



# Equality Impact Assessment (EQIA) Template

## Section 1: Details of the policy/practice/project

Information required	Enter information below
Department/Team responsible	Business Services
Name of Policy, Practice or Project being assessed	Silvan House move to 4 <sup>th</sup> Floor
Purpose and anticipated outcomes	<p>Relocation of office provision from 1<sup>st</sup> to 4<sup>th</sup> floor. This project includes the adoption of Smarter Working principles (see separate attachment), for which an overarching EQIA was completed by Scottish Government (see separate attachment).</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   <small>FLS Smarter Working Principles for Nationa</small> </div> <div style="text-align: center;">   <small>SG EQIA.pdf</small> </div> </div>
Is this a new or existing Policy, Practice or Project?	New project (office move within the same building and new working practices)
List of participants in Equality Impact Assessment process	Alison Kennedy, Simone Scott, Malcolm Crosby
Date Assessment started	19 February 2021 – updated 26 <sup>th</sup> October 2021
Completion date	November 2021
Who is likely to be affected? <i>E.g. employees, visitors, contractors, women, men, young people, older people, people with disabilities etc.</i>	All employees previously working in the East wing of first floor in Silvan House as well as visitors and FLS staff who use the current space occasionally.

## 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,

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feedback and complaints, case law, others knowledge and experience. Please refer to the list of evidence on the EqIA page of the intranet.

Details	
<p>Workforce Demographic Data for those currently based in SH at 21 July 21</p> <p><b><u>Age Category:</u></b></p> <p>24 and under: 3 (2.1%)            25 to 29: 13 (9.2%)            30 to 34: 19 (13.5%)            35 to 39: 12 (8.5%)            40 to 44: 20 (14.2%)            45 to 49: 21 (14.9%)            50 to 54: 19 (13.5%)            55 to 59: 22 (15.6%)            60 to 64: 9 (6.4%)            65 and over: 3 (2.1%)</p> <p><b><u>Gender:</u></b></p> <p>Male: 60 (42.6%)            Female: 81 (57.4%)</p> <p><b><u>Ethnicity:</u></b></p> <p>African 1 (0.7%)            Any other white 7 (5%)            British 5 (3.5%)            Chinese 2 (1.4%)            White and Asian 1 (0.7%)            White and Black African 1 (0.7%)            White British 83 (58.9%)            White English 2 (1.4%)            White Irish 1 (0.7%)            White N. Irish 1 (0.7%)            White Scottish 28 (19.9%)            White Welsh 1 (0.7%)            Prefer not to disclose 3 (2.1%)            Not specified 5 (3.5%)</p> <p><b><u>Disability:</u></b></p> <p>No: 120 (85.1%)            Yes: 12 (8.5%)            Unknown: 9 (6.4%)</p>	<p>Internal HR System/MI data report</p>

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Details	
<p><b><u>Long term sickness absence</u></b> As at July 2021 there are no colleagues on long term sickness absence</p> <p><b><u>Maternity/Pregnancy:</u></b> As at July 2021 there are 2 employees currently on maternity leave.</p> <p><b><u>Marital Status</u></b> Civil Partnership: 1 (0.7%) Divorced: 10 (7.1%) Married: 69 (48.9%) Partner: 7 (5%) Separated: 2 (1.4%) Single: 50 (35%) Widowed: 1 (0.7%) Not specified: 1 (0.7%)</p> <p><b><u>Sexual Orientation</u></b>  Bisexual: 1 (0.7%) Gay Man: 1 (0.7%) Heterosexual/Straight: 46 (32.6%) Prefer not to disclose: 2 (1.4%) Not specified: 91 (64.5%)</p> <p><b><u>Gender Reassignment</u></b> No: 59 (41.8%) Declined to specify: 1 (0.7%) Not specified: 81 (57.4%)</p> <p><b><u>Religion</u></b> Agnostic: 2 (1.4%) Atheist: 9 (6.4%) Christian – Other: 11 (7.8%) Christian – Roman Catholic: 2 (1.4%) Church of Scotland: 4 (2.8%) No religion: 17(12.1%) Other: 0 (0%) Prefer not to disclose: 1 (0.7%)</p>	

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Details	
Not specified:	95 (67.4%)
Demographic information on the population of Scotland:	<a href="#">Census Scotland 2011 Results</a>
<p><u>General population</u>            Median age: 42 years female, 40 male            Long term health problem or disability: 20%            Married or in a Civil Partnership: 45.4%            Race: BME 4%            Sex: 51.5% Female, 48.5% Male</p> <p><u>Working age population</u>            Median age: 45-49            Long term health problem or disability: 15%            Married or in a Civil Partnership: 37%            Race: BME 5.8%            Sex: 49.6% Female, 50.4% Male</p>	

**From your research above, if you have identified any gaps in evidence, enter the details of the gaps below**

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](#) on Saltire.

**As appropriate, please describe below, the consultation/engagement undertaken, including details of the groups involved and the methods used**

- Informal engagement with our Union Partners (FTUS) prior to establishing a working group.

