



# 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	FLS Inverness Accommodation
Purpose and anticipated outcomes	<p>Relocation of office provision to Great Glen House (GGH) from Highlander Way (HW)</p> <p>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 relocation of office provision
List of participants in Equality Impact Assessment process	Alison Kennedy, Graeme Hutton, Andy Fletcher, Simone Scott

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Information required	Enter information below
Date Assessment started	11 <sup>th</sup> November 2019, – 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 who are currently working in HW (either regularly or infrequently). - 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
Workforce Demographic Data for those currently based in HW at 21 July 2021  <b>Age Category:</b> 24 and under: 1 (1.4%) 25 to 29: 6 (8.5%) 30 to 34: 10 (14.1%) 35 to 39: 10 (14.1%) 40 to 44: 9 (12.7%) 45 to 49: 16 (22.5%) 50 to 54: 9 (12.7%)	Internal HR System/MI data report

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Details	Source of evidence
<p>55 to 59: 9 (12.7%)                      60 to 64: 1 (1.4%)                      65 and over: 0 (0%)</p> <p><b><u>Gender:</u></b>                      Male: 29 (40.8%)                      Female: 42 (59.2%)</p> <p><b><u>Ethnicity:</u></b>                      White – British: 42 (59%)                      White – Scottish: 16 (22.5%)                      White – Other: 4 (6%)                      Polish–1 (1.5%)                      Unknown: 8 (11%)</p> <p><b><u>Disability:</u></b>                      No: 61 (86%)                      Yes: 3 (4%)                      Yes - Not Disclosed: 0                      Unknown: 7 (10%)</p> <p><b><u>Long term sickness absence</u></b>                      One employee is currently on long term sick leave</p> <p><b><u>Maternity/Pregnancy:</u></b>                      There are 4 employees currently on maternity leave.</p>	

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Details	Source of evidence
<p><b><u>Marital Status</u></b> Civil Partnership: 0 (0%) Divorced: 2 (2.8%) Married: 36 (50.7%) Partner: 2 (2.8%) Separated: 3 (4.2%) Single: 27 (38%) Widowed: 0 (0%) Not specified: 1 (1.4%)</p> <p><b><u>Sexual Orientation</u></b>  Bisexual: 1 (1.4%) Gay Man: 0 (0%) Heterosexual/Straight: 19 (26.8%) Prefer not to disclose: 0 (0%) Not specified: 51 (71.8%)</p> <p><b><u>Gender Reassignment</u></b> No: 24 (33.8%) Declined to specify: 0 Not specified: 47 (66.2%)</p> <p><b><u>Religion</u></b> Agnostic: 0 (0%) Atheist: 4 (5.6%)</p>	

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Details	Source of evidence
<p>Christian – Other: 2 (2.8%)            Christian – Roman Catholic: 1 (1.4%)            Church of Scotland: 4 (5.6%)            No religion: 8 (11.3%)            Other: 0 (0%)            Prefer not to disclose: 0 (0%)            Not specified: 52 (73.2%)</p> <p><b><u>Pay Band:</u></b>            PB1: 2            PB2: 8            PB3: 10            PB4: 23            PB5: 16            PB6: 12</p>	
<p>Demographic information on the population of Scotland:</p> <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><a href="#">Census Scotland 2011 Results</a></p>

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Details	Source of evidence
<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)
- Formal consultation with FTUS; which closed on 30/09/20

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

- Opportunity for impacted staff to feed into Q&As (dedicated mailbox)
- Staff engagement groups held in GGH in March 2020 to get feedback and ideas on how we can make the move with the least disruption possible, as well as how to get best use out of the new office accommodation.
- 1 to 1s with staff in March 2020 to provide staff with the opportunity to discuss their personal concerns ( further 1 to 1s are due to take place prior to the move)
- A working group has been set up and engagement is ongoing. There is a TOR for the group and membership covers all business areas in scope to move. Working group meetings are held at all stages of the project: Discovery, Diagnosis, Design and Delivery. 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.
- 1 to 1s are being held by managers in June 21 to capture workplace adjustment requirements (WPAs), 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**

- Staff in the Smithton Office have been informed of the move as there may be an increase in requests to work there rather than GGH. The Regional Manager based at

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Detail below if there are any other groups to be consulted
<p>Smithton has agreed an approach to such requests and this has been captured in the Q&amp;A document.</p> <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> party / voluntary groups in Smithton</li> <li>• Staff with a protected characteristic were invited to advise of their requirements – a number of options were provided; via line managers during 1 to 1s, via their Working Group representative, or directly via the People Workstream Lead - to ensure their needs were included during the Design phase.</li> </ul>

## 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
<b>Age</b> <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, although older colleagues can experience mobility problems. See comment below on disability.
<b>Disability</b>	Yes	The new office accommodation will be on the ground floor, which should have a positive impact on those with mobility issues. Personal



