

# Full Equalities Analysis Assessment

## 1. APPENDIX E – EAA Proposal Summary Information -

|                                |   |
|--------------------------------|---|
| EAA Title                      | Perceval House Redevelopment - Full decant strategy |
| Please describe your proposal? | <b>Project</b>                                      |
| Is it HR Related?              | Yes   |
| Corporate Purpose              | <b><u>Cabinet Report Decision</u></b>               |

### 1. What is the Project looking to achieve? Who will be affected?

The Perceval House redevelopment project proposes a redevelopment of the Perceval House site to provide new smaller efficient council office accommodation, customer service centre, library and residential units 50% of which will be affordable.

An EAA was carried out for the overall project at the time of the Officer Decision and signing of the Development Agreement in February 2019, The proposal was to partially separate Perceval House to allow the demolition of the front two claws while the council retained occupation and operated from the remaining rear section. Once the new office building was to have been completed the council were to relocate into the new accommodation, allowing the remaining part of Perceval House to be demolished and the rest of the residential scheme to be constructed.

This EAA considers the impact of the change in demolition strategy from a partial demolition of the Perceval House to the proposed full demolition, which will affect everyone currently working and visiting the building and in the immediate development area.

All local residents and businesses within the immediate development area.

Public that used to attend the customer service centre and attend meetings and committees that were held in Perceval House.

Members/Mayor/unions/partners and organisations that currently have some access/use of space. A list of partners/organisations that utilise Perceval House are listed below;

CCG – 3<sup>rd</sup> Floor  
Police Safer Communities – 4<sup>th</sup> Floor  
Police MASH – 2<sup>nd</sup> floor  
Police Youth Justice – 2<sup>nd</sup> Floor  
Kingdom – 1<sup>st</sup> Floor  
Events Umbrella – 1<sup>st</sup> Floor  
West London Alliance – 5<sup>th</sup> Floor  
Affinity Works – 5<sup>th</sup> Floor  
Microland

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## NHS in ECIRS

Depending upon the contractual relationship termination of licences/leases may need to be given.

The staff council car park on site will be closed which will also impact the public who use the car park outside of 6pm – 8am during weekdays when is free and at weekends when it is free.

## **2. What will the impact of your proposal be?**

There are a number of businesses and residential properties adjacent to the site which will potentially be affected by noise and disruption during the demolition work. The proposed change to a full demolition will be generally positive as the length of overall demolition will be reduced and will enable the overall building programme to be reduced by c 20 months. A full demolition will provide more opportunities for mitigating strategies to be employed during the demolition process.

As of 3<sup>rd</sup> March 2021 Ealing Council has 3403 permanent and agency staff, 2842 of which work predominately out of Perceval House all of which will have a change in where they work from when Perceval house is no longer available. Some of these staff are not permanently office based.

Details of new temporary office locations are still being finalised but are expected to be located at Greenford Depot; other council properties and in new leased space with Ealing Broadway which is yet to be confirmed.

Travelling for staff will change and the impact will depend on the final locations of temporary properties and frequency.

The office working environment will change but will be compliant with all relevant legislation.

New office layout and facilities will be informed by input from staff and unions during the detailed design on the decant strategy.

Staff will be working more flexibly and less frequently within an office environment the impact of which is being monitored and mitigated through the NWOW programme.

All public facing services such as Customer Service Centre and public meetings/panels will no longer be able to be undertaken within the building. Meetings/panels may still be able to be carried out virtually, physical meetings will be undertaken in the temporary locations details of which will be confirmed during detailed design of the decant strategy.

Closing of the staff council car park on site will also impact the public who use the car park outside of 6pm – 8am during weekdays when is free but charges apply at weekends. There are plenty of public car parking facilities in the area including Spring bridge Road Car Park and Dickens Yard.

## **2. Impact on Groups having a Protected Characteristic**

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## **AGE: A person of a particular age or being within an age group.**

**State whether the impact is neutral:**

**Describe the Impact**

There is no differential impact on people with this characteristic.

