

<b>SCOTTISH ENVIRONMENT PROTECTION AGENCY</b>	<b>Ref: EqIA-027</b>
<b>Equality and Diversity Equality and Human Rights Impact Assessment Form (EqIA)</b>	<b>Page No: 1 of 9</b>
	<b>Issue No: 2</b>
	<b>Issue Date 31/07/2014</b>
	<b>Originator: Joan Robertson</b>
	<b>Authoriser: Carol Johnston, Head of Employee Development and Safety</b>

## **Scottish Environment Protection Agency**

Equality and Human Rights Impact Assessment (EqIA)  
East Estates Project Glenrothes

Policy Name	East of Scotland Estates
Policy Author	L Mcl
Date Written/Reviewed	23 May 2016
Impact Screening Undertaken by	L Mcl
EqIA carried out by	J R and L Mcl Date: 26/05/16
EqIA authorised by	S.McG.
Date Authorised	26/05/16

## Introduction

An Equality and Human Rights Impact Assessment (EqIA) identifies whether any policy, practise or activity has any disproportionate impact on any individual or group of people with a protected characteristic as determined by the Equality Act 2010.

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 requires that all new and revised policies undergo a screening for impact. Where impact is identified, a full EqIA is undertaken.

This form has five parts;

- Part 1 provides general information about the policy, the owner and its purpose and is self-explanatory.
- Part 2 is a screening process to identify whether there is impact. If impact is identified, Part 3 must be completed.
- Part 3 is a full EqIA, where evidence is captured.
- Part 4 captures what will be monitored to ensure impact is either reduced, negated or remains constant and
- Part 5 is the approval section.

The Guidance Document should be read in conjunction with this form.

**ON COMPLETION** please indicate if this is a screening document only or full EqIA;

<b>Screening only</b>	N	<b>Full Assessment</b>	Y
-----------------------	---	------------------------	---

**Scottish Environment Protection Agency Equality Impact assessment**

**PART 1**

**About the Policy/Activity**

<b>Portfolio/Function developing/reviewing policy or activity</b>	Project Management Office
<b>Title of policy/activity</b>	East of Scotland Estates Project – Business Case Glenrothes
<b>Date EqIA Screening Commenced</b>	May 2016

<b>Briefly describe the aims, objectives and purpose of the policy/activity</b>	<p>Reduce the cost of running its estate so as to maximise the funds available to invest in its core purpose of protecting and improving Scotland's environment. There is a need to provide the best possible working environment for our staff which is safe, pleasant and allows them to be productive. At the same time, we need to retain sufficient flexibility to adapt to meet future needs with minimum impact and cost. The project aligns with the estates objectives:</p> <ul style="list-style-type: none"> <li>• To support and enable the continued delivery of high quality public services across Scotland</li> <li>• To provide a pleasant and flexible working environment for our staff</li> <li>• To maximise the efficient use of our resources</li> <li>• To reduce our impact on the environment</li> </ul>
<b>What are the intended consequences of the policy/activity?</b>	<p>The project will deliver changes to our estate provision in the East which will provide a designed modern fit for purpose work environment which is fitted out ready for staff to transfer into and suitable for visitor access. The project covers: documenting the business case; securing the property arrangements; design and fit of the accommodation; staff transfer and migration arrangements as well as the changes to bring about new ways of working.</p>

<b>Does this policy/activity link with any other? If Yes, please list.</b>	Estates Strategy
<b>Who are the main stakeholders in relation to the policy/activity?</b>	17 Staff impacted by the change, managers across the agency, AMT, SEPA Board, Scottish Government and customer groups.
<b>Who implements and who is responsible for the policy/activity?</b>	East of Scotland Project Control Board and Project team. Implementation will be by managers across the agency.

## Part 2

### Initial Screening for Relevance

This section is designed to determine the relevance of the policy/activity to equality.

- This section also fulfils the duty to consider any impact in relation to Human Rights.
- Initial screening will determine whether there is impact and where none is found, set out any evidence/justification for that determination.

**Indicate in the table below whether policy/activity has any impact on the protected characteristics or is likely to influence SEPAs ability to comply with the general duty, which is to;**

- Eliminate discrimination, victimisation, harassment or other unlawful conduct that is prohibited under the Equality Act 2010 and/or;
- Advance equality of opportunity between people who share a characteristic and those who do not and/or;
- Foster good relations between people who share a relevant protected characteristic and those who do not.

