

**Equality Impact Assessment (EIA) – Initial Screening**

*If you include anything on this form that requires protective marking, please annotate accordingly. Sensitive information will have to be removed prior to publication on the SCC website.*

The characteristics protected by the Equality Act are:

- |                            |                                   |                            |
|----------------------------|-----------------------------------|----------------------------|
| <b>Disability</b>          | <b>Age</b>                        | <b>Sex (gender)</b>        |
| <b>Gender reassignment</b> | <b>Marriage/civil partnership</b> | <b>Pregnancy/maternity</b> |
| <b>Race</b>                | <b>Sexual orientation</b>         | <b>Religion/belief</b>     |

*By law we must have due regard to the need to:*

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act*
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it*
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

In effect, this means that we need to ensure that our policies and services are fair, equitable and proportionate and where possible mitigate against any adverse impacts on people from the different protected characteristics.

In addition to the above protected characteristics you should consider the impact of living in a **rural area** as part of this assessment. Where people live is not a characteristic protected by law, but for an organisation such as Suffolk County Council it is good practice to consider carefully how location may affect people’s experience of a policy or service.

The Rural-Urban definition (DEFRA) introduced in 2004, defines the rurality of very small census based geographies. Census Output Areas forming settlements with populations of over 10,000 (which are urban), while the remainder are defined as one of three rural types: *town and fringe, village or hamlet and dispersed.*

<b>Details</b>	
<b>Service or policy title</b>	Transfer of Property Management “delivery function” to Vertas, a SCC wholly owned company
<b>Lead officer</b> <i>(responsible for the policy or service/function)</i>	Nadine Coleman
<b>Officers carrying out the screening</b> <i>(at least one must have done EIA training and recommended that an officer responsible for the policy or service/function is involved in the screening)</i>	Nadine Coleman
<b>Is this new or a revision?</b> <i>(If revision state when previous EIA undertaken)</i>	revision the previous EIA was submitted and reviewed on 23 <sup>rd</sup> February 2016
<b>Is this the first time this policy or function has been screened?</b> <i>(If not, indicate which iteration this is – 2, 3, etc.)</i>	yes
<b>Date of completing this EIA screening</b>	23/02/2016

**Description**

## Equality Impact Assessment (EIA) – Initial Screening

**What exactly is proposed?** *(Describe the service/policy and the changes that are being planned)*

Corporate Property have reviewed the two current teams and concluded that the current Property Management function should be TUPE transferred to Vertas, a SCC wholly owned company. The proposed changes would be TUPE Transfer of 38FTE staff that deliver Property Management “delivery function” services to SCC, Schools, Academies and others to Vertas, a SCC wholly owned company.

The report will be reviewed by Cabinet on 22<sup>nd</sup> March if cabinet members agree to the change a 30 day consultation period will begin on the 23<sup>rd</sup> March.

**1. Why?** *(Give reasons why these changes are being introduced)*

The Corporate Property Management teams daily function's include:

- Maintenance planned and repairs
- Utility coordination
- Soft and hard FM services
- Asbestos Management
- Rent and Service charge recovery
- QM ISO9001
- Contract Management
- Training for premises responsible persons for schools and corporate buildings.

The reasons for change include:

- Over the next 2-3 years there will be more Academy conversions, to ensure that the Property Management service is ‘bought back’ by schools the service needs to change and become more commercial.
- To be fit for the future:- a small strategic hub with the operational services outside of the Council,
- Financial constraints within the Council, which will be alleviated with a service being provided outside of the Council.
- Easier to do business with partners
- There is a market for this product within Suffolk and other Counties; there would be constraints on trading if the service remained in the Council.

The benefits to the change include improved property services through greater efficiency and effectiveness of the service and improved returns, through Vertas dividend, for SCC.

**What will the effect of the changes be?** *(Describe which people, communities, localities etc. will be affected by the changes)*

38FTE staff will transfer from the employment of SCC to Vertas, a SCC wholly owned company.

There are no other identified effects on the community or localities.

Currently there are 97% schools and 53% academies that are trading with SCC Property Management, we do not expect or anticipate any changes to the service being provided to them once transferred over to Vertas.

