

EQIA Inverness Office Review

Section 1: Details of the policy/practice/project



Information required	Enter information below
Department/Team responsible	Net Zero
Name of Policy, Practice or Project being assessed	FLS Inverness Office Review
Purpose and anticipated outcomes	Review and recommend an option to ensure Inverness Office space is maximized and offers best value
Is this a new or existing Policy, Practice or Project?	New project – relocation of office provision
List of participants in Equality Impact Assessment process	Sasha McKinlay, Mark Wilcock, Alison Forbes, Graeme Hutton
Date Assessment started	6 th January 2025
Completion date	17 th January 2025
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 who are currently working in Great Glen House and at Smithton Regional Office FLS staff visiting either building. Contractors working from either building. Service providers

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
<p>Workforce Demographic Data for those currently based in Great Glen House on 6 January 2025</p> <p>Age Category: 39 and under: 22 (28%) 40 and over: 56 (72%)</p> <p>Gender: Male: 28 (36%) Female: 50 (64%)</p> <p>Ethnicity: White: 70 (90%) ME: 1 (1%) Not Specified: 7 (9%)</p> <p>Disability: No: 69 (88%) Yes: 3 (4%) Not Specified: 6 (8%)</p> <p>Marital Status Married: 34 (44%) Partner: 13 (17%) Single: 19 (24%) Civil Partnership 0 Divorced: 5 (6%) Separated: 5 (6%) Widowed 1 (1%) Not specified 1 (1%)</p> <p>Sexual Orientation Heterosexual/Straight: 41 (53%) LBGT+: 2 (3%) Not specified: 35 (44%)</p> <p>Gender Reassignment No: 50 (64%) Not specified: 28 (36%)</p> <p>Religion Religious: 11 (14%) Atheist / No Religion: 29 (37%) Agnostic: 1 (1%) Not specified: 37 (47%)</p>	<p>Internal HR System/MI data report</p>

Details	Source of evidence
<p>Workforce Demographic Data for those currently based in Smithton on 6 January 2025</p> <p>Age Category: 39 and under: 13 (28%) 40 and over: 34 (72%)</p> <p>Gender: Male: 31 (66%) Female: 16 (34%)</p> <p>Ethnicity: White: 41 (87%) ME: 3 (6.5%) Not Specified: (6.5%)</p> <p>Disability: No: 42 (89%) Yes: 1 (2%) Not Specified: 4 (9%)</p> <p>Marital Status Married: 26 (55%) Partner: 8 (17%) Single: 9 (19%) Civil Partnership 0 Divorced: 0 Separated: 0 Widowed 1 (2%) Not specified 3 (6%)</p> <p>Sexual Orientation Heterosexual/Straight: 28 (60%) LGBT+: 0 Not specified: 19 (40%)</p> <p>Gender Reassignment No: 34 (72%) Not specified: 13 (28%)</p> <p>Religion Religious: 6 (13%) Atheist / No Religion: 18 (38%) Agnostic: 3 (6%) Not specified: 20 (43%)</p>	<p>Internal HR System/MI data report</p>

Details	Source of evidence
<p>Demographic information on the population of Scotland:</p> <p>Median age: 42 years female, 40 males Long term health problem or disability: 20% Married or in a Civil Partnership: 45.4% Race: ME 4% Sex: 51.5% Female, 48.5% Male</p> <p>Working age population Median age: 45-49 Long term health problem or disability: 15% Married or in a Civil Partnership: 37% Race: ME 5.8% Sex: 49.6% Female, 50.4% Male</p>	<p>2022 results Scotland's Census</p>
<p>Accessibility audits have been conducted by Ruth Scott as follows: Great Glen House – 13 Feb 24 Smithton – 13 Feb 24</p> <p>The findings of both audits are being incorporated into any design plans to re-fit the offices prior to any colleague moves being completed.</p>	<p> Great Glen House accessability audit</p> <p> Smithton accessability audit</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 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.

The ITrent system does not record data on caring status (if employee cares for children, disabled family, elderly parents). This is not a protected characteristic under the Equality Act but is closely connected to age and sex. Caring responsibilities can significantly impact people's work.

The staff consultation will be exploring impact of the office location change on staff with caring responsibilities for example does it make their commute from nursery/school to the office significantly longer.

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 relevant functions has been established. There is a TOR for the group and working group meetings are held at all stages of the project. There is regular interaction between the working group on Microsoft Teams channel and in person.
- Informal engagement with FTUS is continuing throughout the project.
- Informal and formal engagement sessions with staff will provide an opportunity for concerns to be raised, and feedback fed back into the project team.
- A programme of engagement is planned from now until the date of moving to the new premises 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.
- 1 to 1s will be held by managers to capture workplace adjustment requirements as required.
- Formal consultation will be completed, in line with FLS policy.
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 Great Glen House and Smithton but use the office accommodation there on an ad-hoc basis, will be 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 including looked after children, young people including care leavers.</i>	Yes	It is not considered that the move will directly impact on individuals / groups due to age. However, it is accepted that older colleagues could have mobility issues or age-related health issues e.g. if the platform elevator is out of service at the Smithton office, (although desk space

Protected Characteristic	Potential Impact (yes or no)	Explain
		will be available without the requirement to use a platform elevator) storage at the wrong height leading to overstretching etc. 1 to 1s will be held with all staff affected to address any new workplace adjustments (WPAs) required and any occupational health referrals needed.
Disability <i>E.g., long-term mental health conditions, neurodiversity, physical impairments</i>	Yes	<p>The new office accommodation for the National team at Smithton will be on the mezzanine floor, which could have an impact on those with mobility issues e.g. if the platform elevator is out of use / cannot be used e.g. in the event of a fire, although desk space will be available on the ground floor, however Personal Emergency Evacuation Plans will need to be revisited for those with mobility issues to ensure that they are up to date for the new premises. Line managers will complete this and store the PEEPS appropriately and ensure that they are applied at evacuation drills. There are no PEEPS for the Smithton office at present.</p> <p>New Workplace Assessments will be captured as detailed in previous sections of this document.</p>