<b>Please tick as appropriate</b>	<b>Actual/potential positive impact</b>	<b>Actual/potential negative impact</b>	<b>No Impact</b>	<b>Unknown</b>
Age				X
Disability		X		
Gender reassignment			X	
Marriage and civil partnership (relevant only to			X	

point a) above)				
Pregnancy and maternity		X		
Race			X	
Religion and belief				X
Sex (gender)		X		
Sexual Orientation			X	

**If you have answered 'no' for all of the above, what is your justification or evidence for that determination?**

The protected characteristics highlighted are not in any way impacted by the proposals.

**Indicate on the table below whether the policy/activity has any impact on the Human Rights Act 1998**

Please tick as appropriate	Positive Impact	Negative Impact	No Impact	Unknown
Article 6	X			
Article 8		X		
Article 14				X

**If you have answered 'no' for all of the above, what is your justification or evidence for that determination?**

**Concluding Part 2**

Has Relevance been Identified?	Please Tick	Next Steps
There is no relevance to Equality or the Human Rights Act 1998		<a href="#">Proceed to Part 4 Monitoring and Review</a>
There is relevance to some or all of the Equality characteristics and/or the Human Rights Act 1998	X	<a href="#">Proceed to Part 3 Impact Assessment</a>
It is unclear if there is relevance to some or all of the Equality characteristics and/or the Human Rights Act 1998		<a href="#">Proceed to Part 3 Impact Assessment</a>

**Part 3**

**Full Impact Assessment**

This section captures details of any impact relevant to the listed protected characteristics and to Human Rights. It should also show details of relevance, evidence gathered and used, suggestions as to steps that could be taken to negate or reduce impact and decisions taken relating to impact. This should be based on proportionality

<p><b>Age</b></p>	<p>The overall SEPA staff date at 31 March 2015 indicated the age breakdown of staff as follows:</p> <table border="1" data-bbox="518 696 965 1025"> <thead> <tr> <th>AGE</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>16 -24</td> <td>0.37%</td> </tr> <tr> <td>25-34</td> <td>17.60%</td> </tr> <tr> <td>35-44</td> <td>42.32%</td> </tr> <tr> <td>45-54</td> <td>27.72%</td> </tr> <tr> <td>55-64</td> <td>11.61%</td> </tr> <tr> <td>65 and over</td> <td>0.37%</td> </tr> <tr> <td></td> <td>100.00%</td> </tr> </tbody> </table> <p>It is recognised that any changes to locations and consolidation of locations has a stressful effect on people. From our internal absence management figures, there is an increasing number of absences related to psychological illness and the age groups mostly affected are the age bands from 35 to 54. There is potential that risk will increase due specifically to the uncertainty about the future. The organisation needs to be aware of this and provide support for staff through OH and other support services, such as counselling. The opportunity on a regular basis for staff to be fully briefed to the progress and direction should help to alleviate some of that stress. The project will provide regular communications: Newsletters will be provided every six weeks. mail box will be set up for staff to ask raise specific concerns. An early communication noted that the office would remain in Fife which may alleviate some of the anxiety.</p> <p>SEPA HR employment and absence data.</p>	AGE	Percentage	16 -24	0.37%	25-34	17.60%	35-44	42.32%	45-54	27.72%	55-64	11.61%	65 and over	0.37%		100.00%
AGE	Percentage																
16 -24	0.37%																
25-34	17.60%																
35-44	42.32%																
45-54	27.72%																
55-64	11.61%																
65 and over	0.37%																
	100.00%																
<p><b>Disability</b></p>	<p>The Equalities mainstream report, April 2015 states that there are 28 staff members who have a disability. This equates to 2.1%. The numbers of staff in Glenrothes are so few that the specifics have not been presented. Within Scotland 20% of the population are registered as Disabled (census data). It is not possible at this time to state the numbers of people who have reasonable adjustments in place in Glenrothes currently, however where an individual identifies a need for a reasonable adjustment, consideration will be given to the implementation of such an adjustment. Those who currently have an adjustment</p>																

