Equal Impact Assessment
Validation Decision Notice

EIA Reference Number | 158
Service, policy, or strategy | Security of council campus
Element(s) assessed | All
Names of Assessors | Management Accountant, Education Manager, Interim Head of Service

Consider:

Was discrimination or disadvantage identified?  [ ] Yes [ ] No
Was the service promoting equality?  [ ] Yes [ ] No
Could the service be improved in promoting equality?  [ ] Yes [ ] No
Are the customers' needs understood and met?  [ ] Yes [ ] No
Is there good evidence and/or reasoning to support the decisions on whether groups are/aren't affected?  [ ] Yes [ ] No
Does the summary report properly reflect the key findings of the assessment?  [ ] Yes [ ] No
Is the summary report clear and easy to understand?  [ ] Yes [ ] No
If improvements have been identified, do they reflect and deal with the key findings?  [ ] Yes [ ] No

The decision is to: Validate [ ] Not validate [ ]

The reason/s for the decision are: please give details below

Validation given – information correct  [ ]
Not validated – decision not to proceed as EIA incorrect  [ ]
Not validated - screening error  [ ]
Not validated – research/consultation error  [ ]
Not validated – improvement error  [ ]

Signed

[Signature]

Designation
Corporate Director

Date
26 July 2012
Equality Impact Assessment

Briefing Note

Stage 1

STAGE 1 – Briefing Note

| EIA ID (Sinbad reference number) |  
| Date of meeting | 8th March 2012 |
| Job Titles of assessors | Management Accountant |
| | Education Manager |
| | Interim Head of Service |

The Assessment

New policy of the security of the council campus which covers responsibilities for all staff visitors and councillors.

Assessment Findings

In terms of disability and evening meetings – widen the description of the areas to be considered to also include those people with decreased levels of hearing or sight as this could impact on people’s awareness and ability to respond to a fire alarm and any other emergency.

It should also reconfirm the arrangements for emergency egress in the event of an incident – to all meetings involving external visitors (day and evening).

Mention should also be made that training on emergency access and the policy itself should be part of the induction process.

Suggested approach to lanyards would be to include something for visitors which is unique to BDBC e.g. the words BDBC, so that it cannot be easily replicated. Potential concerns that lanyards may attract the eye to a position on the body which the visitor may feel uncomfortable or sensitive to people checking.

Should mention why Beresford Centre is mentioned specifically – multiple tenants and multiple council uses.

Justification

There is no evidence of negative impact on any of the equality groups, there is a positive impact as we have made adjustments for those with disabilities and will increase this with consideration to those with sight or hearing problems.
Equality Impact Assessment

Stage 6

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<thead>
<tr>
<th>EIA ID (Sinbad reference number)</th>
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<tbody>
<tr>
<td><strong>Date of assessment</strong></td>
<td>8 May 2012</td>
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<tr>
<td><strong>Job title of assessors</strong></td>
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<tr>
<td>Head of Commissioning</td>
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<td>Grants Funding Officer</td>
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<td>Management Accountant</td>
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**The Assessment**

The assessment was carried out in two parts

1. The briefing – with the Interim Head of Service, Management Accountant and Education Manager

2. The remainder of the process was managed by the Head of Commissioning (same as Interim Head of Service), Management Accountant (again the same officer) and the Grants Funding Officer

The purpose was to assess in detail the equalities impacts of the new policy of the Security of Council Campus Policy.

It was concluded that, in terms of disability and evening meetings, there was a need to widen the description of the areas to be considered to also include those people with decreased levels of hearing or sight as this could impact on people’s awareness and ability to respond to a fire alarm and any other emergency.

It was also agreed that the Policy should reconfirm the arrangements for emergency egress in the event of an incident – to all meetings involving external visitors (day and evening) and that training on emergency access and the policy itself should be part of the induction process.

To improve lanyards, it was suggested that something is included for visitors which is unique to BDBC e.g. the words BDBC, so that it cannot be easily replicated. There were some potential concerns that lanyards may attract the eye to a position on the body which the visitor may feel uncomfortable or sensitive to people checking.

It was noted that the Policy should mention why Beresford Centre is mentioned specifically – multiple tenants and multiple council uses.

**The Customer/Customer Group**

Staff, visitors, contractors and councillors.
Equality Impact Assessment

Stage 6

Consultation and Research

Consultation was carried out with the Health and Safety Committee (representatives of each business unit who feed back to their teams) and it will be rolled out through communication with JSCF and PoMT.

Key Individuals and Organisations

See above and staff, visitors, contractors and councillors.

Assessment Findings

That the policy has a positive impact in general but consideration should be given to the points identified in the assessment noted above. There is also a need to 'capture' and implement the identified improvement to the room booking procedure.

Recommendations

Inclusion of risk assessment in room booking system.