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Protected Characteristic	Potential Impact (yes or no)	Explain
		<p>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 Admin Team to manage for visitors.</p> <p>New WPAs will be captured as detailed in previous sections of this document.</p> <p>There are 5 disabled parking spaces and ramp access to the building.</p> <p>There are 2 lifts in the building.</p> <p>There are hearing loops in the main 2 meeting rooms and portable hearing loops for other areas.</p>

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Protected Characteristic	Potential Impact (yes or no)	Explain
		<p>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.</p> <p>The kitchen / tea area will have a lowered worktop and sink for use by wheelchair users – there is also an accessible worktop and sink in the main canteen area.</p> <p>Alternative signage is being explored by the FLS Design Team, with advice from the Diversity &amp; Inclusion Manager.</p> <p>There are disabled toilets on all floors. Touch pads for toilet doors are not</p>

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Protected Characteristic	Potential Impact (yes or no)	Explain
		<p>currently available but have been requested via NatureScot and may be included as part of wider GGH building management projects.</p> <p>PEEPs to be reviewed by line managers. Reminder to be provided as part of wider return to workplaces comms.</p>
<p><b>Gender reassignment</b>  <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>Gender neutral facilities are not currently available but have been requested via NatureScot and may be included as part of wider GGH building management projects.</p>
<p><b>Pregnancy and maternity</b></p>	No	<p>There are 4 staff currently on maternity leave. There is a first aid room which has a</p>

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Protected Characteristic	Potential Impact (yes or no)	Explain
		lockable fridge for storing breast milk. Additionally, there is a multifunctional “quiet room” with a lockable door from the inside which can be used for breast feeding, prayer, contemplation etc. It also has a lockable fridge. Managers are keeping in contact with these individuals to ensure they receive all communications and have the opportunity to have 1 to 1s. Working group members are also engaging with those on maternity leave to get their input to plans etc.
<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. (Signage is bilingual i.e. Gaelic)
<b>Religion or belief</b> <i>Including non-belief</i>	No	It is not considered that the move will directly impact on

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Protected Characteristic	Potential Impact (yes or no)	Explain
		individuals/groups due to their religion or belief. There is a multi-functional “quiet” room which can be used for prayer, contemplation etc. which has a lockable door from the inside.
<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.
<b>From your research above, are there any other potential impacts on staff (or groups of staff) such as those with caring responsibilities, long term absence etc. ?</b>		
<ul style="list-style-type: none"> <li>We do not currently have information on specific employees with caring responsibilities (e.g. for children and/or elderly parents), however the 1 to 1s with line managers provided the opportunity to discuss this with a view to possibly agreeing flexibility to mitigate any negative impacts from the move.</li> </ul>		

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Protected Characteristic	Potential Impact (yes or no)	Explain
		<ul style="list-style-type: none"> <li>The move could result in longer travel time to and from Great Glen House for colleagues across all groups of staff, which could have a negative impact on their work life balance and finances. These circumstances were explored during 1 to 1s with managers as above. Excess travel costs can be claimed for 5 years to cover any excess costs incurred as a result of the move.</li> <li>There is a fitness centre available to all staff at GGH which can have a positive impact on wellbeing.</li> <li>As part of the wider adoption of Smarter Working across FLS, new approaches to flexible working will provide greater choice on working locations (i.e. home or office), which should reduce the number of commutes to work, thus mitigating negative impacts on work life balance.</li> </ul>

Is there any evidence that the policy / project 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	Yes / No / No evidence	No evidence
Give rise to direct or indirect discrimination	Yes / No / No evidence	No evidence
Give rise to unlawful harassment or victimisation	Yes / No / No evidence	No evidence

## Section 4: Meeting our General Equality Duty

<b>Enter below which aspects of the Policy, Practice or Project seek to eliminate unlawful discrimination, harassment and victimisation</b>
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.

<b>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</b>
N/A

<b>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</b>
Staff may have more opportunities to collaborate with a wider group of colleagues from other Great Glen House-based organisations, and so there may be a more diverse workplace overall, and therefore a positive impact, i.e. potential for better relationships/understanding of those with whom they do not share characteristics.

## Section 5: Outcome of the assessment

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<b>Outcome of the assessment on the Policy, Practice or Project</b>	<b>Enter detail below</b>
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	

<b>Detail below recommendations, including action required, to address any negative impacts identified</b>
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

<b>Describe below how you will monitor the impact of this Policy, Practice or Project</b> <i>E.g. performance indicators used, other monitoring arrangements, who will monitor progress, criteria used to measure achievement of outcomes etc.</i>
<ul style="list-style-type: none"><li>• People survey results from the October 2020 and 2021 surveys, specifically around how change is managed, communication and engagement scores.</li><li>• Feedback from individuals through working group representatives.</li><li>• Staff turnover; review of exit interviews to ascertain if staff are leaving the organisation due to the change in work location.</li></ul>

<b>When and how is the Policy, Practice or Project due to be reviewed?</b>
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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	6 January 2019 v1 13 October 2020 v2 21 July 2021 v3 2 March 2022 final
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	Amy Noble 14/10/20 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, Business Services
Date approved	26/10/21

Please send this completed and approved Equality Impact Assessment to:

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