**Describe the Mitigating Action**

*Construction plan and demolition methodology, stakeholder communication and engagement strategy,*

## **DISABILITY: A person has a disability if s/he has a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities<sup>1</sup>.**

**State whether the impact is a combination of both**

**Describe the Impact**

The office environment will change with increased working from home which depending on individual requirements and adjustments may have positive, negative or neutral impact. There will also be an impact in terms of accessibility for staff and customers depending upon the new office locations and facilities provided. Some staff have specialist equipment, including chairs, in the office.

**Describe the Mitigating Action**

*Detailed design and fitout of new office environments to be statutory compliant and inclusive. Reasonable adjustments considered on an individual basis and priority for use of office space given where appropriate. Managers regular monitoring/support of staff during decant period and adjustments made where required, including the review of individual risk assessments and identification of any specific resources needed to work at home.*

## **GENDER REASSIGNMENT: This is the process of transitioning from one sex to another.**

**This includes persons who consider themselves to be trans, transgender and transsexual.**

**State whether the impact is positive, negative, a combination of both, or neutral: N/A**

**Describe the Impact**

There is no differential impact on people with this characteristic.

**Describe the Mitigating Action**

N/A

## **RACE: A group of people defined by their colour, nationality (including citizenship), ethnic or national origins or race.**

**State whether the impact is positive, negative, a combination of both, or neutral: N/A**

**Describe the Impact**

<sup>1</sup> Due regard to meeting the needs of people with disabilities involves taking steps to take account of their disabilities and may involve making reasonable adjustments and prioritizing certain groups of disabled people on the basis that they are particularly affected by the proposal.

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An analysis of the Council's staff show it is comprises of the following groups by ethnicity with the corresponding number working out of Perceval House.

|                                      | All Staff | PH  |
|--------------------------------------|-----------|-----|
| Any other Asian background           | 3%        | 2%  |
| Any other Black background           | 1%        | 1%  |
| Any other ethnic group               | 1%        | 1%  |
| Any other Mixed background           | 1%        | 1%  |
| Any other White background           | 6%        | 6%  |
| Asian or Asian British - Bangladeshi | 1%        | 1%  |
| Asian or Asian British - Chinese     | 1%        | 1%  |
| Asian or Asian British - Indian      | 11%       | 12% |
| Asian or Asian British - Pakistani   | 2%        | 3%  |
| Black or Black British - African     | 7%        | 7%  |
| Black or Black British - Caribbean   | 10%       | 10% |
| Declined to Specify                  | 3%        | 3%  |
| Mixed - White and Asian              | 1%        | 1%  |
| Mixed - White and Black African      | 0%        | 0%  |
| Mixed - White and Black Caribbean    | 2%        | 1%  |
| Other ethnic groups - Arab           | 0%        | 0%  |
| White - British                      | 24%       | 25% |
| White - Irish                        | 2%        | 2%  |
| White - Irish Traveller/Gypsy        | 0%        | 0%  |
| (blank) *                            | 24%       | 22% |
| <b>Grand Total</b>                   |           |     |

The data shows that staff working out of Perceval House are generally representative of the total Council staff.

At this stage there is no differential impact on people with this characteristic.

\* The (blank) response rate indicated in the table relates to staff that have not provided the information and agency staff where data is not available.

### Describe the Mitigating Action

N/A

**RELIGION & BELIEF:** Religion means any religion. Belief includes religious and philosophical beliefs including lack of belief (for example, Atheism). Generally, a belief should affect a person's life choices or the way you live for it to be included.

State whether the impact is positive, negative, a combination of both, or neutral: N/A

### Describe the Impact

There is no differential impact on people with this characteristic identified at this time.

### Describe the Mitigating Action

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The multi faith room within Perceval House will not be available when it is demolished but provision for a multi faith room is currently being considered in the new proposed office. A review will be undertaken as part of the detailed design of the decant strategy if provision of a multi faith room is reasonable and proportionate to be provided in the temporary accommodation being provided.

