

Equality Impact Assessment Toolkit

(January 2021)

Section 1: Your details

EIA lead Officer: Jeannette Royle

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Head of Section: David Ball

Chief Officer: Dave Hughes

Directorate: Regeneration & Place

Date: 14 February 2023

Section 2: What Council proposal is being assessed?

Budget proposals to reduce facilities management costs by standing down Wallasey Town Hall.

Section 2a: Will this EIA be submitted to a Committee meeting?

Yes **Policy and Resources Committee 15 February 2023**

Hyperlink to where your EIA is/will be published on the Council's website

<https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments>

Section 3: Does the proposal have the potential to affect..... (please tick relevant boxes)

- Services**
- The workforce**
- Communities**
- Other** (please state eg: Partners, Private Sector, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4.

- None** (please stop here and email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing)

Section 4:

Could the proposal have a positive or negative impact on any protected groups (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)?

You may also want to consider socio-economic status of individuals.

Please list in the table below and include actions required to mitigate any potential negative impact.

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
Workforce	<p>At the start of the Covid Pandemic all administration/staff use was moved either to home working or from Cheshire Lines as the primary office base; this supports the Consolidation Staff Relocation exercise prior to the move to new office accommodation in 2024.</p> <p>Committees and Civic Services resumed at Wallasey Town Hall when restrictions were lifted. The proposals are to move these activities to Birkenhead Town Hall.</p>	<p>Consideration to ensure that the proposed alternative accommodation at Birkenhead Town Hall meets all equalities implications for physical accessibility, IT connectivity, appropriate furniture has been undertaken.</p>	Jeannette Royle	April 2023	Existing resources within Asset Management but with consultation with Staffing groups, TU's, HR/OD and other service sections
Services	<p>Previous services run from Wallasey Town Hall include: One Stop Shop, Taxi Licensing and Weddings. Since the onset of the pandemic these have been relocated elsewhere.</p>	<p>Assessments were carried out at the time of service re-provision. One Stop Shop access continues to be improved for</p>	Jeannette Royle	Since 2020	Existing resources within Asset Management

	<p>One Stop Shop - care has been taken to ensure that access for service users are easily accessed across the Borough which will mitigate socio-economic factors. A mix of access routes to services and information also supports this.</p> <p>Committees – alternative premises are thought suitable for an interim period to hold committees and other Civic functions.</p>	<p>remote (video, phone, online) and face to face access.</p> <p>Accessibility to alternative Committee rooms has been assessed, with some minor adjustments in hand</p>		<p>April 2023</p>	
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Section 4a: Where and how will the above actions be monitored?

Staff accommodation is being constantly monitored ahead of the larger location to new offices; staffing groups are involved in the consultation process.

One Stop Shop access monitored via exit surveys following video link calls, phone calls and online services.

Committee Services and Civic functions will be monitored by senior officers and any reports made to Asset Management should issues arise.

Section 4b: If you think there is no negative impact, what is your reasoning behind this?

Alternative provision has been made for the continuation of services and appropriate accommodation.

One Stop Shops: Additional video links across 5 libraries, face to face appointments available at 4 central libraries

Committees will have access to appropriate space and connectivity for the running of meetings, workshops etc at Birkenhead Town Hall,

Section 5: What research / data / information have you used in support of this process?

Exit results for One Stop Shops shows greater satisfaction of services; discussions held with heads of service.

Feedback from Committee Services senior management.

Section 6: Are you intending to carry out any consultation with regard to this Council proposal?

No

If 'no' please state your reason(s) why:

The majority of the assets have already ceased to operate and have little external impact on service users.

(please stop here and email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing)

Section 7: How will consultation take place and by when?

Before you complete your consultation, please email your preliminary EIA to engage@wirral.gov.uk via your Chief Officer in order for the Council to ensure it is meeting it's legal publishing requirements. The EIA will need to be published with a note saying we are awaiting outcomes from a consultation exercise.

Once you have completed your consultation, please review your actions in section 4. Then email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing.

Section 8: Have you remembered to:

- a) **Select appropriate directorate hyperlink to where your EIA is/will be published** (section 2a)
- b) **Include any potential positive impacts as well as negative impacts?** (section 4)
- c) **Send this EIA to engage@wirral.gov.uk via your Chief Officer?**
- d) **Review section 4 once consultation has taken place and sent your updated EIA to engage@wirral.gov.uk via your Chief Officer for re-publishing?**