Equalities Comprehensive Impact Assessment v3 - Head of service review

Reference: ECIA558656472

Submitted: 20 November 2023 16:36 PM

Executive summary

Title of policy / decision: Discovery & Design for Goodman, Ely, Magnet Houses

Policy / decision type: Cabinet Member Action (CMA)

Overview of policy / decision: To approve the funding for resource and design expertise to deliver the discovery and design phase to be able to achieve rationalisation all 3 sites under the Estates Transformation Programme.

What outcome(s) are you hoping to achieve?: 2.2.1 The objectives for the discovery and design phase covered in this outline business case are, for all three offices (Goodman House, Ely House and Magnet House), to:
a. Confirm the right-sized space for our services to work in.
b. Co-design an improved workspace for our services which supports service excellence and new ways of working, which is informed by our Workplace Design Guide.
c. Identify improvements that need to be made to surplus space so that it can be put to other use e.g. commercial letting.
d. Produce a full business case for each office that sets out the design options and costs to right-size the office space, make the improvements to the workspaces and implement the project.
2.2.2 The implementation of this work – subject to the governance of the full business cases – will help ECC achieve an outcome of a smaller, better and greener estate:
a. Smaller – right-sized office space, reduction in operational costs, income generation through lettings, potential capital receipts.
b. Better – improved staff productivity, improved staff experience, improved service experience to service users.
c. Greener – reduction in CO_2 emissions and energy costs through a right-sized office footprint, retrofit of energy efficient lighting and systems.

Executive Director responsible for policy / decision: Tom Walker (Economy, Investment and Public Health)

Cabinet Member responsible for policy / decision: Cllr Chris Whitbread (Chancellor of Essex)

Is this a new policy / decision or a change to an existing one?: Change to an existing policy / decision

How will the impact of the policy / decision be monitored and evaluated?: Staff wellbeing - engagement with team to ensure successful delivery of new workspaces
Utilisation - building usage to be monitored to ensure spaces are 'fit for purpose'

Will this policy / decision impact on:

Service users: No

Employees: Yes

Wider community or groups of people: No

If the policy decision impacts on employees, provide details here and include potential impacts on

identified groups later in the form: Spaces that employees currently use will change. New work settings will be introduced to improve employee experience and address feedback. There will be a need to engage with teams to input into the designs in consultation as well as the move itself to new areas for some teams.

What strategic priorities will this policy / decision support?: Strong, Inclusive and Sustainable Economy

Which strategic priorities does this support? - Economy?: Infrastructure, Future growth and investment, Levelling up the economy

What geographical areas of Essex will the policy / decision affect?: Basildon, Harlow, Tendring

Digital accessibility

Is the new or revised policy linked to a digital service (website, system or application)?: No

Equalities - Groups with protected characteristics

Age

Nature of impact: None

Disability - learning disability

Nature of impact: Too early for impact to be known

Disability - mental health issues

Nature of impact: Too early for impact to be known

Disability - physical impairment

Nature of impact: Too early for impact to be known

Disability - sensory impairment

Nature of impact: Too early for impact to be known

Sex

Nature of impact: None

Gender reassignment

Nature of impact: None

Marriage / civil partnership

Nature of impact: None

Pregnancy / maternity

Nature of impact: None

Race

Nature of impact: None

Religion / belief

Nature of impact: Too early for impact to be known

Sexual orientation

Nature of impact: None

Rationale for assessment, including data used to assess the impact: Rationalisation is based on current layout of buildings and design work will ensure the right access and facilities are still provided. This will be done in consultation with employees.

What actions have already been taken to mitigate any negative impacts?: N/A

Levelling up - Priority areas & cohorts

Children and adults with SEND, learning disabilities or mental health conditions (taking an all-age approach)

Nature of impact: None

Children on Free School Meals

Nature of impact: None

Working families

Nature of impact: None

Young adults (16-25 who have not been in education, training or employment for around 6-12 months)

Nature of impact: None

Residents of Harlow

Nature of impact: None

Residents of Jaywick and Clacton

Nature of impact: None

Residents of Harwich

Nature of impact: None

Residents of Basildon (Town) housing estates

Nature of impact: None

Residents of Canvey Island

Nature of impact: None

Residents of Colchester (Town) - Housing Estates

Nature of impact: None

Residents of Rural North of the Braintree District

Nature of impact: None

Rationale for assessment, including data used to assess the impact: Rationalisation design will only impact employee working areas, with no impact to areas accessed by public.

What actions have already been taken to mitigate any negative impacts?: N/A

Equalities - Inclusion health groups and other priority groups

Refugees / asylum seekers

Nature of impact: None

Homeless / rough sleepers

Nature of impact: None

People who experience drug and alcohol dependence

Nature of impact: None

Offenders / ex-offenders

Nature of impact: None

Victims of modern slavery

Nature of impact: None

Carers

Nature of impact: None

Looked after children / care leavers

Nature of impact: None

The armed forces community (serving personnel and their families, veterans, reservists and cadets)

Nature of impact: None

People who are unemployed / economically inactive

Nature of impact: None

People on low income

Nature of impact: None

Sex workers

Nature of impact: None

Ethnic minorities

Nature of impact: None

Gypsy, Roma, and Traveller communities

Nature of impact: None

People with multiple complex needs or multi-morbidities

Nature of impact: None

Rationale for assessment, including data used to assess the impact: Rationalisation design will only impact employee working areas, with no impact to areas accessed by public.

What actions have already been taken to mitigate any negative impacts?: N/A

Equalities - Geographical Groups

People living in areas of high deprivation

Nature of impact: None

People living in rural or isolated areas

Nature of impact: None

People living in coastal areas

Nature of impact: None

People living in urban areas

Nature of impact: None

Rationale for assessment, including data used to assess the impact: Rationalisation design will only impact employee working areas, with no impact to areas accessed by public.

What actions have already been taken to mitigate any negative impacts?: N/A

Families

Family formation (e.g. to become or live as a couple, the ability to live with or apart from children)

Nature of impact: None

Families going through key transitions e.g. becoming parents, getting married, fostering or adopting, bereavement, redundancy, new caring responsibilities, onset of a long-term health condition

Nature of impact: None

Family members' ability to play a full role in family life, including with respect to parenting and other caring responsibilities

Nature of impact: None

Families before, during and after couple separation

Nature of impact: None

Families most at risk of deterioration of relationship quality and breakdown

Nature of impact: None

Rationale for assessment, including data used to assess the impact: Rationalisation design will only impact employee working areas, with no impact to areas accessed by public.

What actions have already been taken to mitigate any negative impacts?: N/A

Crime & Disorder

Crime and disorder

Nature of impact: None

The misuse of drugs, alcohol and other substances

Nature of impact: None

Re-offending

Nature of impact: None

Serious violence

Nature of impact: None

Rationale for assessment, including data used to assess the impact:
Rationalisation design will only impact employee working areas, with no impact to areas accessed by public.

(If negative impact assessed) What actions will be undertaken to mitigate negative impacts, including timescales:

What actions have already been taken to mitigate any negative impacts?:
N/A

How could you strengthen any positive impact(s)?:

Climate

Does your decision / policy involve development or re-development of buildings or infrastructure?: No

Does your decision / policy take place in, or make use of, existing buildings or infrastructure?: Yes

The use of existing buildings will always have a climate impact because it requires energy consumption. Please outline how you will mitigate against this impact: Rationalisation of spaces will focus on right sizing the estate which either mean hibernation of spaces - reduction in running costs e.g utilities. Or leasing the space to offset running costs, this will minimize the waste of running costs by not maximizing the spaces.

Does your decision / policy involve elements connected to transport, travel or vehicles? This includes travel needs / requirements of both service users and staff (including staff you're planning to recruit): No

Are you undertaking a procurement exercise?: Yes

Please confirm for purchase over £100k that you have a carbon reduction plan as part of your procurement: N/A

Please list which climate TOMS (Themes, outcomes & measures) you have included in your procurement and the weighting these have been given: N/A

Does your decision / policy involve the purchase of goods or materials?: No

Will any waste be generated by this decision? This includes waste from construction, waste generated by service users / staff, and waste generated by replacing existing products / materials with new: No

Nature of impact

Built Environment / Energy: Positive

Sustainable Transport / Travel: None

Waste: None

Extent of impact

Built Environment / Energy: Low

Rationale for assessment, including data used to assess the impact: Rationalisation design will only impact a small number of our employees with the aim to make improvements to their current work settings

What actions have already been taken to mitigate any negative impacts?: Preliminary work to gather feedback from services impacted which will be used to inform design work to ensure spaces are 'fit for purpose'. We have gathered lessons from the roll out of a similar move at Rowan House.

Action plan to address and monitor adverse impacts

Does your ECIA indicate that the policy or decision would have a medium or high adverse impact on one or more of the groups / areas identified?: No

Details of person completing the form

I confirm that this has been completed based on the best information available and in following ECC guidance: I confirm that this has been completed based on the best information available and in following ECC guidance

Date ECIA completed: 01/11/2023

Name of person completing the ECIA: Faye Keeble

Email address of person completing the ECIA: faye.keeble@essex@gov.uk

Your function: Corporate Services

Your service area: TDS

Your team: Estates Transformation Programme

Are you submitting this ECIA on behalf of another function, service area or team?: Yes

Function: Economy, Investment and Public Health

Service area:

Team:

Email address of Head of Service: Ben.Finlayson@essex.gov.uk