

CIL - Short Equality Impact and Outcome Assessment (EIA)

EIAs make services better for everyone and support value for money by getting services or projects right first time.

EIAs enable us to consider all the information about a project from an equalities perspective and then action plan to get the best outcomes for staff and service-users¹. They analyse how you might impact differently on different groups²

They help us make good decisions and evidence how we have reached these decisions.³

See end notes for full guidance. For further support or advice please contact the Strategy and Partnerships Team at Three Rivers District Council.

Equality Impact and Outcomes Assessment (EIA) Template

First, consider whether you need to complete a full EIA, or this template⁴

Title ⁵	Chorleywood Scout HQ renovation project	ID No ⁶	
Organisation ⁷	1 st Chorleywood Scouts		
Focus of EIA ⁸	<p>The Scouts aim to be able to provide access to scouting, encompassing personal life skills, teamwork and outdoor education for all young people in the local area regardless of race, gender or ability.</p> <p>Our current building has been found not to be fit for purpose, and has had to have urgent removal of Asbestos, and electrical safety work carried out. Further upgrades are required to make it usable for future generations of young people. The building is a 2 storey structure built in stages by the local community in the 1950's, with extensions in the 1960s and 1970s. There are 2 halls, side rooms, storage and a garage, and it is situated a short level walk from the village centre. It is under utilised due to the poor toilet facilities, kitchen and access; the facilities do not meet current safeguarding standards for provision of toilets for groups of young people, and the building does not meet current fire regulations. We only have one toilet that is unisex, and one toilet as accessible (though not fully accessible in line with current standards).</p> <p>Our focus is:</p> <ul style="list-style-type: none">• the improvement of toilet facilities, segregating under and over 18's, providing girls' and boys' facilities as well as some unisex toilets, and provision of modern accessible toilet facilities and baby changing;• provision of a larger accessible kitchen for teaching and potential hirers; and		

	<ul style="list-style-type: none"> ● improved disabled access. <p>This will allow us to encourage a more diverse range of people, including those with disabilities, to feel fully welcome in our scouting sections. We will also be able to invite scouts from outside the area (with a range of needs) to use the HQ for access to the Chiltern Hills and into London. We can also increase the provision offered to other community groups such as Mission Employable, providing them with a potential training space for the interns (young adults with learning difficulties).</p>
Assessment of overall impacts and any further recommendations ⁹	
<p>At the moment the building does not cater well for those with additional needs, and we have safeguarding concerns around the existing layout of the toilets: the building currently has toilets that are too small (concerns on circulation space and adult/child mixing) and only one other toilet, which is not suitable for disabled, all adults, and unisex (addressing the protected characteristics of gender).</p> <p>The new layout will mean these concerns are addressed on the ground floor in terms of accessibility (2 toilets – covering unisex, doubling the facilities, disabled, wet room, baby change, etc), and the upper floor toilets will be enlarged and improved to provide a male, female, and 3x unisex facilities – allowing the building to address disabled, babies, privacy, unisex, and to allow segregation of under and over 18s (a key Scouting safeguarding criteria).</p> <p>However at present we will not be able to provide access for the mobility impaired to the upper floors of the building, and will be looking at ways we may be able to address this in the next phase (see below).</p>	
Potential Issues	Mitigating Actions
<p>Currently, the access from the road is too steep for wheelchairs, and the parking does not allow a wheelchair user to exit a vehicle and have a disabled-friendly route to the building.</p> <p>Currently there is a large lip at the front door to access the building, although we have a ramp that goes over this, we have found the layout of the entrance means that it is difficult to enter for those in a wheelchair or with limited mobility.</p>	<p>The access to the building will be addressed with a wheelchair ramp from the pavement, allowing level exit from vehicles, and a compliant access to the building.</p> <p>The front door is budgeted to be replaced, removing the lip that makes access challenging.</p>

