

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
EQUALITY IMPACT ASSESSMENT**

EqIA : St Mary's House-Occupation / Lease expiry

Essential information

Items to be assessed: (please mark 'x')

| | | | | | | | |
|-----------------|--|-------------|--|----------------|--|--------------------------|---|
| Strategy | | Plan | | Project | | Service procedure | x |
|-----------------|--|-------------|--|----------------|--|--------------------------|---|

| | | | | | |
|----------------------------|----------------|---------------------|-------------------|--------------------|-----------------|
| Responsible officer | Duncan Sharkey | Service area | Property Services | Directorate | Chief Executive |
|----------------------------|----------------|---------------------|-------------------|--------------------|-----------------|

| | | | |
|--|--------------------------|--|---------------------------|
| Stage 1: EqIA Screening (mandatory) | Date created: 14/10/2021 | Stage 2 : Full assessment (if applicable) | Date created : xx/xx/xxxx |
|--|--------------------------|--|---------------------------|

Approved by Head of Service / Overseeing group/body / Project Sponsor:

"I am satisfied that an equality impact has been undertaken adequately."

Signed by (print): Chris Pearse Head of Capital Projects and Asset Management RBWM Property Company Limited

Dated: 25/10/2021

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : St Mary's House-Occupation / Lease expiry

Guidance notes

What is an EqlA and why do we need to do it?

The Equality Act 2010 places a 'General Duty' on all public bodies to have 'due regard' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act.
- Advancing equality of opportunity between those with 'protected characteristics' and those without them.
- Fostering good relations between those with 'protected characteristics' and those without them.

EqlAs are a systematic way of taking equal opportunities into consideration when making a decision, and should be conducted when there is a new or reviewed strategy, policy, plan, project, service or procedure in order to determine whether there will likely be a detrimental and/or disproportionate impact on particular groups, including those within the workforce and customer/public groups. All completed EqlA Screenings are required to be publicly available on the council's website once they have been signed off by the relevant Head of Service or Strategic/Policy/Operational Group or Project Sponsor.

What are the "protected characteristics" under the law?

The following are protected characteristics under the Equality Act 2010: age; disability (including physical, learning and mental health conditions); gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

What's the process for conducting an EqlA?

The process for conducting an EqlA is set out at the end of this document. In brief, a Screening Assessment should be conducted for every new or reviewed strategy, policy, plan, project, service or procedure and the outcome of the Screening Assessment will indicate whether a Full Assessment should be undertaken.

Openness and transparency

RBWM has a 'Specific Duty' to publish information about people affected by our policies and practices. Your completed assessment should be sent to the Strategy & Performance Team for publication to the RBWM website once it has been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. If your proposals are being made to Cabinet or any other Committee, please append a copy of your completed Screening or Full Assessment to your report.

Enforcement

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqIA : St Mary's House-Occupation / Lease expiry

Stage 1 : Screening (Mandatory)

1.1 What is the overall aim of your proposed strategy/policy/project etc and what are its key objectives?

Reduced occupational costs to RBWM ahead of the expiry of the lease, notably NDR for the final quarter

1.2 What evidence is available to suggest that your proposal could have an impact on people (including staff and customers) with protected characteristics? Consider each of the protected characteristics in turn and identify whether your proposal is Relevant or Not Relevant to that characteristic. If Relevant, please assess the level of impact as either High / Medium / Low and whether the impact is Positive (i.e. contributes to promoting equality or improving relations within an equality group) or Negative (i.e. could disadvantage them). Please document your evidence for each assessment you make, including a justification of why you may have identified the proposal as “Not Relevant”.

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
EQUALITY IMPACT ASSESSMENT

EqIA : St Mary's House-Occupation / Lease expiry

| Protected characteristics | Relevance | Level | Positive/negative | Evidence |
|-----------------------------------|------------------|--------------|--------------------------|-----------------|
| Age | Not Relevant | | | |
| Disability | Not Relevant | | | |
| Gender re-assignment | Not Relevant | | | |
| Marriage/civil partnership | Not Relevant | | | |
| Pregnancy and maternity | Not Relevant | | | |
| Race | Not Relevant | | | |
| Religion and belief | Not Relevant | | | |
| Sex | Not Relevant | | | |
| Sexual orientation | Not Relevant | | | |

Outcome, action and public reporting

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqIA : St Mary's House-Occupation / Lease expiry

| Screening Assessment Outcome | Yes / No / Not at this stage | Further Action Required / Action to be taken | Responsible Officer and / or Lead Strategic Group | Timescale for Resolution of negative impact / Delivery of positive impact |
|--|------------------------------|--|---|---|
| Was a significant level of negative impact identified? | No | Not at this stage | | |
| Does the strategy, policy, plan etc require amendment to have a positive impact? | No | Not at this stage | | |

If you answered **yes** to either / both of the questions above a Full Assessment is advisable and so please proceed to Stage 2. If you answered "No" or "Not at this Stage" to either / both of the questions above please consider any next steps that may be taken (e.g. monitor future impacts as part of implementation, re-screen the project at its next delivery milestone etc).

Stage 2 : Full assessment

2.1 : Scope and define

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqIA : St Mary's House-Occupation / Lease expiry

2.1.1 Who are the main beneficiaries of the proposed strategy / policy / plan / project / service / procedure? List the groups who the work is targeting/aimed at.

| |
|--|
| |
|--|

2.1.2 Who has been involved in the creation of the proposed strategy / policy / plan / project / service / procedure? List those groups who the work is targeting/aimed at.

| |
|--|
| |
|--|

2.2 : Information gathering/evidence

2.2.1 What secondary data have you used in this assessment? *Common sources of secondary data include: censuses, organisational records.*

| |
|--|
| |
|--|

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqIA : St Mary's House-Occupation / Lease expiry

2.2.2 What primary data have you used to inform this assessment? *Common sources of primary data include: consultation through interviews, focus groups, questionnaires.*

Eliminate discrimination, harassment, victimisation

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqIA : St Mary's House-Occupation / Lease expiry

| Protected Characteristic | Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No) | If yes, to what level? (High / Medium / Low) | Negative impact : Does the proposal disadvantage them (Yes / No) | If yes, to what level? (High / Medium / Low) | Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic. |
|--------------------------------|---|--|---|--|---|
| Age | | | | | |
| Disability | | | | | |
| Gender reassignment | | | | | |
| Marriage and civil partnership | | | | | |
| Pregnancy and maternity | | | | | |
| Race | | | | | |
| Religion and belief | | | | | |
| Sex | | | | | |
| Sexual orientation | | | | | |

Advance equality of opportunity

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqIA : St Mary's House-Occupation / Lease expiry

| Protected Characteristic | Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No) | If yes, to what level? (High / Medium / Low) | Negative impact : Does the proposal disadvantage them (Yes / No) | If yes, to what level? (High / Medium / Low) | Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic. |
|--------------------------------|---|--|---|--|---|
| Age | | | | | |
| Disability | | | | | |
| Gender reassignment | | | | | |
| Marriage and civil partnership | | | | | |
| Pregnancy and maternity | | | | | |
| Race | | | | | |
| Religion and belief | | | | | |
| Sex | | | | | |
| Sexual orientation | | | | | |

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : St Mary's House-Occupation / Lease expiry

Foster good relations

| Protected Characteristic | Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No) | If yes, to what level? (High / Medium / Low) | Negative impact : Does the proposal disadvantage them (Yes / No) | If yes, to what level? (High / Medium / Low) | Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic. |
|--------------------------------|--|--|--|--|---|
| Age | | | | | |
| Disability | | | | | |
| Gender reassignment | | | | | |
| Marriage and civil partnership | | | | | |
| Pregnancy and maternity | | | | | |
| Race | | | | | |
| Religion and belief | | | | | |
| Sex | | | | | |
| Sexual orientation | | | | | |

2.4 Has your delivery plan been updated to incorporate the activities identified in this assessment to mitigate any identified negative impacts? If so please summarise any updates.

These could be service, equality, project or other delivery plans. If you did not have sufficient data to complete a thorough impact assessment, then an action should be incorporated to collect this information in the future.