	<p>will have that adjustment replicated at any alternative location. In addition to reasonable adjustments, any new premises should be subject to an access audit which will identify accessibility issues that should be addresses ahead of occupation. This ensures that the estate is fully accessible for both staff and service users alike.</p> <p>Scottish Census 2011 and SEPA</p>																
<b>Gender reassignment</b>	<p>There is no impact in the East Estate project linked to gender re-assignment.</p> <p><b>Evidence source:</b></p>																
<b>Marriage and Civil Partnership</b>	<p>There is no impact linked to marriage or civil partnership.</p> <p><b>Evidence source</b></p>																
<b>Pregnancy and maternity</b>	<p>Project is over a one year period (assuming acceptance of the business case), managers will ensure that any staff member of maternity or paternity leave are kept in touch with information on the project and invited to events as appropriate.</p>																
<b>Race</b>	<p>There is no impact in the East Estate project linked to race matters.</p> <p>Overall</p> <table border="1"> <tr> <td>White</td> <td>89.89%</td> </tr> <tr> <td>Ethnic Minority</td> <td>1.77%</td> </tr> <tr> <td>Unknown</td> <td>7.56%</td> </tr> <tr> <td>Other</td> <td>0.77%</td> </tr> </table> <p><b>In terms of Glenrothes</b></p> <table border="1"> <tr> <td>White</td> <td>86.72%</td> </tr> <tr> <td>Ethnic Minority</td> <td>1.56%</td> </tr> <tr> <td>Unknown</td> <td>8.59%</td> </tr> <tr> <td>Other</td> <td>3.13%</td> </tr> </table> <p><b>Evidence source: HR data</b></p>	White	89.89%	Ethnic Minority	1.77%	Unknown	7.56%	Other	0.77%	White	86.72%	Ethnic Minority	1.56%	Unknown	8.59%	Other	3.13%
White	89.89%																
Ethnic Minority	1.77%																
Unknown	7.56%																
Other	0.77%																
White	86.72%																
Ethnic Minority	1.56%																
Unknown	8.59%																
Other	3.13%																
<b>Religion and Belief</b>	<p>1.6% of the staff members affected in the East stated that they are Buddhists, Muslim or Sikh, 43% of affected staff members have not disclosed any information relating to their religion or belief.</p> <p>There will be areas within the buildings that can accommodate the requirements for quiet reflection and prayer. Our staff briefings and consultation dates will take account of key religious dates.</p> <p>SEPA Equality Mainstreaming and Outcome Progress Report 2015</p>																
<b>Sex (gender)</b>	<p>There is potential differential impact in relation to men and women with caring responsibilities. Most of SEPA staff work flexibly in a range of different ways, including part time, compressed hours and within a range of time periods. There are no details currently about which members of staff have that flexibility for the purposes of caring and our</p>																

	<p>assumption is that our flexible working arrangements are in place to support such need. The relocation of the Glenrothes Office may have implications for some in relation to additional travel time, changes to travel route or need to take public transport. The options presented in the business case are all within a couple of miles from existing office the impact is thought to be small. Nevertheless the change for some could impact on child and other caring duties. In general women are still considered the principal child carer in most households and, although SEPA have male staff members who share in childcare, the impact of consolidation of offices will be proportionally greater on women.</p> <p>Given the preferred option for the business case is to stay within the existing office or move to one very close by individual conversations with staff members are not deemed necessary before the final decision. Any concerns raised by staff given the change are thought to be able to be addressed through our flexible working arrangements.</p> <p>SEPA staff data.</p>
<p><b>Sexual Orientation</b></p>	<p>There are no implications of the project linked to sexual orientation.</p>
<p><b>Human Rights</b></p>	<p>In relation to the Human Rights Act 1998, there is a positive impact in relation to Article 6 because anyone facing potential displacement will be able to raise objections through the organisations grievance process. All existing Glenrothes staff will be accommodated within the one building. This means 17 people will be relocating to an office within a mile of existing office or stay within the existing office depending on preferred option. There is no foreseen reason for any staff to be displaced. This also means that in relation to Article 8, the sharing of personal data to identify staff with particular protected characteristics could have an impact. There is unlikely to be an impact related to a Right to Family life where displacement has significant implications on an individual's work life balance, as commuting time will at most be slightly different.</p> <p>It is unknown at this time whether there is likely to be implications related to Article 14 and wider discrimination, however given the proximity of options it is unlikely that there will be any increase in travel costs.</p> <p>SEPA needs to decide whether a small change merits paying disturbance payment.</p>