### **SEX: Someone being a man or a woman.**

#### **State A combination of both**

#### **Describe the Impact**

There may be some differential impact on people with this characteristic.

A breakdown of staff in terms of gender below, shows that there is no significant difference within this characteristic for people working out of Perceval House.

|             | All Staff | PH Staff |
|-------------|-----------|----------|
| Female      | 56%       | 56%      |
| Male        | 30%       | 31%      |
| Unspecified | 14%       | 14%      |

People working more frequently from home may result in safeguarding issues.

The increased opportunity for working more flexibly and from home could provide more options for employment for people that otherwise could not work fixed hours in an office environment due to their personal situations. eg child care arrangements which are generally restrictive for females.

#### **Describe the Mitigating Action**

*People working more frequently from home may result in safe guarding issues. Structured one to one line manager regular contact which will form part of the training being proposed for managing a remote work force.*

### **SEXUAL ORIENTATION: A person's sexual attraction towards his or her own sex, the opposite sex or to both sexes.**

#### **State whether the impact is positive, negative, a combination of both, or neutral: N/A**

#### **Describe the Impact**

There is no differential impact on people with this characteristic.

#### **Describe the Mitigating Action**

N/A

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**PREGNANCY & MATERNITY:** *Description: Pregnancy: Being pregnant. Maternity: The period after giving birth - linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, including as a result of breastfeeding.*

**State whether the impact is positive, negative, a combination of both, or neutral:** N/A

## Describe the Impact

The workforce will be working more flexibly, with an increase in time working from home and with associated less time travelling to and from a fixed place of work. This should be a positive impact as it will provide more opportunities/choices for individuals in how work can be delivered during periods of pregnancy and maternity. Negative – social isolation etc

## Describe the Mitigating Action

*Review and updating of HR policies to ensure full support and inclusion while working remotely. Support and training for managers to effectively support staff working in an increased flexible and remote way. Recruitment to promote benefit/opportunities of flexible working*

**MARRIAGE & CIVIL PARTNERSHIP:** *Marriage: A union between a man and a woman, or of the same sex, which is legally recognised in the UK as a marriage*

*Civil partnership: Civil partners must be treated the same as married couples on a range of legal matters.*

**State whether the impact is positive, negative, a combination of both, or neutral:** N/A

## Describe the Impact

There is no differential impact on people with this characteristic.

## Describe the Mitigating Action

N/A

## 3. Human Rights<sup>2</sup>

**4a. Does your proposal impact on Human Rights as defined by the Human Rights Act 1998?**

Yes  No

**4b. Does your proposal impact on the rights of children as defined by the UN Convention on the Rights of the Child?**

Yes  No

**4c. Does your proposal impact on the rights of persons with disabilities as defined by the UN Convention on the rights of persons with disabilities?**

Yes  No

<sup>2</sup> For further guidance please refer to the Human Rights & URNC Guidance on the Council Equalities [web page](#).

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## 4. Conclusion

The proposal does have positive and negative impacts on some groups with protected characteristic, where there is potential to negatively impact any particular group this will be explored as part of the detailed decant strategy.

If the project goes ahead it will offer a significantly improved working environment for staff when the new office is complete. During the construction phase the council will be operating a new service delivery model from various locations including home working. This should improve work opportunities for staff with disabilities, age, pregnancy and maternity.

### **4a. What evidence, data sources and intelligence did you use to assess the potential impact/effect of your proposal? Please note the systems/processes you used to collect the data that has helped inform your proposal. Please list the file paths and/or relevant web links to the information you have described.**

A staff survey on 'working locations' was carried out from Tue 24th Nov to Tue 15th Dec 2020 the aim of which was to pick up staff views on their preferences in terms of working location over the longer term, assuming that the Covid situation allows it, to help inform the work we are doing to plan for requirements during the approximately 3 year period of the decant, whilst the new office is built, currently scheduled from Dec 21 to Nov 24.

