

## INTRODUCTORY GUIDANCE TO EQUALITY SCREENING AND IMPACT ASSESSMENT

**What is it?** Equality screening and impact assessment helps us consider the effect of our policies and practices<sup>1</sup> on different people. It helps us minimise negative impact and potential discrimination and promote opportunities to advance equality, inclusion and good relations between different groups of people.

There are two main elements to equality screening and impact assessment. Firstly a set of equality screening questions are reviewed. These questions help determine whether the policy is relevant to equality and whether it needs to go through an equality impact assessment. The second element, if required, is the equality impact assessment meeting. This is where a panel of people review the proposed policy, particularly thinking about its impact on different groups of people, trying to identify and counter any potential negative impact and promote any opportunities to enhance equality. The panel suggests actions for the policy owner to adopt.

**Why do we do it?** The process helps us improve our policies and build equality into our work. Equality screening and impact assessment helps us consider the potential impact of what we do on different groups who are susceptible to unjustified discrimination, some of whom are legally protected against this, whether by UK or other law. It helps us demonstrate that we have proactively considered equality when developing our policies.

**When should we do it?** Assessing the impact on equality should start early in the policy development process, or at the early stage of a review. Assessing the impact on equality should be ongoing rather than a one-off exercise, because circumstances change over time, so equality considerations should be taken into account both as the policy is developed and also as it is implemented. The guidance here is to help assess the impact on equality before the policy is implemented.

It takes some time to properly set up an equality impact assessment meeting if one is needed, so the equality screening questions should be considered as early as possible once the policy is drafted. If an equality impact assessment is required it will take a little time to identify a chair, a note-taker, a diverse panel and to set up the meeting arrangements. In addition once the meeting has taken place there are likely to be actions to be implemented before the policy is launched. All this needs to be considered when determining the best time to address equality screening and impact assessment.

When we are implementing a policy that has been developed elsewhere, for example by a government department, or by a partner organisation we also need to assess the impact on equality. Although responsibility for the policy itself rests with the organisation that developed it, we may have choices in how it is implemented that can help eliminate potential discrimination and promote equality, inclusion and good relations.

**How do we do it?** Consider the purpose of the policy, the context in which it will operate, who it should benefit and what results are intended from it. Reflect on its potential impact on people with different equality categories and think about which aspects of the policy, if any,

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<sup>1</sup> Consistent with its broad definition in Section 75 of the Northern Ireland Act and other equality legislation, this guidance uses the term ‘policy’ as a shorthand for policies, practices, activities and significant decisions about how we work and carry out our functions.

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are most relevant to equality. Answer the equality screening questions to determine whether an equality impact assessment meeting is necessary.

Identify someone to chair the equality impact assessment panel meeting, if one is necessary, and someone to take the notes. The chair and note-taker play a crucial role and specific guidance has been developed to support them ([guidance for Chairs](#); [guidance for Note-takers](#)). A diverse panel should be approached, including a range of colleagues from different teams/departments/countries/regions as appropriate, some of whom should be directly involved in or impacted by the policy. Panel members should be sent the part-completed ESIA form and the policy documents, giving them at least a full week to read them and prepare for the meeting.

We particularly focus on the following equality categories (many of which are protected by equality legislation in the UK and beyond): age, dependant responsibilities (with or without), disability, gender including transgender, marital status/civil partnership, political opinion, pregnancy and maternity, race or ethnic origin, religion or belief and sexual orientation. Invariably there are other areas to consider including full-time/part-time working, geographical location, tribe/caste/clan or language, dependent on the country. We also review what is being proposed against the organisation's values (creativity, integrity, mutuality, professionalism and valuing people).

After the meeting the action points identified by the panel are reviewed by the policy owner and implemented as appropriate. The policy owner confirms implementation of the action points (and outlines a justification for any action points that won't be taken forward) and then signs off and sends the completed form to [ESIA@britishcouncil.org](mailto:ESIA@britishcouncil.org).

