

Equality Impact Assessment



Equality Impact Assessment form - Relocation of Audit Scotland Inverness office

Date of assessment
28 September 2017
Title of policy, practice/procedure or decision to be created (or changed)
Relocation of the Inverness office from Ballantyne House to The Greenhouse.
What is the policy, practice/procedure or decision) intended for?
The relocation to the Greenhouse provides a modern working environment for our staff and visitors. It provides modern, fully accessible facilities for our staff and visitors, with ample parking space and accessibility via public transport. The landlord provides shared facilities for all tenants with bookable meeting rooms, communal and accessible washrooms and kitchen breakout area.
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. Protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex (gender) & sexual orientation.
It is anticipated that the relocation will benefit all staff who work from the Inverness hub, however particular benefits for people who share protected characteristics include:- <ul style="list-style-type: none">• Age: The introduction of 2 height adjustable desks is particularly suitable for people with back problems. There are proven health benefits whilst standing at height adjustable desks, such as improved posture and circulation.• Disability: Additional parking spaces are available at this office, making it suitable for anyone with a blue badge to park within close proximity of the office. The addition of height adjustable desks is also beneficial for anyone who uses a wheelchair or prefers to stand whilst working due to a disability.• Gender Reassignment, Marriage and Civil Partnership: We do not consider any adverse affect to anyone in this protected group by relocating the Inverness office.

- **Pregnancy and Maternity:** Having comfortable and ample break out seats and tables gives a proper place for pregnant women to rest or who may need to move away from their desk for a break. In addition, the introduction of height adjustable desks will also help/aid pregnant women who may prefer to stand at work for periods during the day. The office has bookable enclosed office space where women returning from maternity leave could book if they wished to express milk or breastfeed in private during office hours.
- **Race, religion and belief:** The office has enclosed office space where anyone wishing to privately book a room to observe any religious practices could easily do so.
- **Sex:** Audit Scotland has a fairly even split of male/female employees (49.5% are male and 50.5% are female). The relocation and the benefits of the new improved facilities should enhance the working experience for both sexes equally.

The office is accessible to all Audit Scotland employees and is also used for meeting with external stakeholders and visitors. As a result the improved access and working facilities will ensure visitors will also have access to the improved facilities.

The office building is accessible to all floors and the office already had an induction loop in advance of the refurbishment.

Did you need to obtain further information? If yes, how did you do that?

A variety of alternative sites were considered with consultation with local management before the decision was made to move out of the town centre. This followed consultation with colleagues based in Inverness and discussions around requirements for the new office.

The new location provides: fully accessible office facilities; ample free parking; easy access to routes both in and out of the city; excellent wifi/broadband and a similar standard in terms of office set up as our other Audit Scotland offices.

Please summarise the relevant evidence you considered.

The Greenhouse provides modern office accommodation on two floors (ground and first floor). There is a large car park with designated parking for Blue Badge holders. Accessibility for individuals with mobility issues are greatly improved via large automatic doors at the ground floor Reception and a passenger lift to the first floor.

What do you conclude is the potential impact on these areas?

The new accommodation provides 12 new workstations including 2 height adjustable desks. New storage has been provided with a marked reduction in storage capacity following a review of the filing requirement.

Layout - The space/layout provides a generous workspace for individuals and is fully accessible.

There is also a fully accessible kitchen area and meeting space.

What will you do now?

With the relocation to a modern office environment the initial feedback from staff has been positive.

Date 28/09/17

Signature Colin Pentland, Client and Services Team Leader