

Equality & Human Rights Impact Assessment (EHRIA)

This Equality and Human Rights Impact Assessment (EHRIA) will enable you to assess the **new, proposed or significantly changed** policy/ practice/ procedure/ function/ service** for equality and human rights implications.

Undertaking this assessment will help you to identify whether or not this policy/ practice/ procedure/ function/ service** may have an adverse impact on a particular community or group of people. It will ultimately ensure that, as an Authority, we do not discriminate and we are able to promote equality, diversity and human rights.

Please refer to the EHRIA [guidance](#) before completing this form. If you need any further information about undertaking and completing the assessment, contact your [Departmental Equalities Group](#) or equality@leics.gov.uk

***Please note: The term 'policy' will be used throughout this assessment as shorthand for policy, practice, procedure, function or service.*

Key Details	
Name of policy being assessed:	Loughborough Localities Project within Ways of Working Programme Version 1 -further updates to submitted.
Department and section:	Care Pathways A & C Direct Services A & C C & W Libraries A & C Adult Learning (A & C) Business Support A & C CFS Locality North CFS Business Support
Name of lead officer/ job title and others completing this assessment:	Ros Speight A&C Head of Service Support Services Lindsey Kirby C&FS Head of Business Services
Contact telephone numbers:	0116 3057534 0116 3055976
Name of officer/s responsible for implementing this policy:	Loughborough Localities Steering Group (Ways of Programme)
Date EHRIA assessment started:	04/03/2021
Date EHRIA assessment completed:	09/04/2021 V1

Section 1: Defining the policy

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You should begin this assessment by defining and outlining the scope of the policy. You should consider the impact or likely impact of the policy in relation to all areas of equality, diversity and human rights as outlined in Leicestershire County Council's [Equality Strategy](#).

1	<p>What is new or changed in the policy? <i>What has changed and why?</i></p> <p>The future of Pennine House has for some time been considered as an opportunity for savings, as the building has not been fit for purpose; in 2019 CMT made the decision that the lease would be terminated, and the building returned to the landlord. The changes in working patterns in response to COVID-19, with many more staff working from home, has made the need to consider the most efficient use of our buildings all the more urgent.</p> <p>These changes are the first in a series of initiatives being delivered under the Council's emerging Ways of Working Programme aimed at future-proofing our future office model and wider property estate. This work encompasses engagement with departments about their workspace requirements and their service planning, some of which may be delivered in a different fashion in the future.</p> <p>As Pennine House is not owned by the council it would not be possible to make it fit our requirements for the future, so it has been agreed to hand back Pennine House the landlord from October 2021. In order to complete this handover to timescale, the building will be vacated from June 2021. This will result in the relocation of staff and services within the Loughborough locality.</p> <p>As stated above the Loughborough Localities project is part of the wider Ways of Working Programme. In addition to workspaces other workstreams (including ICT/Technology and People Services) are in place to support colleagues with access to the right tools, technology and support to adapt to new ways of working.</p> <p>This initial EHRIA is focussed on the staff impacted by the above. Further EHRIA assessments will be updated in relation to wider public/service users as these changes develop.</p>
2	<p>Does this relate to any other policy within your department, the Council or with other partner organisations? <i>If yes, please reference the relevant policy or EHRIA. If unknown, further investigation may be required.</i></p> <p>As mentioned above the changes in the Loughborough Localities are within a wider Programme called Ways of Working, previously known as the Workplace Programme. This programme is currently being rescoped in light of the impact of Covid 19 and the existing EHRIA in place for the Workplaces Programme is under review EHRIA - workplace strategy draft v1.0</p> <p>The Ways of Working Programme is aligned to a number of existing and emerging strategies within the Council including:</p> <p>Environmental Strategy (2019) - On the 15th May 2019, LCC declared a climate emergency and a number of associated commitments. The Ways of Working</p>

	<p>Programme offers an opportunity to contribute to this carbon reduction agenda including:</p> <ul style="list-style-type: none"> • Introducing smarter working to reduce both our travel and carbon footprint. • Encouraging staff to find greener ways of working. • Reducing waste, energy and water usage -e.g. reduced printing. • Promoting staff understanding as to how the workplace culture can contribute to achievement of our environmental commitment. <p>Wellbeing Strategy (2018-2023) - Leicestershire County Council is committed to creating a working environment which is both safe and fosters the best possible health and wellbeing for all our employees. Our goal is to become a work place where employees are encouraged and enabled to make healthy lifestyle choices to improve their wellbeing both inside and outside of work.</p> <p>People Strategy – Support for Key Priorities including</p> <ul style="list-style-type: none"> • Supporting employee wellbeing and managing attendance. • Improving recruitment and retention. • Developing our leadership and management capabilities. • Implementing a strong people performance management culture. • Supporting the implementation of new ways of working. <p>Digital Strategy Support for Key Priorities</p> <ul style="list-style-type: none"> • Growing our digital skills. • Enabling technology to provide a reliant and resilient infrastructure which supports organisational development. <p>It is recognised that the Loughborough Locality is the first in a series of initiatives and that further service specific EHRIAs will be required in the future.</p>
3	<p>Who are the people/ groups (target groups) affected and what is the intended change or outcome for them?</p> <p><u>Care Pathway A & C</u></p> <ul style="list-style-type: none"> • All staff currently working in the Charnwood Older Adults Team, the WAA Disability Team, the WAA Mental Health Team, OT and in the Domicillary Review Team • The numbers of staff involved are OA 18, WAA MH 13, WAA D 13, OT 4, Dom Review 24 • This will involve a change of office base for all staff listed <p><u>Direct Services A & C</u> All staff working from the Albert St/Victoria Day Centre building. There are 3 staff that would be affected.</p> <p><u>C & W Libraries A & C</u></p> <ul style="list-style-type: none"> • Currently only staff affected – potential impact on customers as the project moves forward • Partners i.e. Health and Wellbeing organisations who use the library site. <p><u>Adult Learning A & C</u></p> <ul style="list-style-type: none"> • Currently only staff affected - potential impact on learners as the project moves forward <p><u>Business Support A & C</u></p> <ul style="list-style-type: none"> • Staff will be affected

	<ul style="list-style-type: none">• Potential impact on service users (11) who collect cash from Pennine. A separate EHRIA is being produced and a pilot instituted to provide alternate access to their funds. <p><u>CFS Locality North</u></p> <ul style="list-style-type: none">• CFS Social Care Locality North team have 47 staff members who will be affected by a change of base.• Car parking reimbursements will no longer be available to claim for staff working from their main base. <p><u>CFS Business Support</u></p> <ul style="list-style-type: none">• Business Support have 6 staff members who will be affected by a change of base.• Service users will not be able to collect money from the new base and will have to collect from a local children's centre that is a 15-minute walk away.																
4	<p>Will the policy meet the Equality Act 2010 requirements to have due regard to the need to meet any of the following aspects? (Please tick and explain how)</p> <table><tr><th></th><th>Yes</th><th>No</th><th>How?</th></tr><tr><td>Eliminate unlawful discrimination, harassment and victimisation</td><td>x</td><td></td><td>This is not the prime objective of the programme; however, it will focus on providing individuals with different ways of working and encompass the full range of need.</td></tr><tr><td>Advance equality of opportunity between different groups</td><td>x</td><td></td><td>This is not the prime objective of the programme, however it is personalised and designed to meet individual needs, available to all regardless of any protected characteristics.</td></tr><tr><td>Foster good relations between different groups</td><td>x</td><td></td><td>This is not the prime objective of the programme; however, it aims to support people within their work and promote collaboration between colleagues and customers.</td></tr></table>		Yes	No	How?	Eliminate unlawful discrimination, harassment and victimisation	x		This is not the prime objective of the programme; however, it will focus on providing individuals with different ways of working and encompass the full range of need.	Advance equality of opportunity between different groups	x		This is not the prime objective of the programme, however it is personalised and designed to meet individual needs, available to all regardless of any protected characteristics.	Foster good relations between different groups	x		This is not the prime objective of the programme; however, it aims to support people within their work and promote collaboration between colleagues and customers.
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Section 2: Equality and Human Rights Impact Assessment (EHRIA) Screening

Section 2: Equality and Human Rights Impact Assessment Screening

The purpose of this section of the assessment is to help you decide if a full EHRIA is required.

If you have already identified that a full EHRIA is needed for a policy/ practice/ procedure/ function/ service, either via service planning processes or other means, then please go straight to Section 3 on Page 7 of this document.

Section 2 A: Research and Consultation			
		Yes	No*
5	Have the target groups been consulted about the following?		
	a) their current needs and aspirations and what is important to them;	X	
	b) any potential impact of this change on them (positive and negative, intended and unintended);	X	
	c) potential barriers they may face	X	
6	If the target groups have not been consulted directly, have representatives been consulted or research explored (e.g. Equality Mapping)?	X	
7	Have other stakeholder groups/ secondary groups (e.g. carers of service users) been explored in terms of potential unintended impacts?	X	
*If you answered 'no' to the questions above, please use the space below to outline either what consultation you are planning to undertake or why you do not consider it to be necessary.			
8	<p>Direct Services – Meetings/discussions via phone (covid 19) were held with individual staff regarding this change. Staff understood the change and were supportive of the move.</p> <p>Library and Learners - This response is based on the impact on staffing teams and a further screening form would need to be completed should there be a potential impact on customers. Learning and Library Customers have not been informed at this stage.</p> <p>Care Pathways - No discussions have taken place with service users or carers who may need to access the building. Plan is to formally consult with staff.</p> <p>A & C Business Support - A&C are meeting with all affected staff w/c 22/3 to progress discussions regarding the move. Unions have been informed and will be involved in the meetings. The Consultation will allow further discussion to include points 5-7 above. This will also allow monitoring of impact and facilitate discuss either through consultation and associated meetings with staff teams.</p>		

	Service users have not been informed at this stage. NB C&FS have consulted with staff affected.
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Section 2 B: Monitoring Impact			
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9	Are there systems set up to: a) monitor impact (positive and negative, intended and unintended) for different groups b) enable open feedback and suggestions from different communities	Yes	No
		X	
		X	

Note: If no to Question 9, you will need to ensure that monitoring systems are established to check for impact on the protected characteristics.

Section 2 C: Potential Impact			
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10	Use the table below to specify if any individuals or community groups who identify with any of the ' protected characteristics ' may potentially be affected by the policy and describe any positive and negative impacts, including any barriers.			
		Yes	No	Comments
	Age		X	
	Disability	X		<u>Direct Services/LALs and Libraries</u> Parking could be an issue - spaces for staff with disabilities would need to be allocated <u>Care Pathway</u> Need to ensure parking available for those staff with mobility needs. Need to consider how specific equipment for staff can be stored and utilised Need to consider how staff who have mental health well-being needs and therefore in the office can have sufficient desk space <u>A & C Bus Support</u> The mezzanine is not accessible to w/c users and those with mobility issues. People who access the site to collect cash will have to access

				their money in a different way in the future <u>CFS Staff</u> Will have access to disabled parking on the Albert/Victoria site which is a positive change for the service. <u>Direct Services</u> Need for appropriate IT equipment and desk adjustments
	Gender Reassignment		X	
	Marriage and Civil Partnership		X	
	Pregnancy and Maternity		X	
	Race		X	
	Religion or Belief		X	
	Sex	X		Predominantly female staff in A & C Business Support
	Sexual Orientation		X	
	Other groups e.g. rural isolation, deprivation, health inequality, carers, asylum seeker and refugee communities, looked after children, deprived or disadvantaged communities		X	
	Community Cohesion		X	
11	Are the human rights of individuals potentially affected by this proposal? Could there be an impact on human rights for any of the protected characteristics? (Please tick) Explain why you consider that any particular article in the Human Rights Act may apply to the policy/ practice/ function or procedure and how the human rights of individuals are likely to be affected below: [NB: include positive and negative impacts as well as barriers in benefiting from the above proposal]			
		Yes	No	Comments

Part 1: The Convention- Rights and Freedoms				
Article 2: Right to life			X	
Article 3: Right not to be tortured or treated in an inhuman or degrading way			X	
Article 4: Right not to be subjected to slavery/ forced labour			X	
Article 5: Right to liberty and security			X	
Article 6: Right to a fair trial			X	
Article 7: No punishment without law			X	
Article 8: Right to respect for private and family life			X	Staff can work more flexibly and thereby better manage work life balance
Article 9: Right to freedom of thought, conscience and religion			X	
Article 10: Right to freedom of expression			X	
Article 11: Right to freedom of assembly and association			X	
Article 12: Right to marry			X	
Article 14: Right not to be discriminated against			X	
Part 2: The First Protocol				
Article 1: Protection of property/ peaceful enjoyment			X	
Article 2: Right to education			x	
Article 3: Right to free elections			x	
Section 2 D: Decision				
12	Is there evidence or any other reason to suggest that: a) the policy could have a different affect or adverse impact on any section of the community; b) any section of the community may face barriers in benefiting from the proposal	Yes	No	Unknown
		X (A&C Direct Services) Will cover payments to service users in further EHRIA	X CFS	
			X CFS	

	<p>Based on the answers to the questions above, what is the likely impact of the policy</p> <p>A&C Direct Services – A Community Life Choices (day services) operate from Albert St/Victoria Day Centre at current. These services will be relocated to Carnegie/Loughborough Library moving forward. Carnegie is currently used for CLC services and has all the relevant adaptations and specialist equipment to cater for the needs of all service users; extra space has been secured temporarily to accommodate this change. It is envisaged that despite the short travel distance between the 2 sites; there should be minimum impact otherwise.</p>			
13	<p>No Impact</p> <p><input type="checkbox"/></p>	<p>Positive Impact</p> <p><input type="checkbox"/></p>	<p>Neutral Impact</p> <p><input checked="" type="checkbox"/></p>	<p>Negative Impact or Impact Unknown</p> <p><input type="checkbox"/></p>
<p>Note: If the decision is 'Negative Impact' or 'Impact Not Known', an EHRIA Report is required.</p>				
14	<p>Is an EHRIA report required?</p>		<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> No</p>

Section 2: Completion of EHRIA Screening

Upon completion of the screening section of this assessment, you should have identified whether an EHRIA Report is required for further investigation of the impacts of this policy.

Option 1: If you identified that an EHRIA Report **is required**, continue to Section 3 on Page 7 of this document.

Option 2: If there are no equality, diversity or human rights impacts identified and an EHRIA report **is not required**, continue to Section 4 on Page 14 of this document.

Section 3: Equality and Human Rights Impact Assessment (EHRIA) Report

Section 3: Equality and Human Rights Impact Assessment Report

This part of the assessment will help you to think **thoroughly** about the impact of the policy and to critically examine whether it is **likely** to have a positive or negative impact on different groups within our diverse communities. It should also identify any barriers that may adversely affect under-represented communities or groups that may be disadvantaged by the way in which we carry out our business.

Using the information gathered either within the EHRIA Screening or independently of this process, this EHRIA Report should be used to consider the impact or likely impact of the policy in relation to all areas of equality, diversity and human rights as outlined in Leicestershire County Council's Equality Strategy.

Section 3 A: Research and Consultation

When considering the target groups, it is important to think about whether new data needs to be collected or whether there is any existing research that can be utilised.

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| 15. | Based on the gaps identified either in the EHRIA Screening or independently of this process, how have you now explored the following and what does this information/ data tell you about each of the diverse groups? |
| | <ul style="list-style-type: none"> a) current needs and aspirations and what is important to individuals and community groups (including human rights); b) likely impacts (positive and negative, intended and unintended) to individuals and community groups (including human rights); c) likely barriers that individuals and community groups may face (including human rights) |

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| 16. | Is any further research, data collection or evidence required to fill any gaps in your understanding of the potential or known effects of the policy on target groups? |
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When considering who is affected by this proposed policy, it is important to think about consulting with and involving a range of service users, staff or other stakeholders who may be affected as part of the proposal.

