

Equality Impact Assessment

Part 2 – Guide & form



February 2015



Introduction

Before carrying out this assessment, you will have had an initial discussion with a member (or members) of the Diversity & Equality Group about whether you thought an Equality Impact Assessment (EIA) is required (see EIA Part 1 - "Prompt").

Obviously you decided to carry out an EIA, and the reasons you gave for doing it is a good place to start discussing the EIA itself.

You should carry out this assessment with the same person (or persons) that you had the initial discussion with, if at all possible, as this will give your discussion some context and consistency.

Process

Before completing the short form (overleaf), you will find this easier to do if you discuss in more detail why you thought an EIA was needed in the first place, and talk in more detail about what this means for the policy and any actions you need to take.

Before completing the form, think about the following:

- When considering whether or not to carry out an EIA in the first place, you thought about which issues or groups would or could be affected by the policy. Can you be more specific about this?
- Do you need further information about these areas, for example more data? If so, what exactly?
- Would it be helpful to contact any of the groups involved? You don't have to, but you can choose to involve others you think may be affected. Who would that be?

If you decide you do need more information, then you need to gather it before completing this assessment.

- Taking everything into consideration, including any evidence you have gathered, will or could the policy have a differential impact on particular equality groups, either positively or negatively?
- If so, you need to discuss what you need to do to ensure the policy is robust.
- What will you do now? Your analysis should allow you to say whether you will:
 - Make no major change as you feel the policy is robust
 - Adjust the policy to take into account the potential impact of the policy

In some (rare) cases you could also consider continuing the policy even though it has the potential for adverse impact, or stopping the policy altogether for the same reasons.

In each of these cases, you must be able to explain clearly why you have taken your decision.

Next steps

Let your line manager know that you have carried out this EIA and let your Diversity & Equality Group representative have a copy of the completed form. This is mainly for information but also to allow the group to monitor EIAs and follow up any points that the group may have. A representative from the group will confirm that the EIA has been successfully completed.

Equality Impact Assessment form

(see guide on previous page to help complete)

Date of assessment
Assessment completed February 2016.
Title of policy to be created (or changed)
West Office Review Project - move to new office in Edinburgh as the leases for our George Street offices terminate in 2015.
What is the policy intended for?
To ensure the new office maintains a safe working environment and to help improve accessibility to the physical environment, for all staff and visitors. To provide suitable office accommodation in an efficient manor. To be close to public transport links and hubs. To support our carbon management plan.
In relation to the general equality duty and the protected characteristics, which issues or groups do you think would or could be affected and how? Be specific
All Audit Scotland's staff and visitors to new office would be affected particularly in terms of access to the building and the working environment. Protected characteristics that might be specifically affected would include disability, and to a lesser extent transgender and religion or belief. These are dealt with under " <i>What will you do now</i> " below.
Did you need to obtain further information? If yes, how did you do that?
Yes. Our property advisors supported us to ensure that when we leased a new office we sourced a property to suit the business needs of the organisation and to comply with regulations and guidance. The leasing of the new office gave us an opportunity to progress our aims to be inclusive, accessible, and to also support our carbon management plan. We also commissioned a staff engagement and design company to capture our requirements for the new office .The involved visioning workshops (all George Street offices staff were invited), focus groups (staff volunteers from all grades and directorates) to enable us to capture as many ideas, aspirations, new ways of working etc. We worked with the external designers and Landlord to explore the possibilities of upgrading the showering facilities to be more inclusive (non-accessible shower removed and replaced with an accessible shower).
What do you conclude is the potential impact on these areas?
The new office will support business needs and our new ways of working, whilst improving accessibility for staff and visitors. We will provide a building which has the following features:- Automatic door entry (push pad) system at street level. No steps at front door.

This separate text box could be used as a contact section for your department.
To add new content go to the Header and Footer view. If you do not wish to use this then delete it from here.

Lifts to all floors with tactile braille buttons.
Refuge points with a monitored emergency call button system.
Accessible WCS on each floor level in the building.

What will you do now?

We will use the design team knowledge and information from the visioning and focus group meetings with staff to design an office to fit our business needs.

Examples of what we will do to address diversity and equality in the design of the office:

Disability

The design scheme

The design team will use contrasting colours and textures so people can recognise different areas within the office. E.G. Colour of doors contrasts with internal walls and floors.

Space layout

The space layout will ensure that the access routes between desks are wide enough to provide access for all.

Fixtures and fittings

The design team will ensure that the fixtures and fittings follow current guidelines. E.g. door handles taps, door entry and building alarms system fixed to walls at correct heights, etc.

Furniture

A proportion of the furniture (desks) will be height adjustable (from sitting to standing). The chairs chosen will be adjustable and are suitable for people of different sizes.

Hearing loops

We will install hearing induction loops to the meeting rooms and reception.

IT equipment

Monitor arms will be fitted to each PC screen so staff can adjust monitor heights to suit.

Colour contrast

Glazed partitions have coloured or patterned applied manifestations to provide the necessary contrasts for visually impaired users.

Toilets

Alter and improve the existing WC & shower to provide an accessible shower facility

Religion, belief and culture

We will provide a variety of working and social spaces, including quite private areas.

Multi Faith Room created with enhanced acoustic separation, blackout capability a sink for foot washing purposes

Transgender

Install unisex Showers

Signage

Clear wayfinding signage, including additional signage in the lift lobby

Communication

We will communicate and seek feedback via our i-share site, email, Focus group and Implementation group which will have staff of various grades and from all business groups.

A welcome guide to West Port office will be developed and made available and i-share pages will be updated.

We also intend to use lessons learnt for other projects.

Post Implementation review

We plan to carry out a post implementation review after 100 days of occupation. We will consider all feedback received via either the implementation group or direct from staff or management, and make reasonable alterations as appropriate.

Date: February 2016

Signature : Mary Muir