### **Northern Ireland**

There is particular legislation in Northern Ireland which requires a more detailed process of equality screening and impact assessment for policies that are deemed to have high relevance to equality. This includes external consultation with relevant contacts and organisations. Given this, there is a need to confirm whether the proposed policy affects anyone in Northern Ireland. **If it does, all parts of the form need to be completed and the guidance at Annex A must be read and followed.**

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## EQUALITY SCREENING

### **POLICY<sup>2</sup> DETAILS – Please complete**

<b>Title of policy</b>	<b>Move 2020 - British Council Headquarters Relocation: Design Stage</b>
<b>Name of policy owner</b>	<b>Damien Bourke</b>
<b>Intended implementation date</b>	<b>August 2019</b>

**BACKGROUND** - Provide brief background information about the policy, or change to it. Include rationale, intended beneficiaries and expected outcomes. (Use as much space as you wish, the text box below will expand as you enter information).

The Move2020 programme is delivering the relocation of the British Council's HQ, including all staff and business functions, to new premises at 1 Redman Place, the International Quarter, Stratford, London E20 by 1 December 2020. The lease of the British Council's current HQ at Spring Gardens, St James, London, which it has occupied since 1973, expires in December 2020 and there is no option available to remain in occupation beyond this date.

Following an extensive search and options appraisal process, an Agreement for Lease was signed in July 2017 for a lease on a 20-year term in Building S9, Stratford for the new HQ. The space is approximately 8,000 square meters over the ground, first and second floors although the HQ will only occupy the ground and first floors with the 2<sup>nd</sup> floor being made available to sub-let.

A professional team has been engaged to undertake the design and supervise the fit out of the new Headquarters. The key milestone dates for the delivery of the programme are:

<b>Milestone</b>	<b>Date</b>
RIBA Stage 1 (Design Brief)	Oct 2018
RIBA Stage 2 (Concept Design)	Mar 2019
RIBA Stage 3 (Developed Design)	May 2019
ESIA Completed	Jun 2019
Full Business Case	Jun 2019
RIBA Stage 4 (Technical Design)	Aug 2019
Procurement of main fit-out contractor commences	Sep 2019
Contract Award	Jan 2020

<sup>2</sup> Consistent with its broad definition in Section 75 of the Northern Ireland Act and other equality legislation, this guidance uses the term 'policy' as a shorthand for policies, practices, activities and significant decisions about how we work and carry out our functions.

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Practical completion	Sep 2020	
Relocation from Spring Gardens commences	Oct 2020	
Relocation from Spring Gardens ends	Dec 2020	

This ESIA will contribute to final decisions on the layout and facilities in the new HQ.

### IS AN EQUALITY IMPACT ASSESSMENT REQUIRED?

*To determine this, please answer the following by ticking yes, no or not sure:*

Question	Yes	No	Not sure
Is the policy potentially significant in terms of its anticipated impact on employees, or customers/clients/audiences, or the wider community?	√		
Is it a major policy, significantly affecting how programmes/services/functions are delivered?	√		
Might the policy affect people in particular equality categories in a different way?	√		
Are the potential equality impacts unknown?			√
Does the policy have the possibility to support or detract from our efforts to promote the inclusion of people from under-represented groups?	√		
Will the policy have an impact on anyone in Northern Ireland?	√		
<b>Total responses Yes/No/Not sure</b>	<b>5</b>	<b>0</b>	<b>1</b>

### DECIDING IF AN EQUALITY IMPACT ASSESSMENT IS NECESSARY

If all the answers to the questions above are 'no' then an equality impact assessment is not needed.

*Please move to the 'Record of decision' section below.*

If there are any 'yes' responses then an equality impact assessment is necessary.