<p>There is a short steep ramp into the lower hall from the entrance hall, which is not the correct angle for a wheelchair, and presents issues for those who use a walker or other mobility aids - assistance is generally required to navigate the ramp. The direction in which the doors open makes access harder.</p>	<p>The doors to the lower hall will be moved to allow for a longer, less steep ramp to be installed into the hall. The doors will be reversed to allow for this extended ramp to be usable by disabled users. This means we will have to change/improve the location of doors from the hall to the outdoors, as the main fire escape and the fire door layout changes to allow for the less steep ramp.</p>
<p>There is currently one toilet on the lower floor, however it does not meet (or get close to) current guidelines for disabled use, and is not laid out correctly. There is no facility for baby change and the doorway is not wide enough. The existing toilet door opens out into the entrance hall, and opens on to the kitchen door, blocking access to the kitchen – which is a significant risk to both disabled users and kitchen users. We do not have any additional toilets on the ground floor which is also an issue for disabled, unisex use, and segregating adults and young people (safeguarding).</p>	<p>The change in fire doors allows the hall user count to remain, the fire exit arrangements to be improved / made safer, and the disabled provision to be addressed.</p>
<p>There is currently one toilet on the lower floor, however it does not meet (or get close to) current guidelines for disabled use, and is not laid out correctly. There is no facility for baby change and the doorway is not wide enough. The existing toilet door opens out into the entrance hall, and opens on to the kitchen door, blocking access to the kitchen – which is a significant risk to both disabled users and kitchen users. We do not have any additional toilets on the ground floor which is also an issue for disabled, unisex use, and segregating adults and young people (safeguarding).</p>	<p>Rearranging the stores and re-siting the kitchen to the rear of the building will allow us to create 2 unisex accessible toilets with baby changing facilities in one and a full disabled wet room in the other, on the ground floor. We need to move the kitchen to enable this.</p>
<p>The kitchen is not large enough to allow anyone using mobility aids to access it (door is too narrow), and the layout does not allow for more than 2-3 people to be present at any one time. The close proximity of working with each other when using the kitchen causes safety concerns, and increases stress to some of the more anxious young people causing them to not want to take part in activities. The width and</p>	<p>We will then be able to create under and over 18 M&F toilet and shower facilities in the upper floors, alongside 3x unisex toilets (individual toilets opening onto main corridors). This will improve and resolve safeguarding in terms of segregation for toilet facilities for under and over 18s, and will allow facilities for those who prefer to use unisex toilets.</p>
<p>The kitchen is not large enough to allow anyone using mobility aids to access it (door is too narrow), and the layout does not allow for more than 2-3 people to be present at any one time. The close proximity of working with each other when using the kitchen causes safety concerns, and increases stress to some of the more anxious young people causing them to not want to take part in activities. The width and</p>	<p>The need to move the kitchen is an enabler for accessibility. The need to meet Building Control requirements enforces accessibility compliance. The proposed area is more than twice the floor area of the existing kitchen – and is a blank canvas – therefore can be designed for the required usage.</p>

<p>location of the existing door means it is not possible to access the kitchen if the user needs assistance with mobility.</p> <p>The upper hall is not, and will not be, accessible (during these phases) for wheelchair users due to the stairs that access the 1st floor. We have considered a lift, but concerns about ongoing maintenance requirements (discussions with existing facilities that have lifts) and the cost of installation have meant this is not currently part of our proposals. We will look to see if there are any other options to address this issue – i.e. ramps or stair lifts.</p> <p>Our current first floor toilet layout means we do not have a unisex toilet available - the only gender neutral or unisex toilet is the accessible toilet on the ground floor. We now have transgender cubs and scouts attending, and it is causing issues for them that we cannot provide them with a unisex toilet alongside the male and female toilets.</p>	<p>The building, once Phase 3 has been delivered, will mean both ground and 1st floor can be available for all users. Those on the first floor will have access to the full facilities, except for wheelchair access. Hence the primary mitigation is scheduling and flexibility – i.e. an activity that requires wheelchair accessibility uses the lower floor, and those that don't will use the upper floor. The changing of the stairs at the rear of the building will be to current regulations – i.e. will be suitable for stairlifts (subject to surveys) – hence whilst not in our Phase 3 plans, the accessibility options to the first floor will be improved by this work – we intend to consult mobility companies for different options for first floor accessibility, and options other than a lift may be a better overall solution.</p> <p>As detailed above, the provision for suitable facilities for different genders and preferences will be addressed with 1 unisex toilet at the front on the first floor, 2x unisex toilets (baby change + disabled wetroom) on the ground floor front, and 2x unisex toilets on the first floor rear in addition to male and female toilets/washing facilities. This meets the flexibility required for the building for the future.</p>
<p>Actions Planned ¹⁰</p> <p>We need to create more access to the building as laid out in the mitigations section, providing 5x unisex toilets (addressing disabled, wheelchair, baby change, unisex / gender neutral), and segregating under and over 18s' toilet facilities. A larger kitchen will mean that an accessible learning space for cooking can be created.</p> <p>Final design to be assessed with regard to accessibility to the upper floors for those with mobility problems.</p>	

Keep accessibility under review at every stage of the project implementation.