## Equality Impact Assessment (EIA) – Initial Screening

<p>Impact on SCC</p> <ul style="list-style-type: none"><li>• Meets the objectives of a small strategic hub within the Council</li><li>• Continuity of property management services and relationships</li><li>• Transparent costs and returns to SCC</li><li>• Use of existing Vertas overheads and support services</li><li>• Creates total FM provision for supplier</li><li>• Helpdesk rationalization and improvement</li><li>• Property expertise broadened</li><li>• SCC relationships across directorates maintained</li></ul> <p>Impact for Vertas</p> <ul style="list-style-type: none"><li>• Move from Soft FM to Total FM Provider</li><li>• New market presence</li><li>• Helpdesk rationalisation and improvement</li><li>• Property expertise broadened</li><li>• Health and Safety expertise enhanced</li><li>• ISO9001 QMS Accreditation</li><li>• Potential market growth builds on established services in Suffolk</li><li>• 49% Academy market in Suffolk</li><li>• 97% Maintained School market</li><li>• SCC relationships across directorate</li></ul>
<p><b>How will it be implemented?</b> (<i>Describe the decision making process, timescales, process for implementation</i>)</p> <p>Staff have been briefed on the potential changes and reasons for change. Cabinet will review the report on 22<sup>nd</sup> March 2016 If approved at Cabinet staff consultation will commence from 23<sup>rd</sup> March 2016 The HR process will commence and TUPE arrangements will be agreed with Vertas Transfer to Vertas 1<sup>st</sup> June 2016</p> <p>The effect on the staff will be limited as the relocation to Beacon House is located 3.2 miles from Endeavour House. The TUPE staff would be unable to access the SCC benefits scheme, such as discounted transport costs, however they are able to access the free shuttle bus from Ipswich station to Beacon House, car parking is also available at Beacon House for Vertas staff.</p>
<p><b>When is it due to start?</b> (<i>Planned start of new/revised policy/service</i>)</p> <p>1<sup>st</sup> June 2016</p>
<p><b>Any other relevant details</b></p>

<p><b>Data about the user population</b></p> <p><b>What is the demographic profile of the community you are serving?</b> (<i>A brief overview of quantitative data used and qualitative research undertaken, including customer surveys and focus groups, plus links to reports, local or national data that you have used</i>)</p>
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## Equality Impact Assessment (EIA) – Initial Screening

This does not apply to this EIA
<b>What is the profile of your service users by protected characteristics?</b> <i>(Where this data is available. If it is not currently available state any plans to collect this in future)</i>
This does not apply to this EIA

<b>Implications for communities and workforce</b>	
<b>Disability</b>	
<p>What is the impact on people with a disability (including children with additional needs) and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i></p>	<p>None: TUPE protects their terms and conditions of employ and so there will be no differential impact as a result of disability. Beacon House is DDA compliant and fully accessible and any necessary adjustments would be made for staff.</p> <p>Although staff Terms and Conditions will be protected - Staff will not have access to SCC benefits, such as subsidised public transport tickets and SCC staff benefit scheme etc. Staff will be able to access the free shuttle bus which leaves from Ipswich Rail station. However, Vertas is an established employer and supports flexible working.</p>
<p>How does it have a positive or negative impact?</p>	<p>Property Management will be moving in to large equal opportunity organisation located across the county with opportunities for development and a flexible working policy.</p> <p>There may be an increase in transport costs for some staff, if staff moves are required.</p>
<p>Do you expect the extent of the impact to be low, medium or high?</p>	<p>No Impact</p>
<p>What could be done to mitigate any adverse impact or further promote positive impact?</p>	<p>Encourage staff to work flexibly. Provide any specialist workstation equipment needed.</p>
<b>Age</b>	
<p>What is the impact on people of different ages and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i></p>	<p>None: TUPE protects their terms and conditions of employ and so there will be no differential impact as a result of age. Beacon House is DDA compliant and fully accessible and any necessary adjustments would be made for staff.</p>
<p>How does it have a positive or negative impact?</p>	<p>Staff will continue doing their roles. Property Management will be moving in to an equal opportunity organisation located across the county with opportunities for development and a flexible working policy.</p>

## Equality Impact Assessment (EIA) – Initial Screening

Do you expect the extent of the impact to be low, medium or high?	No Impact
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Sex (gender)</b>	
What is the impact on people of different genders and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	None: TUPE protects their terms and conditions of employ and so there will be no differential impact as a result of sex. Beacon House is DDA compliant and fully accessible and any necessary adjustments would be made for staff. Property Management has a 50% split of genders and expect this to remain the case
How does it have a positive or negative impact?	Property Management will be moving in to an equal opportunity organisation located across the county with opportunities for development and a flexible working policy.
Do you expect the extent of the impact to be low, medium or high?	No Impact
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Gender reassignment</b>	
What is the impact on people who have undergone gender reassignment (i.e. transgender people) and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	None: TUPE protects their terms and conditions of employ and no redundancies will be offered as part of the transfer.
How does it have a positive or negative impact?	Property Management will be moving in to an equal opportunity organisation located across the county with opportunities for development and a flexible working policy.
Do you expect the extent of the impact to be low, medium or high?	No Impact
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Marriage/civil partnership</b>	
What is the impact on people who are married or in a civil partnership and what evidence	None: TUPE protects their terms and conditions of employ and so there will be no differential impact as a result of Marriage or civil partnership. Beacon House is

### Equality Impact Assessment (EIA) – Initial Screening

do you have? <i>(If you do not believe there is any impact describe why not)</i>	DDA compliant and fully accessible and any necessary adjustments would be made for staff.
How does it have a positive or negative impact?	Property Management will be moving in to an equal opportunity organisation located across the county with opportunities for development and a flexible working policy.
Do you expect the extent of the impact to be low, medium or high?	No Impact
What could be done to mitigate any adverse impact or further promote positive impact?	n/a
<b>Pregnancy/maternity</b>	
What is the impact on people who are pregnant women or those with a young child and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	None: TUPE protects their terms and conditions of employ and so there will be no differential impact as a result of pregnancy or maternity. Beacon House is DDA compliant and fully accessible and any necessary adjustments would be made for staff.
How does it have a positive or negative impact?	Property Management will be moving in to an equal opportunity organisation located across the county with opportunities for development and a flexible working policy.
Do you expect the extent of the impact to be low, medium or high?	No Impact
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Race</b>	
What is the impact on people from different races or ethnic groups and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	None: TUPE protects their terms and conditions of employ and so there will be no differential impact as a result of race. Beacon House is DDA compliant and fully accessible and any necessary adjustments would be made for staff.
How does it have a positive or negative impact?	Property Management will be moving in to an equal opportunity organisation located across the county with opportunities for development and a flexible working policy.
Do you expect the extent of the impact to be low, medium or high?	No Impact
What could be done to mitigate any adverse impact or further promote positive	n/a

## Equality Impact Assessment (EIA) – Initial Screening

impact?	
<b>Sexual orientation</b>	
What is the impact on people according to their sexual orientation and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	None
How does it have a positive or negative impact?	Property Management will be moving in to an equal opportunity organisation located across the county with opportunities for development and a flexible working policy.
Do you expect the extent of the impact to be low, medium or high?	No Impact
What could be done to mitigate any adverse impact or further promote positive impact?	n/a
<b>Religion/belief</b>	
What is the impact on people according to their religion or belief and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	None: TUPE protects their terms and conditions of employ and so there will be no differential impact as a result of religion/belief. Beacon House is DDA compliant and fully accessible and any necessary adjustments would be made for staff.
How does it have a positive or negative impact?	Property Management will be moving in to an equal opportunity organisation located across the county with opportunities for development and a flexible working policy.
Do you expect the extent of the impact to be low, medium or high?	No Impact
What could be done to mitigate any adverse impact or further promote positive impact?	n/a

<b>Rurality</b>	
Where people live is not a characteristic protected by law: but for an organisation such as Suffolk County Council it is good practice to consider carefully how location may affect people's experience of a policy or service.	
What is the impact on people according to whether they live in an urban or rural environment and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	The staff base will be moving 3.2 miles to Beacon House. For those travelling from rural areas accessibility will be easier from main roads. The change will not make a difference to delivering services across the county.

### Equality Impact Assessment (EIA) – Initial Screening

How does it have a positive or negative impact?	Property Management will be moving in to an equal opportunity organisation located across the county with opportunities for development and a flexible working policy.
Do you expect the extent of the impact to be low, medium or high?	No Impact
What could be done to mitigate any adverse impact or further promote positive impact?	Flexible working arrangements

Recommendation to Policy Clearing House	
In your opinion, should a full Equality Impact Assessment be carried out for this policy or function?	No, a full equality impact assessment is not needed for this change.
Why?	This change is a TUPE arrangement, there shouldn't be a significant enough impact on the staff or services to warrant a full Equality Impact Assessment.
A full EIA involves consultation with all stakeholders: actual and potential service users, staff and management likely to be delivering the policy, partner agencies and Trade Unions. For guidance contact the Equalities Lead Adviser.	