

12/06/2008

Organisation or Department	Environmental Services
Service Area / Section	Building Control

Section	Date Started	Reviewing officers:	Name (alphabetic order)	Job Title	Date Completed
Part A	24/10/07	Lead officer(s)	Paul Swift	Head of Building Control Services	30/10/07
		Others on the review team	Ann Campbell Lee Donaghey John Mann	Senior Admin Officer Principal Building Surveyor Principal Building Surveyor	
Part B		Lead officer(s)	Paul Swift	Head of Building Control	11/12/07
		Others on the review team	Roy Collier Steve Gaskell Penny McGinty, Graham Dickman, Neil Higson Janette Court	Group Manager BC Group Manager BC Assistant Director (DC) DC Manager DC Manager Technical Admin Clerk	
Part C		Lead officer(s)	Paul Swift	Head of Building Control	May 08
		Others on the review team	Roy Collier Steve Gaskell Penny McGinty, Graham Dickman, Neil Higson Janette Court	Group Manager BC Group Manager BC Assistant Director (DC) DC Manager DC Manager Technical Admin Clerk	
Part D		Lead officer(s)	Paul Swift	Head of Building Control	May 08

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		Others on the review team	Roy Collier Steve Gaskell Penny McGinty, Graham Dickman, Neil Higson Janette Court	Group Manager BC Group Manager BC Assistant Director (DC) DC Manager DC Manager Technical Admin Clerk	
Part E		Lead officer(s)	Paul Swift		
		Others on the review team			

Part A: Assessing Relevance and Prioritising Areas

List functions and policies	For which of the following parts of the general duty, in the areas of gender, disability and race does it apply? 1. Promoting equality of opportunity 2. Eliminating discrimination 3. Encouraging participation and positive attitudes and relations between groups			Are there other groups that need to be considered Age, class, faith, sexuality	Priority 1, 2 and 3 = high Any 2 = medium Any 1 = low
	Disability	Gender	Race	Please state which groups below:	
Building Regulation process	1,2,3	1	-	Age, faith.	H
Dangerous structures	-	-	-		L
Demolition	-	-	-		L
Safety @ Sports grounds and other licensing functions	1,2,3	1	-		H
Scaffolds and hoardings	-	-	-		L
Advice and corporate initiatives	1,2,3	1		Age, faith	H

Go to part B

Part B: Assessment of services and policies

How is your service organised?

	Answer and evidence to show this	Action Points
1. Purpose of the service	To ensure the health and safety and provide reasonable access, for people in and around buildings and, to promote energy conservation, through the application of building regulations and associated legislation. (Evidence- Service Plan function & Objectives)	No action required
2. List policies included in this assessment	Building Control Policy Building Control Service Charter General custom and practise	“
3. Please list your stakeholders and customers	Citizens of and visitors to, the borough -users of buildings in the borough. Members and employees of the council Developers, designers and constructors of buildings.	“
4. Considering the type of service you provide and who your customers are, please outline how your service intends to communicate with different groups of people e.g. pictorial representations, tapes etc. Please ensure that priority is given to making services accessible rather than making information about services accessible. You should consider issues such as literacy, language and disability. Please refer to the Council’s guidance on Plain	Our service is carried out ‘on buildings’ not on people therefore information about the service is critical. Translation service available for leaflets etc. Tapes can be made available. 12 Point font standard for all information leaflets. Large print versions available Black text on yellow All material ‘Plain English’ checked Web site (available 24/7) Agents forum Breakfast seminars We will help customers complete application forms.	Identify range of alternative languages available. Likely need to broaden range of alternative languages, Eastern European influence increasing. Identify existing in house capability

English, Corporate standards and the Council's Translation and interpretation policy.	Once contacted we 'carry out the service' at the relevant premises- we go to them	
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Part B: Assessment of services and policies

Working in partnership working, procurement and commissioning

5. Please list any aspects of your functions or policies that are delivered externally or with external partners	<p>Small number of Building Regulation schemes through LABC Partner Authority scheme.</p> <p>Agents Forum is shared with St Helens council.</p> <p>NPS check structural calculations for us.</p> <p>An independent consultant checks a small number of Building regulation applications.</p> <p>Demolition contractors carry out demolition work</p> <p>Leigh Building Services carry out small works- making safe dangerous structures etc.</p>	No action required
6. Has the procurement equality procedure been followed in each case?	<p>Partners are generally other Local Authorities, these and NPS /LBS will be expected to meet similar standards.</p> <p>Need to enquire regarding standards expected of demolition contractors and B Regs consultant.</p>	<p>Need to check procurement equality procedure.</p> <p>What equality procedures do demolition contractors and Building Regulations consultant have?</p>
7. Please list any aspects of your functions or policies that are provided under contract for external organisations or partners	Occasional partnership schemes as above where we check plans for building works in other local authority areas throughout the country.	No action necessary

