

Screening/Scoping Pro Forma

Section	PROPERTY SERVICES	Officer responsible for the screening/scoping	ELAINE DAVISON JOHN WEEDON
Name of Service to be assessed	PROPERTY SERVICES	Date of Assessment	Is this a proposed new or existing policy/procedure/practice? Existing
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?	1. The proactive review, management and maintenance and repair of all public buildings in the Council's property portfolio and of the non-operational investment estate together with the provision of valuation advice on all assets of the Council's property portfolio.		
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.	Ensure that Asset Manager can be used to its maximum potential by inputting all necessary data to enable it to be used for all property related activities such as prompting rent reviews and maintaining asbestos and DDA records.		
3. Who is intended to benefit from this policy and in what way?	Occupants of Council owned premises, i.e. Service Unit Heads and external tenants, Council tax payers.		
4. What outcomes are wanted from this policy/procedures/practice?	Operational property portfolio maintained to an appropriate condition to ensure service unit heads can provide their services. Investment property so managed as to meet the Council's capital and income priorities.		
5. What factors/forces could contribute/detract from the outcomes?	Timely rent reviews; efficient maintenance required; accessible and accurate property information, facilitation of strategic property review.		
6. Who are the main stakeholders in relation to the policy?	SUHS External tenants Council taxpayers Council employees	7. Who implements the policy, and who is responsible for the policy?	Head of Economic Development, Head of Property Services
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Please explain Access to the service is the same for all races	
What existing evidence (either presumed or otherwise) do you have for this?			
9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Issue for SUHS regarding suitability of operational properties for employees because of gender and for the tenants of our investment properties, e.g. Enterprise Units at Slyfield and Ash Vale.	

What existing evidence (either presumed or otherwise) do you have for this?	Management Performance data PM13 regarding suitability of operational property. No data collected for investment property.	
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> N There are issues concerning accessibility of the Council's correct investment and operational buildings to people with a disability.
What existing evidence (either presumed or otherwise) do you have for this?	Service Performance data, BV156 Building accessible to people with a disability; and management indicators PM14 Buildings Accessibility Surveys, PM13 Suitability Survey (Management Indicators apply to Council operational property only).	
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> N Potentially there could be an issue for SUHS concerning the suitability of operational property for employees due to their sexual orientation and for the tenants of our investment properties.
What existing evidence (either presumed or otherwise) do you have for this?	Management Performance data PM13 of operational property. No data is collected for investment property.	
12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> N See 11 above
What existing evidence (either presumed or otherwise) do you have for this?		
13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> N See 11 above
What existing evidence (either presumed or otherwise) do you have for this?		
14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> N For employees of the Council occupying operational property – No. For external tenants and visitors to Council owned properties there could be an issue.
What existing evidence (either presumed or otherwise) do you have for this?	For example baby changing facilities provided in male and female toilets in Council properties in the main reception areas where appropriate. Toys are provided in reception areas and interview rooms.	
15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> N

What existing evidence (either presumed or otherwise) do you have for this?				
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?		Y	N	
What existing evidence (either presumed or otherwise) do you have for this?				
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?	Y	N	Please explain Potentially access and suitability of Council investment and operational property could have an adverse impact.	
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	Please explain for each heading (questions 8-16) on a separate piece of paper. Performance Data is collected to monitor and measure performance against set targets. Access Audits and Suitability Surveys are being undertaken. Protocols are being put in place to make reasonable adjustments and not exclude anybody. However, most recent data available in respect of BV156 shows that the target of 50% of buildings accessible to people with a disability for year 07/08 was not achieved. 36% was achieved. Access audits and works are continuing to be carried out and 40% was achieved for quarter 1 2008/9 and this is expected to rise further. According to latest data BV16a only 1.2% of all Council employees have a disability and BV16b 9% of the population are economically active who have a disability. 2.4% of all Council employees are from an ethnic minority. There is no ethnicity data recorded for the Borough was a whole.	
Business improvement 19. Is there any concern that there are unmet needs in relation to any of the above groups?	Y	N	Please explain See response to 18 and with regard to the Council's investment properties there is concern that the Council is not doing enough to promote diversity and disability issues with its tenants and other than in respect of disability the Council is not collecting any data in respect of the suitability of its properties from gender, sexual orientation and age discrimination point of view.	
				Please explain

<p>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</p>	<p>Y</p>	<p>N</p>			
<p>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</p>	<p>Y</p>	<p>N</p>	<p>Please explain</p>		
<p>22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?</p>			<p>See 19 above.</p>		
				<p>Yes</p>	<p>No</p>
			<p>24. If No, are there any changes required to the policy to improve it around the equality agenda?</p> <ul style="list-style-type: none"> •1 Complete DDA Audit and Compliance works. Put in place any recommended protocols to make reasonable adjustments so that no one is excluded from Council owned operational and investment property. •2 Consider collecting data in respect of suitability of investment properties in respect of all Equalities issues. •3 Promote equalities and diversity issues with Council tenants of investment properties 		

**Signed
(completing officer)**

Elaine Miles

Date July 2008

**Signed
(Head of Section)** **Date**

**Countersigned
(HR representative)**

Richard Wood

Date October 2008

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