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**As appropriate, please describe below, the consultation/engagement undertaken, including details of the groups involved and the methods used**

- A working group (with representatives from all Silvan House-based teams and functions as well as FTUS) has been established and engagement is ongoing. We invited feedback from our colleagues with a protected characteristic or other additional requirements, and encouraged FTUS to do the same from within their membership.
- There is a TOR for the group and working group meetings are held at all stages of the project: Discovery, Diagnosis, Design and Delivery to get feedback and ideas on how we can adopt Smarter Working principles as part of the move, and how best to design the new space to provide a working environments that covers the needs of our colleagues.
- There is also regular interaction between the working group and the project team on Microsoft Teams channel.
- All colleagues were invited to information sessions on Smarter Working to raise awareness and understanding of the Smarter Working Principles.
- Colleagues who had workplace adjustments were asked to contact the People workstream lead with details of those adjustments required.
- 1 to 1s were held by managers in June 21 to capture workplace adjustment requirements, with more 1 to 1s planned before the move.
- A programme of engagement is planned from July 21 through to the date of moving in to GGH to provide staff with information on what to expect from the move and to provide managers with the information they need to support their teams.
- A Q&A page is available on Saltire; this is updated regularly to incorporate answers to questions raised via all communication forums.

**Detail below if there are any other groups to be consulted**

Visitors and staff who are not ordinarily based in Silvan House, but use the office accommodation there on an ad-hoc basis, are being kept up to date as part of a wider programme of communication.

## Section 3: Impacts

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

Protected Characteristic	Potential Impact (yes or no)	Explain
Age <i>E.g. older people, children, young people</i>	No	It is not considered that the move will directly impact on individuals / groups due to age. However, it is accepted

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Protected Characteristic	Potential Impact (yes or no)	Explain
		<p>that older colleagues could have mobility issues or age-related health issues e.g. if elevators are out of service, storage at the wrong height leading to overstretching etc. 1 to 1s are taking place in June to address any new workplace adjustments (WPAs) required and any occupational health referrals needed.</p>
<p><b>Disability</b></p>	<p>Yes</p>	<p>The new office accommodation will be on the fourth floor, which could have a negative impact on those with mobility issues e.g. if elevators are out of use / cannot be used e.g. in the event of a fire. Personal Emergency Evacuation Plans will need to be revisited for those with mobility issues (including visitors). This will be completed by line managers - reminder to be provided as part of wider return to workplaces comms. BS Facilities Team to manage for visitors.</p> <p>New WPAs will be captured as detailed in previous sections of this document.</p> <p>A portable hearing loop is available from main reception.</p>

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Protected Characteristic	Potential Impact (yes or no)	Explain
		<p>The scope of this project (move from 1st to 4th floor) does not include plans to enhance accessibility for visually or hearing impaired people, however accessibility software for those with poor eyesight or hard of hearing is available to order via Logger.</p> <p>Alternative signage is being explored by the FLS Design Team, with advice from the Diversity &amp; Inclusion Manager.</p> <p>Touch pads for toilet doors will be installed.</p> <p>The new kitchen is specified as per DDA requirements, including open access (no doors) and lowered sink for wheelchair users.</p>
<p><b>Gender reassignment</b>  <i>Where a person is living as a different gender to that at birth</i></p>	<p>No</p>	<p>It is not considered that the move will directly impact on individuals/groups due to gender reassignment.</p> <p>Facilities are the same as on the current floor. Gender neutral facilities will not be provided as part of this project, however this may be included as part of later Silvan House improvement projects, in conjunction with the landlord as part of a building-wide programme.</p>

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Protected Characteristic	Potential Impact (yes or no)	Explain
<b>Pregnancy and maternity</b>	No	There are 2 employees currently on maternity leave. Managers are keeping in contact with individuals on leave to ensure they receive all communications and have the opportunity to provide input at the appropriate time, as are working group members. There is a fridge in the first aid room on the ground floor (which is kept locked) to store breast milk.
<b>Race, ethnicity, colour, nationality or national origins</b> <i>Including gypsies or travellers, refugees or asylum seekers</i>	No	It is not considered that the move will directly impact on individuals/groups due to their race/ethnicity.
<b>Religion or belief</b> <i>Including non-belief</i>	No	It is not considered that the move will directly impact on individuals/groups due to their religion or belief, however there will be a new quiet wellbeing room which could be used for prayer.
<b>Sex/Gender</b>	No	It is not considered that the move will directly impact on individuals/groups due to their sex/gender.
<b>Marriage and civil partnership</b>	No	It is not considered that the move will directly impact on individuals/groups due to their marital status.
<b>Sexual Orientation</b>	No	It is not considered that the move will directly impact on individuals/groups due to their sexual orientation.



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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	Delete 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	No	
Give rise to direct or indirect discrimination	No	
Give rise to unlawful harassment or victimisation	No	

## 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 office move 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
N/A

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
N/A

## Section 5: Outcome of the assessment

Outcome of the assessment on the Policy, Practice or Project	Enter detail below
No major change	X

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Outcome of the assessment on the Policy, Practice or Project	Enter detail below
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
Any negative impacts on individuals will be discussed at 1 to 1s with managers to consider any possible actions to mitigate negative impact.

## Section 6: Monitoring

Describe below how you will monitor the impact of this Policy, Practice or Project <i>E.g. performance indicators used, other monitoring arrangements, who will monitor progress, criteria used to measure achievement of outcomes etc.</i>
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	22/12/20      2/3/22 - final 21/7/21
Comments from Equality and Diversity Manager	I fully support this project. Equality impact should be considered as part of the project review in 6 month's time.
Date signed off by Equality and Diversity Manager	Ella Hashemi 4/4/22

Details of Senior Manager who has signed off this Equality Impact Assessment	Enter information below
Name	Graeme Hutton
Title	Director of Business Services
Date approved	26/10/21

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Please send this completed and approved Equality Impact Assessment to:

[Amy Noble](#), Equality and Diversity Manager, Forestry and Land Scotland