**Summary and Conclusion of Impact Assessment**

There is a need to balance potential impact against the need to find suitable premises that meets business requirements. The implementation of the Glenrothes Business Case is that there is likely to be a small impact in relation to age, disability pregnancy and maternity, religion and belief, gender and Human Rights. In the main the impact is negligible as the location is likely to be in same vicinity. It is important



that staff are kept up to date with decisions in order to alleviate uncertainty and unnecessary stress which can impact on health more widely. Detailed evidence from staff of individual circumstances can assist in identifying the issues in more detail. The mitigating activities identified in this assessment should be put in place at the earliest possible stage.

### Concluding Part 3

Impact Assessment	Please Tick	Next Steps
There is no relevance to Equality or the Human Rights Act 1998	<input type="checkbox"/>	<a href="#">Proceed to Part 4 Monitoring and Review</a>
There is relevance to some or all of the Equality characteristics and/or the Human Rights Act 1998	<input type="checkbox"/>	<a href="#">Proceed to Part 4 Monitoring and Review</a>

### Part 4

#### Monitoring and Review

The purpose of this section is to show how you will monitor the impact of the policy/activity.

- The reason for monitoring is to determine if the actual impact of the policy/activity is the same as the expected or intended.
- A statement on monitoring is required for all policy/activity regardless of whether there is any relevance to Equality or the Human Rights Act.

If you have provided evidence or justification for believing there is no relevance to Equality or the Human Rights Act in Part 2 Initial Screening or Part 3 Impact Assessment:

#### Q1 How do you intend to monitor and review the policy/activity?

The requirements and mitigating activities are built into specific deliverables within the project. The delivery of these will be monitored for effectiveness.

There will be some form of staff satisfaction survey regarding the project and changes to work location.

Our relocation policy and procedure does not require to be reviewed given the proximity of the new office.

The EQIA will be reviewed and updated as the project progresses to capture any changing impact on staff and any additional evidence that comes to the fore.

#### Q2 What will be monitored?

Feedback from previous staff moves.

Any changes to direction of the project will be monitored as too the evidence of impact on staff from staff 1:1s with managers, interviews and surveys from other moves.

The contractor needs to be compliant with building regulations in relation to disability access. The tender documentation will make sure the contractors comply with relevant legislation of relevance to EQIA Disability Discrimination Act (DDA) 1995. They will ensure the building fully complies with DDA in terms of meeting access requirements to our services and access to and around the building. An audit of the premises and certificate will confirm whether this has indeed been achieved.

Other accessibility and usability issues will be monitored through involvement of managers in the design and review after delivery. The specification for the building will include the other accessibility and usability requirements.

### **Q3 What is the frequency of monitoring?**

Monitoring will be carried out at key decision points, delivery of key products, where staff evidence has been gathered and after the move has taken place.

The project will review the lessons learnt and assess whether successful in terms of equality and take lessons forward to next project.

Once the project is complete and building handed over to the business the monitoring should continue through assessment of complaints, compliments and staff surveys.

### **Q4 How will monitoring information be used?**

Through our monitoring we will make use of the evidence gathered to make changes where appropriate or put in mitigating activities to reduce impacts. Our monitoring will also be used to assess compliance against specifications.

Also the results from staff consultation and any complaints/compliments and lessons learnt will be used in future projects.

## **Part 5**

### **Approval**

All screening documents and EqIA's must be submitted to the Equality mailbox for approval.

This Equality and Human Rights Impact Assessment was completed by:

<b>Name</b>	L Mcl
<b>Department/Function/Team</b>	PMO
<b>Date</b>	23/05/2016

This Equality and Human Rights Impact Assessment was approved by:

<b>Name and Designation</b>	S McG, Chief Officer Finance
<b>Date</b>	26/05/16

**ON COMPLETION** please indicate if this is a screening document only or full EqIA;

<b>Screening only</b>		<b>Full Assessment</b>	Y
-----------------------	--	------------------------	---

**THIS DOCUMENT IS UNCONTROLLED WHEN IN HARD COPY OR STORED IN ANY ELECTRONIC FORMAT OTHER THAN IN THE BUSINESS MANAGEMENT SYSTEM.**