Protected Characteristic	Potential Impact (yes or no)	Explain
		<p>Disabled toilets are located on the ground floor. This would impact on staff with accessibility needs, however there is a platform elevator. Touch pads for the accessible toilet door will be installed. The above attached assessment details all the current accessibility within the building and touch pads are not required</p> <p>Disabled parking spaces are available as standard within the premises.</p> <p>A portable hearing loop will be available from the on-site Admin Team. It will be like that on offer at Apex House in Edinburgh. The scope of this project 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 and will be part of a wider project within FLS.</p> <p>Quiet outdoor space and quiet desks will be available for neurodivergent staff. It is also appreciated that the move can be more stressful for neurodivergent staff. Clear communication throughout the process will</p>

Protected Characteristic	Potential Impact (yes or no)	Explain
		<p>continue, specifically sharing timescales for the change. There is a high number of allocated desks allocated to space at Smithton which addresses neuro divergent staff and with OHS referral requirements. There are some permanent staff who are in Smithton more than 3 days a week that have an allocated desk too as per the Regional Managers request</p> <p>The kitchen is specified as per DDA requirements, including direct access (no doors) and lowered worktops for wheelchair users.</p>
<p>Gender reassignment <i>Where a person is living as a different gender to that at birth</i></p>	No	<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 in the current premises. Gender neutral facilities are not currently available.</p> <p>There are 5 single toilets only cubicles – 2 female, 2 male and one disabled.</p> <p>There are no gender-neutral toilets</p> <p>There are sanitary disposal units in 4 or the 5 toilets.</p> <p>Pads and tampons are provided.</p>

Protected Characteristic	Potential Impact (yes or no)	Explain
Pregnancy and maternity <i>Including breastfeeding</i>	No	<p>There is 1 employee currently on parental leave. Managers are staying connected with individuals on leave to ensure they receive all communications and can provide input at the appropriate time, as are working group members. There will be a fridge added as part of the fit-out to the first aid room (which is kept locked) to store breast milk.</p> <p>There is no first aid room, currently the shower room can be used if required on demand but is not bookable. There is a fridge in the kitchen and a small fridge in the welfare room that is currently not used. Soft chairs are available to be used in the shower room if required.</p>
Race, ethnicity, colour, nationality or national origins. <i>Including gypsies or travellers, refugees, or asylum seekers</i>	No	<p>It is not considered that the move will directly impact on individuals/groups due to their race/ethnicity.</p>
Religion or belief <i>Including non-belief</i>	Yes	<p>A meeting room can be pre-booked for prayer as required.</p>
Sex/Gender	Yes	<p>It is proposed to implement priority car parking spaces available for booking as a reasonable adjustment, such as caring responsibilities. This</p>

Protected Characteristic	Potential Impact (yes or no)	Explain
		<p>will be fully examined at the implementation stage of the project.</p> <p>Smarter working, flexi time and flexible working arrangements, along with daycare and school pick-ups will all be considered as part of the consultation process and for discussion at 1 to 1 meeting with line managers. Support with the additional travel costs will be provided through the FLS Relocation Policy and Procedure.</p> <p>Pads and tampons are provided.</p>
Marriage and civil partnership	No	It is not considered that the move will directly impact on individuals/groups due to their marital status.
Sexual Orientation	No	It is not considered that the move will directly impact on individuals/groups due to their sexual orientation.

Is there any evidence that the policy may result in any less favorable 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 favorable treatment for groups	No evidence	
Give rise to direct or indirect discrimination	No evidence	

Potential outcome of the policy	Delete as appropriate	If yes, give details of the potential outcome and any project modifications to mitigate the risk
Give rise to unlawful harassment or victimization	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 victimization

FLS is committed to the elimination of unlawful discrimination, harassment, and victimization. While the purpose of the office move is not around elimination of unlawful discrimination, harassment or victimization, inclusion is implicit throughout.

A range of measures are being implemented to eliminate discrimination such as kitchen meets DDA requirement, breast milk storage in designated fridge, period products, prayer spaces, quiet desks, portable hearing loops, etc.

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

A range of measures are being implemented to advance equality of opportunity in addition to those mentioned above, including installing touch pads, desk and parking booking systems are demonstrating that we are ensuring that protected characteristics are considered throughout.

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 reduction in parking places is a change for staff. This will be communicated with all staff affected to understand the rationale behind the decision. Options are being investigated should we move to the Smithton office.

There is disabled parking and visitor parking available. This is not bookable but can be revisited if required during the project.

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
Parking will be restricted, and options are being investigated and will be firmed after the consultation process.

Section 5: Outcome of the assessment

Outcome of the assessment on the Policy, Practice or Project	Enter detail below
No major change	
Adjust the Policy, Practice or Project	
Continue to Policy, Practice or Project	
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 actions to mitigate negative impact.
Facilities improvements (i.e., push pads, wellbeing room, etc.) have been planned.

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	10 January 2025
Comments from Equality and Diversity Manager	Included and updated within the body of the document
Date signed off by Equality and Diversity Manager	17 January 2025

Details of Senior Manager who has signed off this Equality Impact Assessment	Enter information below
Name	Graeme Hutton
Title	Director, Net Zero
Date approved	17 January 2025

Please send this completed and approved Equality Impact Assessment to:

Alison.Forbes@forestryandland.gov.scot the Equality, Diversity and Inclusion Manager, Forestry and Land Scotland