should be able to access services</li> </ul>				<p><b>Recommendations:</b></p>

<p><b>Outsourced services</b></p>	
<p>If your policy/process is partly or wholly provided by external organisations/agencies (such as Civica or Capita), please list any arrangements you plan to ensure that they promote equality and diversity. Include this in your improvement plan</p>	
<p><b>Relations between different equality groups</b></p>	
<p>Does your assessment show that a strategy, policy or process may amount to potential adverse impact between different equality groups? If yes please explain how the improvement plan is going to tackle this issue</p>	
<p><b>Consultation responses</b></p>	
<p>Summary of replies from individuals and stakeholders consulted including any previous complaints on equality and diversity issues about the strategy, policy or process</p>	

<p><b>Summary of recommendations</b></p>		
<p><b>Actions</b></p>	<p><b>By Who</b></p>	<p><b>By When</b></p>

**Declaration**

I am satisfied that a Test for Relevance has been carried out on the matter named in this Analysis and conclude that a full Equality Impact Assessment **is not required**.

Yes

No

If you do not think that a full Equality Impact Assessment is required – please give your reasons: N/A

I confirm that a full Equality Impact Assessment has been completed.

Yes

No

Signature of Head of Service:

Date:

Andreea Plant, Head of Property

29 April 2024

Recommendations agreed:

Yes

No

Signed:  
(Director):

EIA date:

Bob Porter (Director of Place)

29 April 2024