**Equality Impact Assessment (EqIA) Newton Nursery Redevelopment**

Section 1: Details of the policy/practice/project

| **Information required** | **Enter information below** |
| --- | --- |
| Department/Team responsible | Newton Nursery Redevelopment Project Team (Land Management) |
| Name of Policy, Practice or Project being assessed | Newton Nursery Redevelopment |
| Purpose and anticipated outcomes | * Increasing tree growing capacity at Newton Nursery. * Improve the operational​ efficiency of Newton Nursery * Deliver a workplace that complies with health and safety requirements, as well as meeting modern workplace inclusion and welfare expectations. * Reduce the environmental impact of tree nursery operation.​   This project includes the adoption of  [Smarter Working principles](../01.%20Research/FLS%20Smarter%20Working%20Principles%20for%20National%20Offices.pdf), for which an overarching [EqIA](https://www.gov.scot/publications/smarter-workplaces-equality-impact-assessment-summary/) was completed by Scottish Government. |
| Is this a new or existing Policy, Practice or Project? | New |
| List of participants in Equality Impact Assessment process | Bryony Hewetson Ward |
| Date Assessment started | 01/12/2021 |
| Completion date | 20/06/2022 |
| Who is likely to be affected?  *E.g. employees, visitors, contractors, women, men, young people, older people, people with disabilities etc.* | All employees currently working at Newton Nursery as well as suppliers, visitors and FLS staff who use the current space intermittently. |

Section 2: Collecting information

What evidence is available about the needs of relevant groups? Please consider demographic data, including census information, research, consultation and survey reports, feedback and complaints, case law, others knowledge and experience. Please refer to the list of evidence on the EqIA page of the intranet.

| **Details** | **Source of evidence** |
| --- | --- |
| Information on the workforce demographics of FLS Newton Nursery. Including those who work at the nursery on a regular basis, and those who may only occasionally work at the site, such as the East region team.  Key details are included in the impacts table below. | FLS HR – report provided 16/02/2022 |
| Demographic information for the Moray council area is taken as a guide for potential future workforce**.**  **Age:** 18.2% 0 – 15yrs, 56.5% 16-59yrs, 25.3% 60-75+yrs  **Race:** 99% White UK or EU, 0.6% Asian/Asian Scottish, 0.5% Other ethnicity  **Religion:** 43.4% CoS/Other Christian, 6.6% Catholic, 1.2% Other Religion, 41.2% No religion  **Disability**: 17.8% limited by a long term health problem or disability  **Sex/Gender**: 49.2% Male, 50.8% Female  **Married or in civil partnership**: 51.8%  **Economically active (in work or looking for work):** 71.5%  **Unemployed:** 3.9% (of which 42.2% unemployed for 5yrs+) | [Census Scotland 2011 Results](https://www.scotlandscensus.gov.uk/search-the-census#/explore/snapshot) |

| **From your research above, if you have you identified any gaps in evidence, enter the details of the gaps below** |
| --- |
| FLS does not currently gather information on the protected characteristics of suppliers, who may use the new facilities occasionally.  The most recent census information is now more than 10 years old. If data from Scotland’s 2022 census is made available during this project, this EqIA will be reviewed and updated with any significant changes.  We have a mechanism for staff to disclose their personal details under all of the protected  characteristics (via Employee Self Service on the HR System), however disclosure rates for  some protected characteristics are lower than others. We regularly encourage staff to  keep their information up to date. See [completing your diversity information](http://saltire/my-workplace/Diversity-and-inclusion/Diversity/Pages/Completing-your-diversity-information.aspx) on Saltire. |

| **As appropriate, please describe below, the consultation/engagement undertaken, including details of the groups involved and the methods used** |
| --- |
| * Engagement with Nursery staff through printed newsletters and team meetings on site * Informal engagement with our Union Partners (FTUS - May 2022) * Informal & formal engagement with residential neighbours (informal commenced Feb 2022) * Regular project updates are shared on Saltire to raise awareness and understanding of the project objectives among FLS staff beyond the Nursery. |

| **Detail below if there are any other groups to be consulted** |
| --- |
| Staff who are not ordinarily based at Newton Nursery, but may visit or use the office on an ad-hoc basis, (such as the Fleet & Buildings Team) are being kept up to date as part of a wider program of communication, predominantly [via Saltire](http://saltire/my-workplace/Organisational-priorities/Newton-Nursery-redevelopment-project/Pages/Project-overview.aspx). |

Section 3: Impacts

Has the research and consultation identified any potential for impacts on those with the following protected characteristics:

