
<table>
<thead>
<tr>
<th>Department:</th>
<th>FRCS</th>
<th>Service:</th>
<th>Property Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>R Grace</td>
<td>Date completed:</td>
<td>May 2016</td>
</tr>
<tr>
<td>Contact name:</td>
<td>R Grace</td>
<td>Contact phone number:</td>
<td>x3017</td>
</tr>
</tbody>
</table>

About the service

1. Brief description of the service covered by this assessment.

Strategic Property Services (SPS) provides technical and professional advice to council officers, the Council Management Board and Members, and undertakes the strategic management of the council’s corporate property portfolio. SPS facilitates all council departments to occupy the sites and buildings necessary for their operations. SPS also manages other council-owned property assets for income and community benefit. The property assets are continually reviewed for efficiency of use and fitness for purpose. The portfolio is constantly varied by acquisitions and disposals.

Direct dealings with individual members of the public are infrequent, and those are usually in the context of technical property matters, or in relation to commercial tenancies, or occasionally as part of public consultation on major projects.

This Assessment does not cover the Council’s Facilities Management function, which is the subject of a separate assessment.

2. Please list the main partners, council departments, organisations and service user or target groups for this service.

SPS has close operational relationships with other departments of the council, including; Finance, Legal Services, Corporate Health & Safety, Corporate Maintenance and Construction, Regeneration, Housing, Planning and Insurance.

SPS delivers its services in collaboration with an external partner, Bilfinger GVA, with which it has a formal co-sourcing arrangement.

SPS provides professional services for the council’s trading companies, including Housing Gateway Limited and Enfield Innovations Limited.

SPS works with the government, the Greater London Authority, Transport for London, Lea Valley Regional Park, neighbouring councils, other London boroughs, and all other government agencies. SPS has various dealings with parts of the NHS. SPS also engages with the third sector, particularly Housing Associations, and various charities and community groups. SPS purchases services and works from a number of commercial suppliers, including specialist consultants and construction firms.

SPS acts as landlord for all commercial tenants occupying council property assets.
3. If the service is provided by another organisation or agency please give their names and how you ensure they comply with the Council’s Equal Opportunities and Valuing Diversity policy

The terms of the co-sourcing contract with our external partner require Bilfinger GVA to mirror the council’s policies and procedures with regards to Equal Opportunities and Valuing Diversity. Our partner is reminded of their obligations by the Head of Property Programmes and Projects at regular contract meetings. Bilfinger GVA use managing agents Spencer Craig for the shops portfolio and Knight Frank for the Rural portfolio and so is obliged to cascade the council’s policies and procedures with regards to Equal Opportunities and Valuing Diversity through those organisations.

Where additional ad hoc appointments are made, and where works contracts are awarded, only suppliers who have met the council’s standards in Equal Opportunities and Valuing Diversity are used.

4. Please list any performance objectives / targets relating to equality that your service has / uses.
   If as a result of this assessment you are going to introduce new targets, please detail these in your action plan at the end of this form

SPS does not set quantitative targets relating to equality.

Equalities data collection and monitoring

5. Does your service collect data from service users / applicants for equalities monitoring purposes?  
   YES / NO
   If YES please detail below how and when this data is collected and where it is stored e.g. equalities data is collected at application stage and entered into the SAP database.

Equalities monitoring is undertaken for major project consultation events. Summary information is stored electronically on the council’s servers.

Equalities monitoring was historically carried out from time to time in relation for our shops and industrial premises tenancies, but is not any longer. Those interactions are mostly concerning technical property matters or in relation to commercial tenancies and tend to be ‘transactional’ rather than SPS acting as service provider.

6. Does your service carry out equalities monitoring to review the take up / accessibility of your service?  
   YES / NO
   If YES please detail which aspects of your service are monitored and how frequently, then proceed to Q8. If NO please complete Q7.