EIA sign-off: (for the EIA to be final an email must be sent from the relevant people agreeing it or this section must be signed)

Name of the person completing the EIA: Sarah Wright, Trustee and Group Lead Volunteer

Date:

21/02/25

Guidance end-notes

¹ The following principles, drawn from case law, explain what we must do to fulfil our duties under the Equality Act:

- Knowledge: everyone working for the council must be aware of our equality duties and apply them appropriately in their work.
- Timeliness: the duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.
- Real Consideration: the duty must be an integral and rigorous part of your decision-making and influence the process.

Sufficient Information: you must assess what information you have and what is needed to give proper consideration.

- No delegation: the council is responsible for ensuring that any contracted services which provide services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
- Review: the equality duty is a continuing duty. It applies when a policy is developed/agreed, and when it is implemented/reviewed.
- Proper Record Keeping: to show that we have fulfilled our duties we must keep records of the process, and the impacts identified.

NB: Filling out this EIA in itself does not meet the requirements of the equality duty. All the requirements above must be fulfilled or the EIA (and any decision based on it) may be open to challenge. Properly used, an EIA can be a tool to help us comply with our equality duty and as a record that to demonstrate that we have done so.

² Our duties in the Equality Act 2010

As a council, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people with 'protected characteristics' (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership).

The level of detail of this consideration will depend on what you are assessing, who it might affect, those groups' vulnerability, and how serious any potential impacts might be. We use this EIA template to complete this process and evidence our consideration.

The following are the duties in the Act. You must give 'due regard' (pay conscious attention) to the need to:

- avoid, reduce or minimise negative impact (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).

- promote equality of opportunity. This means the need to: – Remove or minimise disadvantages suffered by equality groups – Take steps to meet the needs of equality groups – Encourage equality groups to participate in public life or any other activity where participation is disproportionately low – Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- foster good relations between people who share a protected characteristic and those who do not. This means: – Tackle prejudice – Promote understanding

³ EIAs are always proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The numbers of people affected
- The size of the likely impact
- The vulnerability of the people affected

The greater the potential adverse impact of the proposed policy on a protected group (e.g. disabled people), the more vulnerable the group in the context being considered, the more thorough and demanding the process required by the Act will be.

⁴ When to complete an EIA:

- When planning or developing a new service, policy or strategy
- When reviewing an existing service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the city (eg: a change in population), or at a national level (eg: a change of legislation)

Assessment of equality impact can be evidenced as part of the process of reviewing or needs assessment or strategy development or consultation or planning. It does not have to be on this template but must be documented. Wherever possible, build the EIA into your usual planning/review processes.

Do you need to complete a full EIA? Consider:

- Is the project likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?

How vulnerable are the people (potentially) affected? If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document, why.

⁵ **Title of EIA:** This should clearly explain what project you are proposing

⁶ **ID no:** The unique reference for this EIA. This will be added by Three Rivers District Council

⁷ **Organisation:** The name of the organisation submitting the EIA for assessment.

⁸ **Focus of EIA:** A summary of your proposals. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the project?
- Who implements, carries out or delivers the project? Please state where this is more than one body and where other organisations deliver under procurement or partnership arrangements.
- How does it fit with other local services?
- Who is affected by the project, or by how it is delivered? Who are the service users, groups, or communities?
- What outcomes do you want to achieve, why and for whom? Eg: what do you want to provide, what changes or improvements, and what should the benefits be? • What do existing or previous inspections of the policy, practice, service or function tell you?

The Act requires us to make these clear.

⁹ **Assessment of overall impacts and any further recommendations**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.

- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy,
- Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

¹⁰ **Action Planning:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.