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| 17. | Based on the gaps identified either in the EHRIA Screening or independently of this process, how have you further consulted with those affected on the likely impact and what does this consultation tell you about each of the diverse groups? |
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| 18. | Is any further consultation required to fill any gaps in your understanding of the potential or known effects of the policy on target groups? |
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Section 3

B: Recognised Impact

19.	Based on any evidence and findings, use the table below to specify if any individuals or community groups who identify with any 'protected characteristics' are likely to be affected by this policy. Describe any positive and negative impacts, including what barriers these individuals or groups may face.	
		Comments
	Age	
	Disability	
	Gender Reassignment	
	Marriage and Civil Partnership	
	Pregnancy and Maternity	
	Race	
	Religion or Belief	
	Sex	
	Sexual Orientation	
	Other groups e.g. rural isolation, deprivation, health inequality, carers, asylum seeker and refugee communities, looked after children, deprived or disadvantaged communities	
	Community Cohesion	

20.	Based on any evidence and findings, use the table below to specify if any particular Articles in the Human Rights Act are likely to apply to the policy. Are the human rights of any individuals or community groups affected by this proposal? Is there an impact on human rights for any of the protected characteristics?	
		Comments
	Part 1: The Convention- Rights and Freedoms	
	Article 2: Right to life	
	Article 3: Right not to be tortured or treated in an inhuman or degrading way	
	Article 4: Right not to be subjected to slavery/ forced labour	

	Article 5: Right to liberty and security	
	Article 6: Right to a fair trial	
	Article 7: No punishment without law	
	Article 8: Right to respect for private and family life	
	Article 9: Right to freedom of thought, conscience and religion	
	Article 10: Right to freedom of expression	
	Article 11: Right to freedom of assembly and association	
	Article 12: Right to marry	
	Article 14: Right not to be discriminated against	
	Part 2: The First Protocol	
	Article 1: Protection of property/ peaceful enjoyment	
	Article 2: Right to education	
	Article 3: Right to free elections	

Section 3	
C: Mitigating and Assessing the Impact	
Taking into account the research, data, consultation and information you have reviewed and/ or carried out as part of this EHRIA, it is now essential to assess the impact of the policy.	
21.	If you consider there to be actual or potential adverse impact or discrimination, please outline this below. State whether it is justifiable or legitimate and give reasons.
<p>NB:</p> <ul style="list-style-type: none"> i. If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately. ii. If you have identified adverse impact or discrimination that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people. 	
22.	<p>Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.</p> <ul style="list-style-type: none"> a) include any relevant research and consultation findings which highlight the best way in which to minimise negative impact or discrimination b) consider what barriers you can remove, whether reasonable adjustments may be necessary and how any unmet needs that you have identified can be addressed

	c) if you are not addressing any negative impacts (including human rights) or potential barriers identified for a particular group, please explain why
Section 3 D: Making a decision	
23.	Summarise your findings and give an overview as to whether the policy will meet Leicestershire County Council's responsibilities in relation to equality, diversity, community cohesion and human rights.

Section 3 E: Monitoring, evaluation & review of the policy	
24.	Are there processes in place to review the findings of this EHRIA and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact
25.	How will the recommendations of this assessment be built into wider planning and review processes? <i>e.g. policy reviews, annual plans and use of performance management systems</i>

Section 3:
F: Equality and human rights improvement plan

Please list all the equality objectives, actions and targets that result from the Equality and Human Rights Impact Assessment (EHRIA) (continue on separate sheets as necessary). These now need to be included in the relevant service plan for mainstreaming and performance management purposes.

Equality Objective	Action	Target	Officer Responsible	By when

Section 4: Sign off and scrutiny

Upon completion, the Lead Officer completing this assessment is required to sign the document in the section below.

It is required that this Equality and Human Rights Impact Assessment (EHRIA) is scrutinised by your Departmental Equalities Group and signed off by the Chair of the Group.

Once scrutiny and sign off has taken place, a depersonalised version of this EHRIA should be published on Leicestershire County Council's website. Please send a copy of this form to the Digital Services Team via web@leics.gov.uk for publishing.

Section 4 A: Sign Off and Scrutiny

Confirm, as appropriate, which elements of the EHRIA have been completed and are required for sign off and scrutiny.

Equality and Human Rights Assessment Screening

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Equality and Human Rights Assessment Report

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1st Authorised Signature (EHRIA Lead Officer):

A&C: Heather Pick (Assistant Director)

Date: 7 April 2021

C&FS: Sharon Cooke (Assistant Director)

Date:

2nd Authorised Signature (DEG Chair A&C):



..... (Nigel Thomas)

Date:18 May 2021.....

2nd Authorised Signature (DEG Chair C&FS):

Date: