

Surrey County Council Full Equality Impact Assessment



1. Context of the Service or Policy

Service or Policy being assessed: EPM – Disabled Access to SCC Premises

Assessor: Ian Cresswell

Date: 31 March 2008

What are the aims of the service or policy?

(NB this should set out the aims and objectives of the policy or service)

To ensure the County Council's operational portfolio is safe, accessible, and fit for purpose for people with a disability so that the premises comply with the provisions of the Disability Discrimination Act 1995. A programme of works is on-going making reasonable adjustments to premises to overcome physical barriers to access. If the whole building cannot be made accessible the policy is to ensure that at least the ground floor is accessible so that either a member of the public or staff has safe access or egress to either work or gain access to the service.

Who are the beneficiaries /users of this service or policy?

(NB this should address needs of client groups and a review of barriers to policy or services)

Front line services based in the building

SCC staff based in the building

SCC staff with a disability based in the building

Members of the public and specifically those with a disability

What is the existing situation in relation to minority and excluded groups in which this service/policy operates?

(NB this will require declaring what information is currently captured with respect to E&D Monitoring (all seven strands) of this service or policy. It is also important to show the relevance of capturing this data.)

The Council's performance against the policy is typically measured by its annual return against BVKPI 156. This indicator measures the number of premises classed as open to the public, as defined by the Audit Commission, in which all public areas are fully accessible. As at 31 December 2007 out of 128 buildings classed as open to the public 80 (62.5%) were fully accessible.

The return for 31 March 2008 is still being finalised but is expected to be at or very close to the target of 71%. The programme will continue in 08/09 and at the financial year-end the % is expected to increase to 78%. Because the indicator does not cover all operational premises a separate indicator is being developed to determine the % of premises in which the whole of the ground floor is fully accessible.

Please continue and attach a separate sheet if necessary

2. Is there potential for this service/policy to have a negative or differential impact on minority and excluded groups or on race relations and community cohesion?

Please complete the summary of negative impact identified by equality and diversity strand:

Age	Yes if a building used to provide a service to a particular age group (eg. Youth Centre or Children's Library) is not accessible. This could be the whole building or the part specifically used by one age group.
Belief / Faith	Yes (eg. Lack of access for a member of staff to a quiet room or prayer room).
Disability	Yes for anyone with a disability who is unable to access the local library or other front line service establishment because the building is inaccessible.
Gender	No
Sexual Orientation	No
Race	Yes due to inappropriate signage or no access to relevant printed material/information
Trans Gender/ Sexual	No
HR issues only:	Yes if a person with a disability is recruited or applies for a position in another team/service but cannot access the building where the team/service is based. Might also mean an inability to be co-located with the team/service to the potential detriment of both the individual and team.

Please continue and attach a separate sheet if necessary

3. Is there potential for this service/policy to have a positive impact, such as tackling discrimination, promoting equality of opportunity and / or promoting good community relations, for minority and excluded groups?

Please complete the summary of positive impact identified by equality and diversity strand, NB this would include positive initiatives delivery by the service or through the policy for the equality strands listed below:

Age	Yes by making areas/premises previously inaccessible to a particular age group fully accessible.
Belief / Faith	Yes by permitting access to a quiet or prayer room
Disability	Yes by making premises fully accessible or at least accessible at ground floor level only. If in the rare situation a building is totally inaccessible by working with the relevant service to identify alternative ways in which a disabled person can receive the service. To improve the quality and appropriateness of the works of improvement, engage with local access groups by inviting them to comment on draft schemes/specifications and by reviewing through physical inspection and use the suitability of works undertaken.
Gender	No
Sexual Orientation	No
Race	Yes – by ensuring that signage both written and pictorial is appropriate. Also extends to access to printed material at reception points for which EPM is responsible.
Trans Gender/ Sexual	No
HR issues only:	Yes by making areas previously inaccessible fully inaccessible.

