

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 – Appointment of Building Surveying Consultants.
Officer completing the EqlA: Mary Masterson Tel: X2132 Email: mmasterson@eppingforestdc.gov.uk
Date of completing the assessment: April 2018

Section 2: Policy to be analysed	
2.1	<p>Is this a new policy (or decision) or a change to an existing policy, practice or project?</p> <p>This relates to a decision to appoint the lead Building Surveying Consultants and Principle Designers to facilitate the changes to the Depot necessary for the relocation of the Repairs Service and Housing Assets to the Oakwood Hill Depot</p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>All of the Housing Repairs Service and Housing Assets Departments will be located within one location. However, the alterations work requires the appointment of a Principle Designer and lead Building Surveying Consultancy.</p>
	<p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>Commissioning the Principle Designers and lead Building Surveyors to enable the relocation of the Housing Repairs Service and Housing Assets, the benefits of which will see:</p> <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	<p>Does or will the policy or decision affect:</p> <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. The appointment of the Principle Designer and the lead Building Surveyors will assist in delivering the changes needed.
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

	20-24 yrs	25-29 yrs	30-44 yrs	45-59 yrs	60-64 yrs	65-74 yrs
• Assets Department	0%	0%	22.2%	50%	16.7%	11.1%
• Repairs Department	3.9%	7.8%	9.8%	49%	21.6%	7.8%
• Fleet Operations	0%	0%	50%	16.7%	33.3%	0%
• Grounds Maintenance	3.6%	3.4%	24.1%	58.6%	3.4%	3.4%

[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%).

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Disability	
Oakwood Hill Depot	
<p>The Oakwood Hill building already has the below accessed by both staff and customers: -</p> <ul style="list-style-type: none"> • 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. 	
Staff	Data from HR
<p>Percentage of staff within the below business areas that have a disability</p> <ul style="list-style-type: none"> • Communities Property Assets Department 11.1% • Communities Property Repairs Department 11.8% • Neighbourhoods Technical Fleet Operations 0% • Neighbourhoods Technical Grounds Maintenance 17.2% 	
<p>Essex coalition of disabled people (ECDP) http://www.ecdp.org.uk/ & http://www.bluebadgestyle.com/</p> <ul style="list-style-type: none"> • 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. 	
Gender	
Staff	Data from HR
<ul style="list-style-type: none"> • Assets Department Male 55.6% Female 44.4% • Repairs Department Male 84.3% Female 11.8% • Fleet Operations Male 83.3% Female 16.7% • Grounds Maintenance Male 82.8% Female 17.2% 	
Marriage / Civil Partnerships	
Staff	Data from HR - Incomplete data.
Pregnancy / maternity & Dependents/Carers	
Staff	Data from HR - Incomplete data.
No relevant data found	
Race	
Staff	Data from HR - Incomplete data.
Religion / belief	
Staff	Data from HR - Incomplete data.

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Sexual orientation and Gender reassignment

Staff

Data from HR - Incomplete data.

- 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;
- Total number of staff affected by the relocation is 104;
- 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. This will not change, however it may be possible in future to provide a Service reception for face to face contact with tenants or the wider community as part of the relocation. However, this would be subject to a change in the Council's structure, which would link to the ongoing People Strategy.



Communities
Business Plan - 201

HPD 3: (page 3)

- Co-locate the Housing Repairs Service at the Oakwood Hill Depot (Corporate Plan Aim)



Epping-Forest-Draft- SLAA-population-for
Local-Plan-SINGLE-AV ecasing.pdf

- 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.

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<p>3.1</p>	<p>What does the information tell you about those groups identified?</p> <p>Staff data is incomplete for some of the protected characteristics.</p> <ul style="list-style-type: none"> • There are a higher percentage of males in the workforce for the departments involved, but the age ratio indicates that this is historic and younger workforce generations now see the appeal of universal technical and manual roles. • There will be a substantial increase in the numbers of staff working at the location, which currently has no staff car parking. <ul style="list-style-type: none"> ▪ Currently - 35 Neighbourhoods Ground Maintenance and Fleet Operations staff; ▪ Will be - 69 Communities Assets and Repairs staff; ▪ Total 104 staff based at the Oakwood Hill Depot. • A separate car park would facilitate staff and visitor parking along with reducing car parking issues in the local area. • A small percentage of the workforce has a disability, consideration of these disabilities and suitable work arrangements will need to be factored. • The depot already has a lift enabling accessibility to the first floor. • Separate gender washrooms are available for staff, and customers. • The majority of the Oakwood Hill workforce, (four departments), are aged between 30-64yrs, with the largest being aged between 45-59 years.
<p>3.2</p>	<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>
<p>3.3</p>	<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>

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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. The fact that members of the public are able to access the first floor poses a security risk, along with a Health and Safety issue as staff may not know who is in the building and where they are if the building needs to be evacuated quickly. A person with mobility difficulties would not be able to use the lift if the fire alarm had been activated. <ul style="list-style-type: none"> Solution: move payment area to the ground floor reducing the need for customers to venture anywhere else in the building. Improving:- <ul style="list-style-type: none"> Security by restricting access to the first floor to only staff; H&S responsibilities of identifying who is in what part of the building during the activation of a fire alarm. Additional staff based at the location will increase demand for parking, possibly causing congestion. <ul style="list-style-type: none"> Solution: Staff car park 	L
Disability		L
Pregnancy / maternity / caring / dependent responsibilities		L

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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 checked="" 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 EqlA: Mary Masterson	16/04/18

Advice

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

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