Yes. SPS carries out equalities monitoring to review the take up of public consultation in relation to major building development projects.
7. If your service does NOT monitor equalities, please detail how you comply with the Council’s Equal Opportunities and Valuing Diversity policy and how you achieve the council’s aim of ‘Fairness for all’ - serving the whole borough fairly and tackle inequality

N/A

8. Monitoring information:
Indicate YES, NO or NA (Not Applicable) for each characteristic

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Disability</th>
<th>Gender</th>
<th>Age</th>
<th>Race</th>
<th>Religion &amp; Belief</th>
<th>Sexual Orientation</th>
<th>Gender reassignment</th>
<th>Pregnancy &amp; Maternity</th>
<th>Marriage &amp; Civil Partnership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does monitoring enable you to profile service users / applicants by the following characteristics?*</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Does monitoring enable you to profile the satisfaction of service users by the following characteristics?*</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Does a comparison against baseline demographic data show that service users are representative of the local population in relation to the following characteristics?</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Does monitoring show that there are any under-represented groups within the following characteristics?</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>

**IF YES PLEASE LIST THE ACTIONS YOU ARE TAKING/WILL TAKE TO ADDRESS UNDER-REPRESENTATION OF PROTECTED GROUPS IN THE ACTION PLAN AT THE END OF THIS ASSESSMENT.**

* If you do not include all protected characteristics in your equalities monitoring please explain why below:

The above relates to occasional public consultation in relation to major building development projects. Consultation methods are adapted where considered necessary and appropriate to ensure representation.
Equalities impact

9. Protected characteristics equalities impact:

Please indicate YES, NO or NA (Not Applicable) for each characteristic

<table>
<thead>
<tr>
<th></th>
<th>Disability</th>
<th>Gender</th>
<th>Age</th>
<th>Race</th>
<th>Religion &amp; Belief</th>
<th>Sexual Orientation</th>
<th>Gender reassignment</th>
<th>Pregnancy &amp; Maternity</th>
<th>Marital &amp; Civil Partnership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do satisfaction levels identify any concerns arising from vulnerable groups within the following characteristics?</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Does your evidence show an adverse impact on any group/s within the following characteristics?</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Are there known or potential barriers to participation for any group/s within the following characteristics?</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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</tbody>
</table>

IF YES PLEASE LIST THE ACTIONS YOU ARE TAKING/WILL TAKE TO MITIGATE ADVERSE IMPACTS / BARRIERS / CONCERNS IN THE ACTION PLAN AT THE END OF THIS ASSESSMENT.

10. Could the service or policy discriminate, directly or indirectly, according to the accompanying definitions?  
   YES / NO

   If YES, please set out how it is justifiable under legislation in the box below.

   No

11. Could the service or policy have an adverse impact on relations between different groups / community cohesion?
   If YES, describe below and add any actions to mitigate this impact in your action plan.

   No

12. Have you received any complaints about your service in respect of equality issues? YES / NO
   If YES, please give a brief description and what action has been taken as a result.

   No
13. How does the service contribute to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups in the community?

Strategic Property Services engages with, and responds directly to, the leadership provided by the Members and senior officers for eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups in the community. All of our property operations and project proposals are aligned to current council policies. The Service also governs and applies the Property Procedure Rules, which ensures transparent and non-discriminatory practices with respect to property transactions.

14. Please give specific examples of success / best practice your service can evidence in terms of ‘narrowing’ the gap through improved outcomes / reduced inequality for service users

Examples of Strategic Property Services’ contribution to reduce inequality for service users includes facilitation of the modernisation of libraries, assisting in the creation of additional school places, working with the NHS to bring better health care to underprovided for areas of the borough and the piloting of new ways of creating additional housing. Strategic Property Services has also prepared and implements the Property Procedure Rules for non-discriminatory property transactions.

15. Does your service or policy provide financial support for the protected groups? YES / NO
   If YES, please list below and the value of the financial support.

No

16. Socio-economic equalities impact:
   Indicate YES, NO or NA (Not Applicable) for each characteristic

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communities living in deprived / excluded areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>People not in employment or education or training</td>
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<tr>
<td>People with low academic qualifications</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>People living in social housing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lone parents</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>People on low incomes</td>
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<tr>
<td>People in poor health</td>
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<td></td>
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<tr>
<td>Any other socio-economic factor please state</td>
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<td></td>
</tr>
</tbody>
</table>

Does the service or policy specifically impact on people / communities disadvantaged through the following socio-economic factors?