*Please move to the 'Record of decision' section below.*

If there are no 'yes' responses but there are any 'not sure' responses then please discuss next steps further with the Regional Diversity Lead or with the Diversity Unit, who will help

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you decide if an equality impact assessment is necessary. Examples of situations where it is not necessary to carry out an equality impact assessment include:

- Producing a team newsletter
- Changing the time of a meeting
- Planning an internal event

In these instances relevant equality issues should still be considered, but there is no need to carry out an equality impact assessment.

### RECORD OF DECISION

I confirm an equality impact assessment is required / ~~is not required~~ (*delete as relevant*).

Policy Owner: Damien Bourke (Name)                      Major Programmes Director (Role)

Date: 3 June 2019

**Note 1:** *If an equality impact assessment **is required**, please complete questions 1-3 in the following section and send this part-completed form to the panel along with any relevant background documentation about the policy at least one full week prior to the EIA meeting. This should include the draft policy and any supporting data or relevant papers.*

**Note 2:** *If an equality impact assessment **is not required**, please send this screening section of the form to [ESIA@britishcouncil.org](mailto:ESIA@britishcouncil.org).*

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## EQUALITY IMPACT ASSESSMENT

**PART A:** This section is to be completed before the EIA panel meeting and sent at least one week in advance to the panel along with the policy and other relevant documents.

<b>TITLE OF POLICY:</b>	<b>Move 2020 - British Council Headquarters Relocation: Design Stage</b>
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*(Take as much space as required under each heading below)*

- 1. Please summarise the purpose of the policy, the context in which it will operate, who it should benefit and what results are intended from it.**

The Move2020 programme is delivering the relocation of the British Council's HQ to new premises at 1 Redman Place, the International Quarter, Stratford, London E20 by 1 December 2020.

Anticipated **benefits** are: improved staff satisfaction and productivity; reduced accommodation running costs; improved meeting space and reduced costs of external hire; better opportunity to promote the work of the British Council; opportunity to showcase the British Council Collection; improved engagement with partners, stakeholders and the British public; improved engagement with young people; opportunities to further engage with arts, culture, sport and education institutions; and contributing to the legacy impact of the Olympics games in East London.

The agreed **Vision** for the new HQ:

- A place where cultural relations happens
- A space reflecting our mission and values
- A global HQ that is locally connected
- A happy, productive and engaged workforce
- A workplace that fosters collaboration and exchange
- A much more efficient operation
- A move delivered on time and within budget

- 2. Please explain any aspects of the policy you've been able to identify that are relevant to equality. This will contribute to the equality-focused discussion the panel will have.**

All British Council staff based at and visiting the HQ, contractors and visitors would be affected particularly in terms of access to the building and the working

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environment. EDI relevant aspects would include disability and to a lesser extent transgender and religion or belief.

The property search by CBRE included a requirement for the new HQ to meet the business needs of the organisation and comply with all relevant regulations, standards and guidance. This included EDI considerations with the aims to be inclusive and accessible. It also included consideration of the environmental impacts of the new HQ.

The professional team includes Henigan Consulting, a specialist workplace consultancy, who engaged in extensive consultation with staff at Spring Gardens to capture their views, experiences, ideas and aspirations in informing the programme brief. This has been continuously updated through the Move Champions group and other engagement opportunities (Town Halls, site visits etc.) throughout the design process to date.

Individual 1 to 1 sessions will be offered to staff with line managers to discuss any concerns they may have about the relocation. Further opportunities for wider staff engagement will be available throughout programme delivery. A Welcome Guide will be developed and made available to all staff moving to the new HQ in advance of the relocation. A post implementation review will also be completed within 3 months of occupation and any reasonable adjustments will be made as appropriate.

