

Equality Impact Assessment / Equality Analysis

Title of service or policy	The Guild Co-Working Hub
Name of directorate and service	Service Delivery. Economic, Enterprise and Business Development
Name and role of officers completing the EIA	John Wilkinson, EEB Manager
Date of assessment	12 April 2012

Equality Impact Assessment (or 'Equality Analysis') is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The primary concern is to identify any discriminatory or negative consequences for a particular group or sector of the community. Equality impact Assessments (EIAs) can be carried out in relation to service delivery as well as employment policies and strategies.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis on a policy, service or function. It is intended that this is used as a working document throughout the process, with a final version including the action plan section being published on the Council's and NHS Bath and North East Somerset's websites.

1. Identify the aims of the policy or service and how it is implemented.		
	Key questions	Answers / Notes
1.1	Briefly describe purpose of the service/policy including <ul style="list-style-type: none"> ● How the service/policy is delivered and by whom ● If responsibility for its implementation is shared with other departments or organisations ● Intended outcomes 	The Project will develop a part of the Guildhall into a Co-Working Hub. This will provide the growing community of freelancers, particularly app designers, coders, copywriters and web developers with shared work space, meeting rooms, training facilities and events space. It addresses the failure of the market to provide affordable space in Bath for people to work who are sole traders.
1.2	Provide brief details of the scope of the policy or service being reviewed, for example: <ul style="list-style-type: none"> ● Is it a new service/policy or review of an existing one? ● Is it a national requirement?). ● How much room for review is there? 	This is a new project. The facility will be operated on a gym style membership, with a range of options available, providing varying access to the facility, events and meeting rooms. The space will include a reception area, co-working space, meeting rooms and a training lab as well as a room for more permanent occupiers.
1.3	Do the aims of this policy link to or conflict with any other policies of the Council?	

2. Consideration of available data, research and information

Monitoring data and other information should be used to help you analyse whether you are delivering a fair and equal service. Please consider the availability of the following as potential sources:

- **Demographic** data and other statistics, including census findings
- Recent **research** findings (local and national)
- Results from **consultation or engagement** you have undertaken
- Service user **monitoring data** (including ethnicity, gender, disability, religion/belief, sexual orientation and age)
- Information from **relevant groups** or agencies, for example trade unions and voluntary/community organisations
- Analysis of records of enquiries about your service, or **complaints** or **compliments** about them
- Recommendations of **external inspections** or audit reports

	Key questions	Data, research and information that you can refer to
2.1	What is the equalities profile of the team delivering the service/policy?	The Economy, Enterprise and Business Development Team comprises 4 people, 3 men and 1 woman. The age profile is young and White British.
2.2	What equalities training have staff received?	Staff have been provided with the B&NES internal training. The EEB manager has previously been responsible for managing the equalities function in his previous role for another organisation
2.3	What is the equalities profile of service users?	The area's ethnic make up is predominantly white: 94.5% British, Irish or other white compared to the English average of 88.7%
2.4	What other data do you have in terms of service users or staff? (e.g results of customer satisfaction surveys, consultation findings). Are there any gaps?	Worklessness Assessment, Local Economic Assessment, Smart Growth economic study, sector studies. Data collected on the economy is very comprehensive. Evidence shows that B&NES has a higher than national average concentration of professionals and managers working from home, with the largest concentrations living in the City of Bath.
2.5	What engagement or consultation has been	Significant consultation has been carried out in the development of this

	undertaken as part of this EIA and with whom? What were the results?	project. These include: 1) Creative Bath survey 2) Workshop for interested parties on 23rd June 2011 3) Bath Spark membership 4) Bath Spa University 5) University of Bath 6) Developers, including Gavin Eddy from ForwardSpace for advice 7) Existing Tech hub operators in London (including Shoreditch) 8) local tech freelancers 9) Gradwell on broadband access 10) Space and movement specialists 11) Local SMEs 12) Creative and Digital Hub Study (Mickledore still in draft) 13) existing workspace providers.	
2.6	If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equalities considerations within this?	The project will operate under the banner of a Service Level Agreement and included in that will be reporting requirements on equalities	
3. Assessment of impact: 'Equality analysis'			
	Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy: <ul style="list-style-type: none"> • Meets any particular needs of equalities groups or helps promote equality in some way. • Could have a negative or adverse impact for any of the equalities groups 		
		Examples of what the service has done to promote equality	Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this
3.1	Gender – identify the impact/potential impact of the policy on women and men. (Are there any issues regarding pregnancy and maternity?)	n/a	The Guild Co-Working Hub will need to operate very flexible opening hours to suit a wide variety of carers responsibilities. This will be addressed through the flexible membership system allowing people to access the facility at times that suit them
3.2	Transgender – – identify the impact/potential impact of the policy on transgender people	n/a	n/a
3.3	Disability - identify the impact/potential impact	The Guildhall is DDA compliant	The Hub will need to ensure it can cater

	of the policy on disabled people (ensure consideration of a range of impairments including both physical and mental impairments)		for the needs of disabled people in the type of facilities and infrastructure it offers (e.g. type of desks, communications materials, IT facilities)
3.4	Age – identify the impact/potential impact of the policy on different age groups	n/a	The culture of the facility will need to appeal to a broad range of occupiers to make sure that no-one feels excluded from occupying space. There is a risk that the culture will be predominantly 'young' and not appeal to a broad range of age groups
3.5	Race – identify the impact/potential impact on different black and minority ethnic groups	n/a	The culture of the facility will need to appeal to a broad range of occupiers to make sure that no-one feels excluded from occupying space.
		Examples of what the service has done to promote equality	Examples of potential negative or adverse impact and what steps have been or could be taken to address this
3.6	Sexual orientation - identify the impact/potential impact of the policy on lesbians, gay, bisexual & heterosexual people	n/a	n/a
3.7	Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.	n/a	n/a
3.8	Socio-economically disadvantaged – identify the impact on people who are disadvantaged due to factors like family background, educational attainment, neighbourhood, employment status can influence life chances	n/a	The type of membership on offer will support people who cannot afford to pay for permanent desk space in Bath. This should mean that a broad range of socio economic groups can access the facility and afford to use it. Marketing

			will need to be targeted across all communities in Bath
3.9	Rural communities – identify the impact / potential impact on people living in rural communities	n/a	While the facility is in Bath, it will be available to use by anyone. It is located centrally within the City and is therefore accessible by public transport.

4. Bath and North East Somerset Council & NHS B&NES Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
The facility is used by a broad range of users	SLA will contain reporting requirements so the profile of the users can be monitored		John Wilkinson	End 2012
The facility is accessible to all	Ensure that any changes to the building are DDA compliant and that the facilities put in are accessible to people with a range of disabilities		John Wilkinson	February 2013
The facility is used by people from a range of socio economic backgrounds	Marketing will be undertaken to ensure that people across Bath and beyond are aware of the facility. A range of memberships will be put in place to appeal to a range of users according to their means		Operator	February 2013

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5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equalities Team (equality@bathnes.gov.uk), who will publish it on the Council's and/or NHS B&NES' website. Keep a copy for your own records.

Signed off by:

(Divisional Director or nominated senior officer)

Date: