

Question	Response
Name of policy / funding activity / event being assessed?	Head Office Relocation
Summary of aims and objectives of the policy / funding activity / event	To move the LLDC Head Office from 1 Stratford Place to 5 Endeavour Square in time for the lease to end on 15 May 2022
What involvement / consultation has been done in relation to this policy? (e.g. with relevant groups and stakeholders)	Board and EMT approval, consultation with EF and working group
Who is affected by the policy / funding activity / event?	All Employees
What are the arrangements for monitoring and reviewing the actual impact of the policy / funding activity / event	Monitoring regularly and review at 6 /12 months post relocation.

Protected Characteristic group	Is there potential for positive or negative impact?	Please explain or give examples of any evidence/ data used	Action to address negative impact. (e.g. adjustment to the policy)
Disability	Yes	<p>New office location is well equipped for those with a disability – positive impact</p> <p>Slightly further from Stratford Station – negative impact</p>	<p>Review regularly. Ensure all people with disability have a PEEP in place which will be shared with building management to ensure safe evacuation using fire lift (if needed)</p> <p>Ensure regular communication, and offer flexible start / end times to enable slightly longer travel time for those who are mobility impaired</p>

		6m review – some issues recorded with lighting and noise levels in office	Work with individuals impacted to come up with reasonable adjustments – use OH if needed
Gender reassignment	None Anticipated		
Marriage or Civil Partnership	None Anticipated		
Pregnancy and Maternity	Yes	Slightly further from Stratford Station – negative impact Office on level 9 – if there was an evacuation, could take someone a long time to get down / cause issues if struggling with walking	Ensure regular communication, and offer flexible start / end times to enable slightly longer travel time for those who may have issues walking due to pregnancy Ensure all pregnancy is recorded with POD using risk assessment and complete a PEEP at the same time to ensure safe evacuation using the fire lift.
Race	None Anticipated		
Religion or belief	Yes	Dedicated faith rooms - positive impact	Ensure faith rooms are shown on facilities walk around in first weeks
Sexual orientation	None Anticipated		
Sex (gender)	None Anticipated		
Age	None Anticipated		

Evaluation:

Question	Explanation / Justification	
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	We believe the new location offers more benefit than the previous and the space has been organised to increase collaboration and connection. This EqIA will be reviewed at 6 and 12 months to ensure anything new is being captured.	
Final Decision	Tick the relevant box	Include any explanation / Justification required
No barriers identified, therefore activity will proceed .		
You can decide to stop the policy or practice at some point because the data shows bias towards one or more groups		
You can adapt or change the policy in a way which you think will eliminate the bias		
Barriers and impact identified, however, having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore, you are going to proceed with caution with this policy or practice knowing that it may favour some people less than others, providing justification for this decision.	x	Any issues experienced by those with a disability will be dealt with as soon as it is raised.

Will this EIA be published* Yes/Not required (*EIA's should be published alongside relevant funding activities e.g. calls and events)?	Internally published only - intranet
Date completed:	April 2022
Review date (if applicable):	October 2022 / April 2023

Change Log:

Name	Date	Version	Change
NT	April 2022	1	
NT	October 2022	2	Updated disability section