The scope of the survey was:

- To understand how many days per week staff might need / want to come into an office based environment over the longer term, particularly for staff who are based in Perceval House
- To better understand what staff needs might be when they do come into an office-based environment and what they need to do when they come in
- To understand how many days per week staff would like to wfh in the longer-term

1228 members of staff responded to the survey of which 992 (**80.8%**) said Perceval House is the building they normally work out of when they come into an office based environment.

The results of the survey indicate significant changes in terms of how and where staff expect and would prefer to work going forward, which provides a rich source of data to be taken into consideration in terms of working requirements and what the need for workstations is for services during the decant period. Key headlines were:

#### **Before COVID 19**

- 83% of staff say the majority of their working time was normally spent 'in the office / at a council building'

#### **Whereas after COVID 19...**

- Only 19% of staff say they expect the majority of time will be 'in the office / at a council building'
- 70% of staff expect the majority of their working time will normally be spent wfh

Over the next three years whilst the new office is being built, staff were asked how many days per week would they prefer to work in an office-based environment and how many days per week would they prefer to wfh. Key findings were:

#### **Future views on coming into an office based environment**

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80.4% of staff said they would prefer to come into an office 2 days or less, a similar % chose 1 or 2 days with 0 days slightly less (for those staff based in PH the figure was even higher at 82.1%).

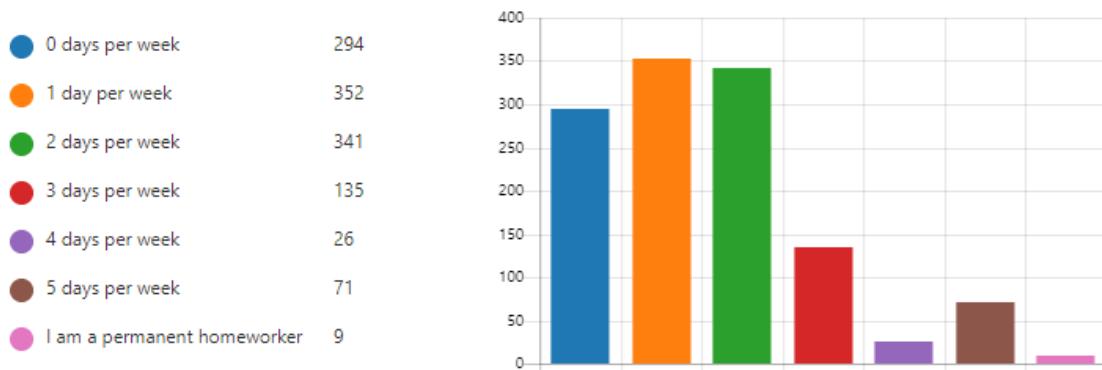
## Future views on working from home

Three quarters of staff (74.5%) said they would prefer to wfh 3 days or more over the next 3 years (for those staff based in PH the figure was even higher at 77.2%)

The graph below gives the high level breakdown.

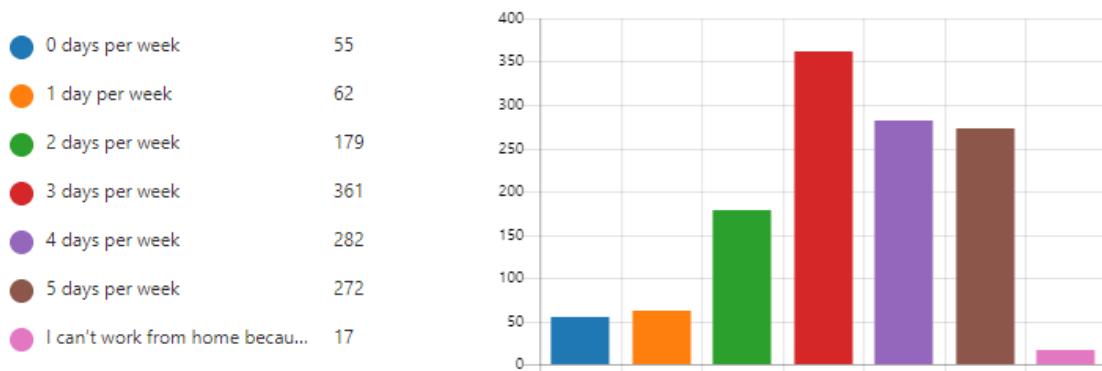
8. Over the next three years, while the new office is being built, how many days per week would you prefer to work in an office-based environment (assuming the COVID 19 situation allows it)?