Yes  Yes  No  No  No  Yes  Yes  N/A

Does the service / policy contribute to promoting equality of opportunity for the following groups?

Yes  Yes  No  Yes  No  Yes  Yes  N/A
17. If YES answered above – please describe the impact (including any positive impact on social economic inequality) and any mitigation if applicable

SPS facilitates regeneration of the built environment, particularly in deprived wards/areas. There is a current focus on enabling social housing. Our major contracts are awarded with regard to creating local jobs where possible. Suppliers are encouraged or required to provide apprenticeship opportunities.

Consultation and engagement

18. Please list any recent consultation activity on your service, any specific equalities groups that were targeted, how the results have been publicised and what action has been taken in response to the results. (Please state the source of data)
   (If more information is needed to understand the views of disadvantaged groups please add this to your action plan)

Major project consultations were carried out in relation to Palmers Green Library transformation, and also for proposed housing development at the former Bury Street West Depot site. Consultation is due to begin shortly in relation to the transformation of Edmonton Library.

Staff training and development

19. Please set out below the staff training undertaken on equalities.
   If there is a need for additional staff training please detail this in your action plan.

Evidence of staff training:

   Diversity, Equality & Inclusion training is mandatory for all directly employed Strategic Property Services managers and staff, and this is required to be refreshed every 3 years. It is monitored by line managers at individual annual Performance Assessment Reviews.

Outcomes from such training:

   Managers and staff in Strategic Property Services are thought to have a good level awareness of equalities considerations, both in internal employment matters and in the outward-facing delivery of our service.
20. **Please set out in your action plan when you will review this assessment and how it will be publicised**
   (Note: all EQIAs sent to the Performance Management Team are published on the Council's website)

<table>
<thead>
<tr>
<th>This assessment will be reviewed if there are any significant changes to the personnel comprising our team, e.g. a restructure, or to the co-sourcing arrangement currently with Bilfinger GVA, or upon the adoption of new business processes, or in the case of changes to the policies to which we are currently operating, or upon the occurrence of new laws and/or new government guidance in areas affecting our work. The assessment will be published on the council’s website.</th>
</tr>
</thead>
</table>
Enfield Council – Retrospective Equality Impact Assessment / Analysis

Action plan template for existing services

Name of service/policy: Strategic Property Service .................................................................

Team: Strategic Property Services ..................................................Department: FRCS .................................................................

Service manager: Neil Webster and Detlev Munster

<table>
<thead>
<tr>
<th>Identified Issue</th>
<th>Action Required</th>
<th>Lead Officer</th>
<th>Timescale/ By When</th>
<th>Costs</th>
<th>Review Date/ Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publicity of this assessment and when it will be reviewed</td>
<td>Post on council's website.</td>
<td>Neil Webster and Detlev Munster</td>
<td>By transmission to Performance team.</td>
<td>Not significant.</td>
<td>Review at any major change in circumstances, and in any case no later than April 2019.</td>
</tr>
<tr>
<td>Potential under representation of protected groups in major project consultations.</td>
<td>Consider further consultation channels/ methods/ times etc. if monitoring reveals under representation.</td>
<td>Neil Webster and Detlev Munster</td>
<td>At the time of each major project consultation.</td>
<td>Not significant.</td>
<td>At each occasion.</td>
</tr>
</tbody>
</table>

Please insert additional rows if needed

Date to be reviewed: _______________________

APPROVAL BY THE RELEVANT ASSISTANT DIRECTOR - NAME: Keith Crocombe ...................SIGNATURE: _______________________

This form should be returned by 27 May 2016 to Debbie Warren, Senior Performance Analyst

Email: debbie.warren@enfield.gov.uk   Tel: 020 8379 1612   Address: Performance Management Team, B Block South, Civic Centre