<p>8. Are you aware of the other organisation's/ partner's Procurement Equality Policy and how this differs from our own policy?</p>	<p>Not aware, however the Building Regulation Partnering process only operates between Local Authorities. All LA's should all have similar policies in accordance with government requirements. (and should also be working towards ESLG)</p>	<p>Check requirements for contractors policies</p>
<p>9. Has the procurement equality procedure been followed for items your service procures?</p>	<p>General office procurement through YPO</p>	<p>Get corporate centre to check and confirm this.</p>

Part B: Assessment of services and policies

Evidence to show whether the service is provided and accessed fairly

	Answer and evidence to show this	Action Points
<p>10. Please list all the information gathered that might help you decide whether or not the service is being applied fairly to all social identity groups</p> <p>If you do not have sufficient data or are not confident making decisions using the existing data please see the Equality Monitoring Guidance</p>	<p>Forum meeting minutes</p> <p>Newsletter requests for information</p> <p>Forum survey replies</p> <p>Completion survey replies</p> <p>Seminar survey replies</p> <p>Planning Aid focus group meeting</p> <p>Feedback via Access Officer</p>	<p>Identify and collect specific items to verify this:</p> <p>Forum Minutes</p> <p>Newsletter</p> <p>Completion survey analysis data</p> <p>Seminar survey returns</p> <p>Planning Aid minutes</p> <p>Access office comments</p>

Part B: Assessment of services and policies

Is your service provided and accessed fairly?

Consider each equality group in turn and state which aspects of your work:

- Affect some groups differently, state how and why
- Promote equality and address unmet need
- Contribute to inequality
- Encouraging participation, and positive attitudes and relations between groups

		Answer and evidence to show this	Action Points
11. Age	Affect some groups differently	No, however our service relates predominately to buildings and as such contact with the very young is expectedly minimal.	No action required
	Promote equality and address unmet need	Satisfaction survey does not reveal any issues	“
	Contribute to inequality	Not aware of any aspect of the service that could contribute to inequality	“
	Encourage participation, positive attitudes and relations between groups	Application of Approved Document M and promotion of access advice will benefit the elderly through readily accessible buildings.	“
12. Class	Affect some groups differently	Our Building Regulation fees are based on national standard not on persons ability to pay, however our fees are below the national maximum. We will accept staged payments.	None
	Promote equality and address unmet need	Web site promotes access and enables ‘out of hours’ access to service information. Answerphone and e-mail allows inspections to be booked out of hours. Free professional advice is available daily from duty surveyor	No action required

	Contribute to inequality	Not aware of any aspect of the service that could contribute to inequality	No action
	Encourage participation, positive attitudes and relations between groups	Not aware	Identify best practice from other local authorities (this and other categories)

Part B: Assessment of services and policies

Is your service provided and accessed fairly? Continued...

		Answer and evidence to show this	Action Points
13. Disability	Affect some groups differently	Reception area of building is fully accessible and other levels of building have lift access and disabled toilet accommodation but no escape refuge.	Consider refuge provision at each floor level, or ensure that an alternative accessible venue is used for meetings where access issues apply.
	Promote equality and address unmet need	Fully accessible reception. Free disabled car parking available opposite the building. Free Building Regulation process for disability schemes. Advice (JWM and KB) to access schemes and grants. Access statements promote equality we need to be vigilant in obtaining these.	Ensure Access statements are of acceptable quality
	Contribute to inequality	Building not fully accessible	Make alternative arrangements for meetings or for means of escape.

	Encourage participation positive attitudes and relations between groups	Thorough application of Approved Document M promotes awareness of disability and access issues and improves the accessible environment for all. We provide technical advice to service users through access officer. Our breakfast seminars are held at local Cricket Club which is fully accessible.	No action required
14. Ethnicity	Affect some groups differently	Not aware this is an issue.	Identify relevant ethnic groups and make enquiries to verify.
	Promote equality and address unmet need	Interpreter facility available. All staff attend diversity awareness course and should be sensitive to needs.	Identify in house alternative language capabilities.
	Contribute to inequality	Translation service is not immediate (generally next day) However this is not considered unreasonable for the services we provide.	No action necessary
	Encourage participation, positive attitudes and relations between groups	Not aware	Seek advice from corporate centre on this

Part B: Assessment of services and policies

Is your service provided and accessed fairly? Continued...

15. Gender	Affect some groups differently	Not aware this is an issue.	No action necessary
	Promote equality and address unmet need	All staff attend diversity awareness course and should be sensitive to needs.	Ensure new staff attend diversity awareness course
	Contribute to inequality	Not aware of any aspect of the service that could contribute to inequality	No action necessary
	Encourage participation, positive attitudes and relations between groups	No	No action necessary
16. Religion	Affect some groups differently	Not aware this is an issue.	No action necessary
	Promote equality and address unmet need	All staff attend diversity awareness course and should be sensitive to needs.	No action necessary
	Contribute to inequality	Not aware of any aspect of the service that could contribute to inequality	No action necessary
	Encourage participation, positive attitudes and relations between groups	Check non Christian calendar to ensure any events don't conflict with religious days	Check non Christian calendar to ensure any events don't conflict with religious days.