Please continue and attach a separate sheet if necessary

4. Give details of involvement, consultation and or research undertaken for each relevant equality and diversity strand, upon which this policy/service has had an impact either internally or externally:



Age	None
Belief / Faith	None apart from direct response to a request from an individual
Disability	<p>The programme of works to each building is based on an access audit carried out by consultants using qualified Building Surveyors with appropriate training in accessible environments. The scheme is finalised in consultation with both EPM's relevant Facilities Officer and the local management at each establishment and has full regard to the provisions of Part M of the Building Regulations irrespective whether or not formal consent is required under those Regs.. Works only go ahead after a programme is agreed on site to ensure the minimum of disruption. As indicated at Section 3 it intended to increase the involvement of local access groups in the finalisation of schemes and the quality and appropriateness of completed works and facilities.</p> <p>In addition to the physical works of alteration Facilities Management staff , including reception staff undertake disability awareness training and other H&S related training to ensure they are equipped to manage premises and provide safe, secure, and accessible environments for the benefit of the public and staff.</p>
Gender	None
Sexual Orientation	None
Race	None
HR issues only:	Appropriate training is undertaken by all Staff to ensure that they are equipped to support any member of staff with a disability.

Please continue and attach a separate sheet if necessary

**5. Given your answers to the previous questions, how will your service or policy be revised to mitigate, reduce or eliminate negative impacts and enhance positive impacts?
(NB this is in effect the Recommendations to improve this policy)**

Continue the roll out of access improvements to premises, including reviewing the effectiveness of previous works of improvement and taking remedial action as appropriate.

Continue the programme of Equalities training and awareness for Facilities staff who provide both meet and greet services and liaise with consultants on proposed works. Also extends to ensuring consultants and contractors are appropriately qualified in disability awareness etc;

Monitor best practice in relation to access schemes both in terms of physical alterations and compliance with Part M of the Building Regulations.

Improve engagement with local Disability./Access Groups to:

- Better understand the concerns and problems experienced by persons with a disability.
- Better inform and specify schemes of improvement, and suitability of completed schemes

Where a building cannot be made fully accessible due to its physical characteristics:

- Ensure that at least the ground floor is fully accessible
- Develop KPI's to measure and report on the % number of premises in which the ground floor is fully accessible.

Review the quality and appropriateness of signage both inside and outside the council's main offices and libraries

Please continue and attach a separate sheet if necessary

6. Actions required to implement the EIA recommendations:

Action Plan:	Target	Responsibility:	Date to be completed:
Improve the % of premises fully accessible under BVKPI 156	78.40%	Ian Cresswell	31 March 2009
08/09 Programme of Access Improvements approved by Executive	22 April 2008	Ian Cresswell	31 March 2009
Finalise a new KPI for access to ground floor areas of operational premises and Report on both quarterly and annually	30 June 2008	Ian Cresswell	31 March 2009
Engage with Local Access Groups and vet at least 3 schemes/district /annum	On-Going	Ian Cresswell	31 March 2009
Review & Implement Training plans for Facilities Staff	31 May 2008 (Review)	Edwin O'Donnell	31 December 2008
Review appropriateness of signage at premises	100%	Edwin O'Donnell	29 September 2009

NB these actions should have SMART Targets

Please continue and attach a separate sheet if necessary

NB these actions should be reported to the DIG and where relevant incorporated into the Equality and Diversity Action Plan, Service Plans and or personal objectives of key staff.

7. If no actions are to be taken with respect to the recommendations please give reasons below:

Action plan review date: 30 June 2008.

Name of person responsible for review: Ian Cesswell

EIA Assessor(s): Ian Cresswell

Name Head of Service: Alison Braithwaite

Signed: _____

Date Completed: 31 March 2008

- 1. Signed hard copy and electronic version to be kept in your team for audit purposes**
- 2. Send an electronic copy to the SCC 'Web Operations Team' for publication on the SCC website**
- 3. Send Action Plan to DIG for review at its next meeting.**

Date sent to Web Operations Team: _____