Equality Impact Assessment

Validation Decision Notice

<table>
<thead>
<tr>
<th>EIA Reference Number</th>
<th>187</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service, policy, or strategy</td>
<td>Introduction of kitchenettes</td>
</tr>
<tr>
<td>Element(s) assessed</td>
<td>All</td>
</tr>
<tr>
<td>Names of Assessors</td>
<td>Strategic Contracts Manager, Facilities Manager, Principal Property Investment Surveyor, Policy Officer</td>
</tr>
</tbody>
</table>

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  
[ ] Yes

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

Name

Laura Taylor

Date

17 January 2013
Equality Impact Assessment

Stage 1

STAGE 1 – Briefing Note

<table>
<thead>
<tr>
<th>EIA ID (Sinbad reference number)</th>
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<tr>
<td>Date of meeting</td>
<td>8 November 2012</td>
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<tr>
<td>Job Titles of assessors</td>
<td>Strategic Contracts Manager, Facilities Manager, Principal Property Investment Surveyor, Policy Officer</td>
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The Assessment

This assessment considers the impact of the introduction of kitchenettes for staff members to use for refreshments, storing and heating food. It assesses whether there is a differential impact of the proposed move to kitchenettes on users from the protected characteristics groups (as outlined in the Equality Act 2010) and looks at ways of mitigating any adverse effects that are identified.

The information from this assessment will be included in the decision-making process of the installation of the kitchenettes.

The proposed work includes the identification of space, the design, installation and equipping of seven tea kitchens on the BDBC Campus, recognising the space limitations and financial challenges.

To date, it has been proposed to install drop counters in the larger kitchenettes. Work will need to be carried out to make the other kitchenettes as accessible as possible for individuals with physical and other access needs within the space available.

The analysis that has taken place as part of this assessment has been designed to ensure that the council pays due regard to the Public Sector Equality Duty, Equality Act 2010.

Assessment Findings

The initial briefing session found that there may be access implications for individuals with disabilities or for those with mobility issues in some of the kitchenettes. This is to be further investigated in Stage 2 – Scoping and Screening. There were no other specific concerns raised for other protected characteristics groups at this stage.

A comprehensive consultation period was carried out with officers and members (via Group Leaders) from 26 March until 4 May 2012.

The results of the consultation were analysed and fed back to SMT and all staff and members and the decision was taken to proceed with the project. No particular equalities issues were raised.
Equality Impact Assessment

Stage 1

The feedback from the consultation process was used to support decisions on design, location and number of tea kitchens.

Justification

The introduction of kitchenettes has a direct impact on people and will require a more detailed assessment at Stage 2 Scoping and Screening.
Equality Impact Assessment

Stage 6

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Assessment

This assessment considers the impact of the introduction of kitchenettes for staff members to use for refreshments, storing and heating food. It assesses whether there is a differential impact of the proposed move to kitchenettes on users from the protected characteristics groups (as outlined in the Equality Act 2010) and looks at ways of mitigating any adverse effects that are identified.

The proposed work includes the identification of space, the design, installation and equipping of seven tea kitchens on the BDBC Campus, recognising the space limitations and financial challenges.

An initial meeting was held with Strategic Contracts Manager, Facilities Manager, Principal Property Investment Surveyor, Policy Officer on 8 November 2012.

As a result of the EIA, it has been proposed to install drop counters in the larger kitchenettes. Work will need to be carried out to make the other kitchenettes as accessible as possible for individuals with physical and other access needs within the space available. Reviews concerning physical access should be carried out on a regular basis specifically to meet individual needs.

The information from this assessment will be included in the decision-making process of the installation of the kitchenettes.

The analysis that has taken place as part of this assessment has been designed to ensure that the council pays due regard to the Public Sector Equality Duty, Equality Act 2010.

The Customer/Customer Group

Staff, councillors, volunteers, contractors and visitors

Consultation and Research

A comprehensive consultation period was carried out with officers and members (via Group Leaders) from 26th March until 4th May 2012.
Equality Impact Assessment

Stage 6

The results of the consultation were analysed and fed back to SMT and all staff and members and the decision was taken to proceed with the project. No particular equalities issues were raised.

The feedback from the consultation process was used to support decisions on design, location and number of tea kitchens.

Assessment Findings

It was noted that the kitchenettes would generally have a positive impact on all users, who would be able to have more options in terms of the drinks available. Staff would be able to bring food from home, store and reheat.

With regards to potential negative impacts of the kitchenettes, although the staff survey did not raise any specific concerns in terms of accessibility of the kitchenettes, it was noted that there is a need to consider the physical accessibility of the smaller kitchenettes. Proposals for action are outlined below.

Where particular access needs had been identified, these were discussed on an individual requirement basis so that appropriate reasonable adjustments could be made.

Recommendations

Recommendations are:-

- To install ‘drop counters’ in the larger tea kitchens.
- To carry out further work to make the kitchenettes as accessible as physically possible in the space available.
- To carry out reviews concerning physical access on a regular basis specifically to meet individual needs - managers to advise Facilities Manager regarding staff needs when they arise. To organise alternative arrangements where necessary to accommodate individuals’ needs.
- To continually review use and suggestions put forward by kitchenette users to ensure continuous improvement.