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:	Melton Parkside Localities Project within Ways of Working Programme
Department and section:	Care Pathways A & C Business Support A & C C & W Libraries A & C Adult Learning A & C
Name of lead officer/ job title and others completing this assessment:	Caroline Harrhy A&C – Business Support Manager
Contact telephone numbers:	0116 3057255
Name of officer/s responsible for implementing this policy:	Melton Parkside Localities Steering Group (Ways of Programme)
Date EHRIA assessment started:	September 2021
Date EHRIA assessment completed:	22nd October 2021 V1

Section 1: Defining the policy

Section 1: Defining the policy
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	What is new or changed in the policy? *What has changed and why?*
	The Ways of Working programme have been reviewing leasing arrangements with other organisations/partners. 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.
	As part of this work a decision was made by CMT that we would service notice to Melton Borough Council informing them that we will withdraw from space we currently occupy in the Parkside building.
	This notice has been served and we are due to leave the building in December 2021.
	This work is part of 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.
	This will result in the relocation of staff from Melton Parkside, staff will have a contractual base of either County Hall or Bassett Street, however it is expected they will utilise the touchdown being created in Melton Library if they need to attend an office base in the Melton locality. This follows the same principles that were implemented when Pennine House in Loughborough closed earlier this year.
	It also aligns to the principles of the Ways of Working programme in giving staff the choice of where they work, increasing productivity whilst being mindful of the financial constraints being faced by the Authority.
	This initial EHRIA is focussed on the staff impacted by the above.
2	Does this relate to any other policy within your department, the Council or with other partner organisations? *If yes, please reference the relevant policy or EHRIA. If unknown, further investigation may be required.*

As mentioned above the changes in the Melton 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

The Ways of Working Programme is aligned to a number of existing and emerging strategies within the Council including:

Environmental Strategy (2019) - On the 15th May 2019, LCC declared a climate emergency and a number of associated commitments. The Ways of Working Programme offers an opportunity to contribute to this carbon reduction agenda including:

- 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.

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 workplace where employees are encouraged and enabled to make healthy lifestyle choices to improve their wellbeing both inside and outside of work.

People Strategy – Support for Key Priorities including

- 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.

Digital Strategy Support for Key Priorities

- Growing our digital skills.
- Enabling technology to provide a reliant and resilient infrastructure which supports organisational development.

This is the second in a series of initiatives and it is recognised that further service specific EHRIA's may be needed.

3	Who are the people/ groups (target groups) affected and what is the intended change or outcome for them?

Care Pathway A & C

- All staff currently working in the Melton Older Adults Team, the WAA Disability Team, the WAA Mental Health Team, OT and in the Domiciliary Review Team
- The numbers of staff involved are OA -18, WAA MH - 4, WAA D - 6, OT - 5, Section 117 - 1
- This will involve a change of office base for all staff listed

		Business Support A & C • 2 Staff will be affected • This will involve a change of office base for all staff listed C & W Libraries A & C • 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. • This will not involve a change of office base Adult Learning A & C • Currently only staff affected - potential impact on learners as the project moves forward • This will not involve a change of office base Note: Libraries and Adult Learning staff are not changing base, they will share their base with the staff using the touchdown which is being created for A&C staff.

4	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)**

	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.

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)?	N/A	
7	Have other stakeholder groups/ secondary groups (e.g. carers of service users) been explored in terms of potential unintended impacts?	X	
8	*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.		

Section 2
B: Monitoring Impact

		Yes	No
9	Are there systems set up to:		
	a) monitor impact (positive and negative, intended and unintended) for different groups.	X	
	b) enable open feedback and suggestions from different communities	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

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		Although contractual bases are changing, Staff will have more flexibility in their physical working location which offers more opportunity regarding perception of accessibly of location for staff with protected characteristics – this could apply to all characteristics Touchdown space at Library is on the ground floor which has a ramped access. Work is underway to ensure access drinking water is accessible for all, this will be completed in time for the move. Disabled toilets are in the immediate vicinity. All this will make the space more accessible than Parkside as the office was on the 2nd floor.
	Gender Reassignment		X	
	Marriage and Civil Partnership		X	
	Pregnancy and Maternity		X	
	Race		X	
	Religion or Belief		X	
	Sex		X	
	Sexual Orientation		X	
	Other groups e.g. rural isolation, deprivation, health		X	

		Yes	No	Comments
	inequality, carers, asylum seeker and refugee communities, looked after children, deprived or disadvantaged communities			
	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. They also have greater choice of where they work
	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:	**Yes**	**No**	**Unknown**
	a) the policy could have a different affect or adverse impact on any section of the community.		X	
	b) any section of the community may face barriers in benefiting from the proposal		X	

Based on the answers to the questions above, what is the likely impact of the policy

13	No Impact	**Positive Impact**	**Neutral Impact**	Negative Impact or Impact Unknown
	☐	☐	☒ X	☐

Note: If the decision is 'Negative Impact' or 'Impact Not Known', an EHRIA Report is required.

14	Is an EHRIA report required?	☐	No

Section 2: Completion of EHRIA Screening

Upon completion of the screening section of this assessment, you should have identified whether an EHRIA Report is requried 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 <u>no</u> 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.

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?
	
	    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)

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?
	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.
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?

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?	

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.

NB: 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.	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.
	
	     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? *e.g. policy reviews, annual plans and use of performance management systems*

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 ☒ X

Equality and Human Rights Assessment Report ☐

1st Authorised Signature (EHRIA Lead Officer):

A&C Heather Pick Assistant Director …………………………………………………

Date: ………………………….

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

(Nigel Thomas)

Date: 27/10/21