[More Details](#)



9. Over the next three years, while the new office is being built, how many days per week would you prefer to work from home?

[More Details](#)



In terms of what staff most need when they come into an office based environment,

- Use of a desk / workstation alongside their team was seen as most important **69.1%** either rate as extremely or very important (For hot-desk / touch down space this figure is **43.0%**)
- Access to a printer seen as next most important **59.9%** rated as extremely / very important
- Meeting rooms were seen as less important, with gradience of importance clearly showing small / medium are more needed
  - Small – **33.0%**
  - Medium – **28.1%**
  - Large – **16.9%**

Information gleaned through reports and assessment of the impact of flexible working on workforce.

Information from the Councils HR dept.

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| <b>5. Action Planning:</b> ( <i>What are the next steps for the proposal please list i.e. what it comes into effect, when migrating actions<sup>3</sup> will take place, how you will measure impact etc.</i> ) |   |   |  |                                |
|---|---|---|--|--------------------------------|
| Action  | Outcomes  | Success Measures                        | Timescales/Milestones  | Lead Officer (Contact Details) |
| Disability – ensure new proposals fully meet the need of disabled people in line with agreed policies   | Temporary office locations will be fully inclusive and accessible for disabled people and comply with statutory legislation. Disabled people feel fully included during the decant period | Decant strategy meets expected outcomes | At detailed design of layouts and Building Regulations application. Ongoing through NWOW programme through decant period       | Jarvis Garrett                 |
| Pregnancy and maternity- ensure new proposals mitigate any negative impacts on people that are pregnant or maternity  | Decant strategy mitigates negative impacts.   | Decant strategy meets expected outcomes | During development of decant strategy and associated communication & engagement strategy, Development of training and support. | Liz Chiles                     |
| <b>Additional Comments:</b>   |   |   |  |                                |

## **6. Sign off:** (*All EAA's must be signed off once completed*)

| Completing Officer Sign Off:   | Service Director Sign Off:  | HR related proposal (Signed off by directorate HR officer) |
|--|---|--|
| Signed:<br><br>Name (Block Capitals)<br>ANDY PARONS<br><br>Date:<br>3 <sup>rd</sup> March 2021                       | Signed:<br><br>Name (Block Capitals):<br>LUCY TAYLOR<br><br>Date:<br>3 <sup>rd</sup> March 2021 | Signed: N/A<br><br>Name (Block Capitals):<br><br>Date:     |
| For EA's relating to Cabinet decisions: received by Committee Section for publication by 4 <sup>th</sup> March 2021: |   |  |

<sup>3</sup> Linked to the protected characteristics above

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## **Appendix 1: Legal obligations under Section 149 of the Equality Act 2010:**

- As a public authority we must have due regard to the need to:
  - a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
  - b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
  - c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- The protected characteristics are: AGE, DISABILITY, GENDER REASSIGNMENT, RACE, RELIGION & BELIEF, SEX, SEXUAL ORIENTATION, PREGNANCY & MATERNITY, MARRIAGE & CIVIL PARTNERSHIP
- Having due regard to advancing equality of opportunity between those who share a protected characteristic and those who do not, involves considering the need to:
  - a) Remove or minimising disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic
  - b) Take steps to meet the needs of persons who share a relevant characteristic that are different from the needs of the persons who do not share it.
  - c) Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- Having due regard to fostering good relations between persons who share a relevant protected characteristic and persons who do not, involves showing that you are tackling prejudice and promoting understanding.
- Complying with the duties may involve treating some people more favourably than others; but this should not be taken as permitting conduct that would be otherwise prohibited under the Act.