

Equality Impact Assessment

Property policy



Audit Scotland Equality Impact Assessment

Policy Title ¹	Property policy and procedures
Strategic Outcome	To supply guidance on how to best source a new building.
Directorate	Corporate Services Group
We have completed the equality impact assessment for this policy.	Name: Mary Muir Position: Facilities and Office Services Manager Date: April 2012
Approval by Director on behalf of Business Group Management Team	Name: Diane McGiffen Position: Chief Operating Officer Date: April 2012
Sign off by the Diversity & Equality Steering Group (DESG) Chair on behalf of the DESG members	Name: Angela Canning Date: June 2012

Once the EQIA documentation has been completed and signed off arrangements will be made by the Diversity & Equality Steering Group and communications team to publish the summary results from the EQIA on Audit Scotland's website.

¹ Throughout this documentation we use the word **POLICY** to mean any activity, function, strategy, programme, service or process which is being considered for Impact Assessment.



Step 1: Define the aims of the policy

Title of policy	Property lease policy and procedures
Strategic Outcome	<p>To ensure our properties are appropriate for all staff and visitors</p> <p>To give us a policy which helps us source appropriate buildings</p> <p>To provide properties with improved accessibility to the physical environment.</p> <p>To provide a safe working environment.</p> <p>To support our carbon management plan.</p> <p>To use the floor space efficiently.</p> <p>To make it easier to travel to our properties via public transport while taking into account the location of the clients we serve.</p>
Directorate	Corporate Services Group

What is the purpose of the proposed policy (or changes to be made to the policy)?	To ensure that when we lease buildings we source properties to suit the business needs of the organisation and to comply with regulations and guidance. Any new property will need to provide and maintain safe working environments and help improve our accessibility.
Who is affected by the policy or who is intended to benefit from the proposed policy and how?	All Audit Scotland's staff and visitors to the buildings. The leasing of a new property gives us an opportunity to progress our aims to be inclusive, accessible and also to support our carbon management plan.
How have you, or will you, put the policy into practice, and who is or will be responsible for delivering it?	The existing policy and procedures in place are owned by the Chief Operating Officer. The Facilities & Office Services Manager is responsible for delivering the policy through day-to-day operational



	processes and procedures.
How does the policy fit into our wider or related policy initiatives?	<p>The Property policy works alongside our Diversity Statement, Health & Safety policy and our Carbon Management plan.</p> <p>Our property strategy is to have one office in the east by 2015. Our aim is to lease a building with a physical environment that is accessible for all.</p>
Do you have a set budget for this work?	<p>This will depend on the project – any costs will be considered as required at the planning/budgeting stage and reviewed as the project develops.</p>



Step 2: What do you already know about the diverse needs and/or experiences of your target audience?

Do you have information on				
Age	Yes	✓	No	
Disability	Yes	✓	No	
Gender	Yes	✓	No	
Lesbian, Gay, Bisexual & Transgender	Yes	✓	No	
Race	Yes	✓	No	
Religion and Belief	Yes	✓	No	

Age	<p>Evidence:</p> <p>AS staff profile data for 2011/12 (at March 2012) show that most of our staff are in the 35-49 age range (45.7%). The smallest proportion of staff were within the 16-24 bracket (2.3%)</p> <p>For Scotland, about 19% are in 16-29 year age bracket and 20% in 30-44..</p>
Disability	<p>Evidence:</p> <p>AS staff profile data for 2011/12 (at March 2012) show that 3% of employees declared themselves as having a disability. <i>For Scotland, it is estimated that about 1 in 5 of the adult population are likely to be covered by the Disability Discrimination Act and in 2009/10 it was estimated that about 10.4% of people in employment in Scotland are disabled.</i></p> <p><i>Audit Scotland carried out Access surveys for our properties in 2004 and into 2007. These surveys made a baseline for us to work from. Suggestions which could be achieved quickly happened as soon as practical after receiving the reports.</i></p>
Gender	<p>Evidence:</p> <p>AS staff profile data for 2011/12 (at March 2012) show that we employed 265 wte staff of whom 50.2% were female and 49.8% were male.</p> <p>For Scotland, it is estimated that 51.5% are female and 48.5% are male..</p>
Lesbian, Gay, Bisexual & Transgender	<p>Evidence:</p> <p>AS staff profile data for 2011/12 (at March 2012) show that 60.8% of staff are heterosexual/straight; 1.9% did not want to disclose this information; 35.5%</p>

	<p>have not responded to confirm; and the remaining 1.9% are either gay or bisexual.</p> <p>For Scotland, no ONS data are recorded regarding sexual orientation and working age population in Scotland but Stonewall Scotland (2009) estimates that there are around 300,000 gay people in Scotland (6%).</p>
Race	<p>Evidence:</p> <p>AS staff profile data for 2011/12 (at March 2012) show that 2.6% of staff were from an ethnic minority.</p> <p>For Scotland,. ONS data for 2010 show that people in employment statistics are 96.3% white and 3.7% ethnic minority group.</p>
Religion and Belief	<p>Evidence:</p> <p>AS staff profile data for 2011/12 (at March 2012) show that 39.6% of staff did not disclose any religion; 26% have no religion or stated 'not applicable'; 15.1% were Church of Scotland; 9.8% were Roman Catholic; 4.2% preferred not to say; 3.4% were other Christian; and 1.9% were Sikh, Jewish or another religion.</p> <p>For Scotland, no ONS data are recorded regarding religion/belief and working age population in Scotland. GRO 2001 census data showed that just over two-thirds of the Scottish population report currently having a religion. More than 6 out of 10 people said their religion was Christian (65%); 42% Church of Scotland; 16% Roman Catholic and 7% other Christian. After Christianity, Islam was the most common faith with 42,600 people describing their religion as Muslim.)</p>

Step 3: Do you have enough information to help you understand the diverse needs and/or experiences of your target audience?

If not, what else do you need to know?

Age	Do you have enough information to proceed?	Yes	No
	Yes		

Disability	Do you have enough information to proceed?	Yes	No
	Yes		
Gender	Do you have enough information to proceed?	Yes	No
	Yes		
Lesbian, gay, bisexual and transgender	Do you have enough information to proceed?	Yes	No
	Yes		
Race	Do you have enough information to proceed?	Yes	No
	Yes		
Religion and Belief	Do you have enough information to proceed?	Yes	No
	Yes		

Step 4: What does the information you have tell you about how this policy might impact positively or negatively on the different groups within the target audience?

Age	<p>Negative impact The relocation of an office may have a negative impact on staff with caring responsibilities (eg, if staff have to travel further to work in a new location).</p> <p>Positive impact. The relocation of an office nearer transport hubs and with better accessibility may have a positive impact.</p>
Disability	Need to consider accessibility for staff and visitors when leasing new property.
Gender	<p>There may be potential safety issues depending on location.</p> <p>Breast feeding facilities for new mums.</p>
Lesbian, Gay, Bisexual & Transgender	Avoid potential discrimination issues by provision of unisex toilets and showers



	where possible.
Race	No major impact.
Religion and Belief	We need to consider areas for private telephone calls, prayer, and meditation.

Step 5: Will you be making any changes to your policy?

Are there any changes?				
Age	Yes		No	x
Disability	Yes		No	x
Gender	Yes		No	x
Lesbian, Gay, Bisexual & Transgender	Yes		No	x
Race	Yes		No	x
Religion and Belief	Yes		No	x

Please identify:

This policy was reviewed in 2011.

Step 6: Does your policy provide the opportunity to promote equality of opportunity or good relations by altering the policy or working with others?

Age	Yes	x	No	
Disability	Yes	x	No	
Gender	Yes	x	No	
Lesbian, Gay, Bisexual & Transgender	Yes		No	
Race	Yes		No	x
Religion and Belief	Yes	x	No	

Age	Yes, consideration for the impact of location of property on carers.
Disability	Yes, working with other organisation that has more knowledge about accessibility and inclusiveness.
Gender	Yes by ensuring safety, breast feeding, considerations are included.



Lesbian, Bisexual Transgender	Gay, &	Yes, by continuing to provide unisex toilets and showers.
Race		
Religion and Belief		Yes, by providing quiet private areas.



Step 7: Based on the work you have done - rate the level of relevance of your policy

Tick one box for each strand

	Age	Disability	Gender	LGBT	Religion and belief	Race
High: <ul style="list-style-type: none"> ▪ There is substantial evidence that people from different groups or communities are (or could be) differently affected by the policy (positively or negatively) ▪ There is substantial public concern about the policy, or concerns have been raised about the policy's potential impact by relevant bodies ▪ The policy is relevant to all or part of the respective general duty, in the case of race, disability and gender. 		✓				
Medium: <ul style="list-style-type: none"> ▪ There is some evidence that people from different groups or communities are (or could be) differently affected (positively or negatively). ▪ There is some public concern about the policy. ▪ The policy is relevant to parts of the respective general duty, in the case of race, disability and gender. 	✓		X	✓	✓	
Low: <ul style="list-style-type: none"> ▪ There is little or no evidence that some people from different groups or communities are (or could be) differently affected (positively or negatively). ▪ There is little or no evidence of public concern about the policy. ▪ The policy has little or no relevance to the respective general duty, in the case of race, disability and gender. 						✓
Unknown: <ul style="list-style-type: none"> ▪ No evidence or data has been collected therefore an assessment cannot be made. 						



Step 8: Is a further impact assessment required?

Age	Yes		No	
Disability	Yes	x	No	
Gender	Yes		No	
Lesbian, Gay, Bisexual & Transgender	Yes		No	
Race	Yes		No	
Religion and Belief	Yes		No	

If you have answered yes please explain why

On individual property projects we may decide that a further equality impact assessment is required.

If you have answered no please explain why

Step 9: Explain how you will monitor and evaluate this policy/function or strategy to measure progress?

Please explain how monitoring will be undertaken, when it will take place and who is responsible for undertaking it:

The Office Services Manager will be responsible for monitoring and the Corporate Planning and Data protection Officer will be responsible for the reporting of activities in the annual report. The policy will be monitored through an annual review by the Office Service Manager and Finance Manager.

Step 10: Summary of improvements, outcomes and impact

Please summarise in no more than 200 words the nature of the policy and main improvements, outcomes and impact as a result of this review - this will be published on Audit Scotland's web site and the full EqIA will be made available to interested parties if requested.

The property policy and associated procedures take into account diversity and equality issues which are considered when sourcing new properties.