

## EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

<b>Name of 'proposal' and how has it been implemented</b> (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	<b>Civic Centre Project</b>
<b>Directorate / Service</b>	<b>Development &amp; Renewal (Corporate Property &amp; Capital Delivery)</b>
<b>Lead Officer</b>	<b>Ann Sutcliffe</b>
<b>Signed Off By (inc date)</b>	<b>Ann Sutcliffe (22/10/2015)</b>
<b>Summary – to be completed at the end of completing the QA (using Appendix A)</b> (Please provide a summary of the findings of the Quality Assurance checklist. What has happened as a result of the QA? For example, based on the QA a Full EA will be undertaken or, based on the QA a Full EA will not be undertaken as due regard to the nine protected groups is embedded in the proposal and the proposal has low relevance to equalities)	<div style="display: flex; align-items: flex-start;"> <div style="width: 20px; height: 20px; background-color: #008000; margin-right: 10px;"></div> <div> <p><b>Proceed with implementation</b></p> <p>The recommendations in the report will select a preferred location for the council's new administrative headquarters. This will serve – as does Mulberry Place – primarily as a back office administrative base. Not all residents will want or need to access the services which are housed there as most council services are accessed by telephone, email, online or in a One Stop Shop. For the small proportion of residents who will want to travel to the civic centre to access a service, the proposed location has a much higher accessibility rating than the existing town hall, and it is anticipated that it will increase to the highest possible accessibility rating by 2021. While the majority of residents will find the location more accessible, it is noted that a very small minority of residents who share a protected characteristic may be negatively impacted upon by these proposals. In particular regarding residents with mobility issues, a range of measures are in place to support both face to face and the remote use of council services. From a building design perspective, the new site will conform to all DDA standards, and provide a better, more modern, standard of workplace environment than current older offices, e.g. environmental heating and cooling, different types of formal and informal work space to suit different working styles. As part of ongoing action planning the service will ensure residents and staff are</p> </div> </div>

well informed regarding the change of location so that contingency plans regarding the use of services can be made.

Stage	Checklist Area / Question	Yes / No / Unsure	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)
<b>1</b>	<b>Overview of Proposal</b>		
a	Are the outcomes of the proposals clear?	Y	The recommendations in the report will select a preferred location for the council's new administrative headquarters and authorise officers to commission a multi-disciplinary design team
b	Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)? Is there information about the equality profile of those affected?	Y	<p>While all staff will be impacted by the new location of the civic centre, the increased accessibility (across all modes of transport) of the proposed site will mean that staff, in general, will find it easier to commute to the site.</p> <p>From a building design perspective, this will conform to all DDA standards, and provide a better, more modern, standard of workplace environment than current older offices, e.g. environmental heating and cooling, different types of formal and informal work space to suit different working styles.</p> <p>The equality profile of residents is available from the Census or GLA population data/projections, while HR hold equality profiles of LBTH staffing. The project team will engage in further consultation as the project progresses – particularly with regard to the design of the Civic Centre and a robust communication strategy for residents prior to the move to prevent any negative impacts regarding access.</p>
<b>2</b>	<b>Monitoring / Collecting Evidence / Data and Consultation</b>		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Y	The main protected groups that the proposal may impact on are disabled and the elderly. However, the project team have considered the impact of this and consider it to be broadly

			<p>positive. In making their assessment, they looked at the PTAL ratings of the proposed site. PTAL stands for 'public transport accessibility level' and is a method used to assess the access level of geographical areas to public transport.</p> <p>The proposed civic centre will serve – as does Mulberry Place – primarily as a back office administrative base. Not all residents will want or need to access the services which are housed there as most council services are accessed by telephone, email, online or in a One Stop Shop. For the small proportion of residents who will want to travel to the civic centre to access a service, the proposed location has a much higher accessibility rating than the existing town hall.</p> <p>The recommended site has PTAL rating of 6a, and is projected to increase to 6b, the highest possible rating.</p> <p>By contrast, Mulberry Place has a current PTAL rating of 4, and is projected to increase to 5 by 2021.</p> <p>The PTAL ratings set out above are based on data provided by Transport for London through their Web-based Connectivity Assessment Toolkit (WebCAT). The design work will also ensure the building is fully accessible.</p>
	<p>Is there sufficient evidence of local/regional/national research that can inform the analysis?</p>	<p>Y</p>	<p>The council has looked the impact, across the protected groups, of moving the town hall to Whitechapel. The information below should be considered in the context of the proposed new civic centre serving – as does Mulberry Place – primarily as a back office administrative base, allowing residents to access services remotely (online, by phone or in a One Stop Shop).</p> <p>There may be some impact on the 6.1% of the borough's residents who are aged 65+, or the 20.6% of households that contain at least one person with a long-term health problem or disability – this will primarily be a positive impact due to the</p>

			increased accessibility of the proposed site. However, for a small proportion of residents (roughly 1,000 households) who live in the southern end of the borough, whose day-to-day activities are limited a lot, and don't have access to a car, it may make the civic centre less accessible. However, it should be noted that the vast majority of council services are not accessed at the town hall. There are a range of ways of accessing services including Idea Stores and One Stop Shops, by telephone, email and the internet and locally run surgeries by elected representatives. Notwithstanding the above, where there is a need to visit the civic centre, the accessibility and connectivity of the proposed site by public transport, along with services such as Dial-A-Ride, help mitigate the impact of this. This will also be mitigated by the council's proposal to increase/strengthen the council's presence in that part of the borough.
<b>b</b>	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Y	
<b>c</b>	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Y	The relocation of the civic centre to the proposed site was consulted on as part of the consultation on the Whitechapel Vision Masterplan. This consultation was open to staff, residents and businesses. The vast majority of the comments received by the council were supportive of the proposal, some recognising the increased accessibility at the proposed location. A series of member consultation meetings were also held in the w/c 12 Oct.
<b>3</b>	<b>Assessing Impact and Analysis</b>		
<b>a</b>	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	Y	Yes, staff and residents will be affected by the proposal, concerning the relocation of the civic centre accessibility of the centre to those who are disabled and elderly remains paramount. See above for evidence and analysis of impact.
<b>b</b>	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	Y	See above.

<b>4</b>	<b>Mitigation and Improvement Action Plan</b>		
a	Is there an agreed action plan?	Y	<p>Yes. The next steps are set out in the report and require a further report to Cabinet (and briefings to Members). Any further impacts, identified by the project team, will be given consideration as part of this process. This will include a specific requirement to look at accessibility of the building in order to ensure that it is fully accessible for people with a wide range of disabilities.</p> <p>The project team will also be devising a comprehensive communications plan to inform residents, businesses and service users of the change to the location of the council's administrative headquarters. There will also be a comprehensive internal communications plan for staff, trades unions, contractors, and Members.</p> <p>Most council services are not accessed at the town hall, but for those that are, the communications plans (internal and external) will ensure there is no/minimal disruption to service delivery as a result of the move.</p>
b	Have alternative options been explored	Y	
<b>5</b>	<b>Quality Assurance and Monitoring</b>		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Y	Yes, project board in place. Regular updates will be provided to Members.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Y	
<b>6</b>	<b>Reporting Outcomes and Action Plan</b>		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Y	