17. Sexuality	Affect some groups differently	Not aware this is an issue as our service relates predominately to buildings and structures.	No action necessary
	Promote equality and address unmet need	All staff attend diversity awareness course and should be sensitive to needs.	No action necessary
	Contribute to inequality	Not aware of any aspect of the service that could contribute to inequality	No action necessary
	Encourage participation positive attitudes and relations between groups	No	No action necessary
18. Other Groups e.g. carers, homeless	Affect some groups differently	Not aware this is an issue as our service relates predominately to buildings and structures. All staff attend diversity awareness course and should be sensitive to needs.	No action necessary
	Promote equality and address unmet need	No	No action necessary
	Contribute to inequality	Not aware of any aspect of the service that could contribute to inequality	No action necessary
	Encourage participation positive attitudes and relations between groups	No	No action necessary

Go to part C

Part C: Consultation

Please see the Plain English Guidance and Consultation Toolkit for advice. Please try to organise your consultation in partnership with other departments/sections and remember to feedback afterwards.

	Answer and evidence to show this	Action Points
1. Who will you consult with?	Users Forum (jointly with DC) Service users through continual completion satisfaction survey Breakfast seminar attendees Benchmark with similar/ neighbouring authorities Identify hard to reach groups via corporate centre	Seek benchmarking data for best practice from other local authorities. Contact corporate centre for advice on hard to reach groups.
2. What consultation method/s will you use?	Face to face with user forum Paper questionnaire for customer surveys	
3. Are any groups of people likely to be missed out of the consultation? What can we do to prevent this happening?	Representatives of borough's ethnic mix	Identify relevant contact groups (see 1 above)
4. Are there effective mechanisms to record and analyse the consultation responses?		
5. Date (and place if applicable) of consultation		
6. Can you prove who you consulted with?	Yes, Minutes of forum, copies of BC/DC Newsletter, copies of customer survey returns and analysis.	
7. Summary of consultation findings		

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8. Where can full details of the consultation findings be found?	Building Control	
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Go to part D

Part D: Action Plan

Organisation/ Department	Environmental Services
Service Area	Building Control
Responsible Officer	PWS

Transfer the action points identified whilst completing the previous sections, from the consultation and any rolled over from the previous Equality (Impact) Assessment into the first column. Using the test for relevance in part A indicate a level of importance for each action point in the second column. Complete the rest of the columns outlining who will complete the task and when and how this will be measured.

Action Points	Importance	Person responsible	Start and end date	Resources (approved?)	Measure	Target
Identify range of alternative languages available.	H	PWS	Dec 07	Minimal	List identified	All department surveyed
Likely need to broaden range of alternative languages, Eastern European influence increasing. Identify existing in house capability	H		Jan 08			
6 Need to check procurement equality procedure.	H	PWS				
What equality procedures do demolition contractors and Building Regulations consultant have?	H					

8 Check requirements for contractors policies	H	PWS				
9 Get corporate centre to check and confirm procurement applied correctly	H	PWS				
10 Identify and collect specific items to verify this: Forum Minutes Newsletter Completion survey analysis data Seminar survey returns Planning Aid minutes Access office comments	H					Information available
Class 12 d Identify best practice from other local authorities (this and all other categories)						
13 Disability Consider refuge provision at each floor level, or ensure that an alternative accessible venue is used for meetings where access issues apply.	L					
Ensure Access statements are of acceptable quality	L					
Make alternative arrangements for meetings or for means of escape.	L					

14 Ethnicity Identify relevant ethnic groups and make enquiries to verify.	H					
Identify in house alternative language capabilities.	H					
Seek advice from corporate centre on how to encourage participation						

Part D: Action Plan Continued...

Action Points	Importance	Person responsible	Start and end date	Resources (approved?)	Measure	Target
15 (applies to all areas) Ensure new staff attend diversity awareness course	H					
16 Religion Check non-Christian calendar to ensure any events don't conflict with religious days.	H					

Part D: Action Plan Continued...

Completed by		Date	
Has the action plan been ratified? E.g. Cabinet, DMT		Date	
Have the actions been mainstreamed into the service plan?		Date	
Who will the results of the Equality (Impact) Assessment be shared with?		Date	
How will the Equality (Impact) Assessment be published?		Date	
How and when will the action plan be monitored?			
Date of the next assessment			

Please email your completed Equality (Impact) Assessment to the Equality Policy Officer.

Part E: How do changes or new policies affect different groups?

	Answer and evidence to show this	Action Points
1. Function/policy		
2. Have you reviewed Parts A & B		

3. Outline any proposed changes to the policy or service		
4. How will service users be affected by these changes		
5. Who is better off because of these changes		

Part E: How do changes or new policies affect different groups? Continued...

	Answer and evidence to show this	Action Points
6. Who is worse off because of these changes?		

7. Who else do the changes affect?		
8. Will these changes affect the social identity groups differently? If yes please explain how and why this is appropriate.		
9. Can any adverse impact be justified in relation to the wider aims of policy? If so explain why.		
10. What is the potential effect on community cohesion?		

Go to part C, then update part D.