| **Protected Characteristic** | **Potential Impact** | **Explain** |
| --- | --- | --- |
| **Age**  *E.g. older people, children, young people*  60% of the nursery employees are over 50 years old. | Yes  No | It is not considered that the project will directly impact on individuals/groups due to age.  A defibrillator will be included in the equipment for the First Aid Room due to the increased risk of heart attack in an older work force (60% of the nursery employees are over 50 years old.)  Manual handling tasks have been “designed out” where possible. For example, the glasshouse will contain a system that allows trays of trees to be moved between areas on rollers with minimal physical effort from the operative, and zero lifting required. Training will be provided in how to use these systems, in addition to the FLS standard manual handling training. These inclusions are intended to minimise risks irrespective of age. |
| **Disability**  None of the current, regular, nursery employees consider themselves to have a disability.  4.31% of the regional team identify as disabled. | Yes  No | Office and welfare facilities have been specified to comply to DDA requirements.  The following services will be included:  • Accessible Toilet Communication System  • Audio Frequency Induction Loop System.  • Touchpad activated assisted door opening on entry and accessible toilet doors.  • Adjustable height workstations within the office  • High-contrast signage  • Quiet-zone workspaces within the office |
| **Gender reassignment**  *Where a person is living as a different gender to that at birth,*  None of the current, regular or occasional employees have disclosed that they are living as a different gender to that assigned at birth.  It is acknowledged that the disclosure rate for this characteristic is low. (72% not specified) | Yes  No | It is not considered that the project will directly impact on individuals/groups due to gender reassignment.  Gender neutral changing and WC facilities are included in scope. |
| **Pregnancy and maternity** | Yes  No | It is not considered that the project will directly impact on individuals/groups due to pregnancy and maternity.  A first aid room, suitable to provide new and expectant mothers more frequent rest breaks is included in the brief.  The project will continue to monitor if any of the nursery team are on maternity/paternity or family leave during key communications actions & communicate project plans with them appropriately. |
| **Race, ethnicity, colour, nationality or national origins**  *Including gypsies or travellers, refugees or asylum seekers*  Current regular nursery employees:  **British (not Channel Islands or IOM)**: 52.00%  Not Specified 16.00%  White British 36.00%  **German:** 4.00%  Any other White background 4.00%  **Latvian:** 4.00%  Not Specified 4.00%  **Polish:** 36.00%  Not Specified 36.00% | Yes  No | Communications will be translated to Polish where possible/necessary  Signage will be specified to use pictograms where possible to increase understanding across multiple languages.  Once the project is complete, induction sessions for the new facilities should be conducted in English and Polish. |
| **Religion or belief**  *Including non-belief*  52% of nursery employees report having no religion. | Yes  No | It is not considered that the project will directly impact on individuals/groups due to their religion or belief.  Small meeting rooms will be available as bookable spaces for private prayer. |
| **Sex/Gender**  Nursery employees:  44% Female / 56% Male | Yes  No | It is not considered that the project will directly impact on individuals/groups due to their sex/gender. |
| **Marriage and civil partnership** | Yes  No | It is not considered that the project would have an impact on people due to their marital or civil partnership status. |
| **Sexual Orientation**  It is acknowledged that the disclosure rate for this characteristic is low. (84% not specified) | Yes  No | It is not considered that the project will directly impact on individuals/groups due to their sexual orientation. |

Is there any evidence that the policy may result in any less favourable treatment, discrimination, harassment or victimization as detailed below:

| **Potential outcome of the policy** | **Select as appropriate** | **If yes, give details of the potential outcome and any project modifications to mitigate the risk** |
| --- | --- | --- |
| Result in less favourable treatment for particular groups | Yes  No  No Evidence |  |
| Give rise to direct or indirect discrimination | Yes  No  No Evidence |  |
| Give rise to unlawful harassment or victimisation | Yes  No  No Evidence |  |

Section 4: Meeting our General Equality Duty

| **Enter below which aspects of the Policy, Practice or Project seek to eliminate unlawful discrimination, harassment and victimisation** |
| --- |
| FLS is committed to the elimination of unlawful discrimination, harassment and victimisation. While the purpose of the project is not around elimination of unlawful discrimination, harassment or victimisation, inclusion is implicit throughout. |

| **Enter below which aspects of the Policy, Practice or Project seek to advance equality of opportunity between people who share a relevant protected characteristic and those who do not** |
| --- |
| Accessible office / welfare facilities are not currently available at Newton Nursery, therefore those with certain physical disabilities would find it difficult to use the space at present, the project will address that inequality through provision of DDA compliant office and welfare facilities. |

| **Enter below which aspects of the Policy, Practice or Project seek to foster good relations between people who share a protected characteristic and those who do not** |
| --- |
| The current facilities at Newton Nursery do not support regular interaction between the various user groups, i.e. office based, nursery operations, regional and Forest Research staff. The project is actively seeking to foster good relations between these teams through shared facilities. This will support fostering good relations across multiple groups of protected characteristics. |

Section 5: Outcome of the assessment

| **Outcome of the assessment on the Policy, Practice or Project** | **Enter detail below** |
| --- | --- |
| No major change | X |
| Adjust the Policy, Practice or Project |  |
| Continue to Policy, Practice or Project | X |
| Stop and remove the Policy, Practice or Project |  |

| **Detail below recommendations, including action required, to address any negative impacts identified** |
| --- |
|  |

Section 6: Monitoring

| **Describe below how you will monitor the impact of this Policy, Practice or Project**  ***E.g. performance indicators used, other monitoring arrangements, who will monitor progress, criteria used to measure achievement of outcomes etc.*** |
| --- |
| This document will be reviewed on a regular basis, ahead of the project board. Issues to  be highlighted and board sessions and reported to Equality & Diversity Manager. |

| **When and how is the Policy, Practice or Project due to be reviewed?** |
| --- |
| There will be a post implementation review / lessons learned review when the project is  complete and becomes BAU. |

Section 7: Sign off

| **Required information** | **Enter information below** |
| --- | --- |
| Date sent to Equality and Diversity Manager | 29/06/22 |
| Comments from Equality and Diversity Manager |  |
| Date signed off by Equality and Diversity Manager | 30/06/22  Ella Hashemi |

| **Details of Senior Manager who has signed off this Equality Impact Assessment** | **Enter information below** |
| --- | --- |
| Name | Doug Knox |
| Title | Head of Technical Services Group |
| Date approved | 22/07/22 |

Please send this completed and approved Equality Impact Assessment to:

Ella Hashemi, Equality, Diversity and Inclusion Manager, Forestry and Land Scotland