- 3. Please outline any equality-related supporting data that should be considered. This could include consultation with Trades Union Side or staff associations, equality monitoring data, responses from staff surveys or client feedback exercises, external demographic and benchmarking data or other relevant internal or external material.**

The following evidence informed the design principles:

1. Move2020 RIBA Stage 3 report
2. Spring Gardens Workplace Effectiveness Survey 2016
3. Other staff surveys and consultation
4. Global Office Premises Standards
5. British Council equality monitoring data
6. Consultation with Trade Union

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**PART B:** *This section captures the notes of the Equality Impact Assessment panel meeting.*

<b>TITLE OF POLICY<sup>3</sup>:</b>	<b>Move2020 – British Council Headquarters Relocation</b>
<b>DATE OF EIA PANEL MEETING:</b>	<b>11 June 2019</b>

1. Please list the names, roles/business areas and geographical location of the panel members. If contributions have been received in writing by people who could not attend please list their details too and note ‘input in writing’ by their name.

Jane Franklin Panel Chair	Deputy Head EDI	Lead on EDI accredited trainer, DWG member, ESIA chair and participant.
Ade Alao, GE (Representing Policy Owner)	Head of PMO Global Estates (GE)	Lead on Move 2020 project delivery. Previous ESIA participant,
Lynda Crawford – Design Build Operate Lead	Head of Standards & Performance GE	Design expertise, Northern Ireland equality awareness, experience of driving brand recognition and delivering impact back to the UK,
Andy Phillips	Interim Head of Business Training Services	involvement in numerous premises projects, ESIA panel member experience
Steve Ellis – Facilities Management Lead	UK Region Asset Manager GE	Experience of ESIA, experience of premises project delivery, FM operation expert
Karely Alvarado (Mexico)	Project Manager E&S	ESIA experienced participant, member of Global Disability Working Group, visiting overseas staff member
Lasantha Gunatilaka	GIS	Spring Gardens Move Champion
Karina Peige	User experience & Testing Manager	Global Disability Working Group
Shakia Stewart	Digital Content Manager	Race and Culture Working Group
Benedict Horsman	Design Manager GE	Design and access expertise
Christine Fraser note taker	Head of Workplace Performance GE	Experience of ESIA, representing / knowledge of disability (DWG / DWG). Property / GE delivery.

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Apologies and  
comments in  
writing from  
Phil Dexter

Senior Consultant  
Education

EDI champion in E&S, accredited  
trainer, DWG member, ESIA  
chair and participant.

Shanon West

Principal Consultant  
(Schools and Skills) |  
Education and Society

EDI champion in E&S, ESIA chair  
and participant

2. Summarise the main points made in the discussion, noting which documents were reviewed. Note any points relating to clarity/quality assurance as well as points relating to equality issues.

**The panel reviewed the Design principles presentation prepared by Global Estates, which formed the key document for the ESIA.**

**The impact on staff, visitors, contractors and the community are significant hence the requirement to carry out an ESIA. Areas of impact highlighted in advance by the policy owner were Religion, Gender and Disability. Although not covered in the background information provided it was considered that the move and its impact would also touch on travel for staff and visitors and potentially working patterns.**

**95% of the design is agreed pending Stage 4 work, the following design points were raised;**

- **Staff would have 'neighbourhood zones' for the different SBUs, where filing, central admin etc would be located, but would be free to choose where to sit depending on the task in hand.**
- **Design parameters for desk occupancy ratios are 1:1.6 (10 desks to 16 people) which meant that the space would have to work hard. This was based on analysis of the current premises at Spring Gardens but with the addition of small meeting rooms and other flexible work settings to improve on the current provision.**
- **The 'Prince of Wales' suite located on the ground floor would provide easier accessibility, toilet accessibility, fire evacuation accessibility to those with restricted mobility.**
- **Doors on the route to the lifts on the ground floor should be DDA compliant and be power assisted.**
- **Accessibility has been considered regarding furniture options, height adjustable desks (20-30% provision), toilet provision, circulation space in pathways, some meeting rooms / phone booths are specially designed to be accessible for a wide range of different needs.**
- **Individuals with specific needs would be dealt with under 'reasonable adjustment'.**
- **Gender neutral toilet provision is included in the design.**
- **Where walkways are impacted by furniture etc. the floor colouring will change to alert those with visual impairment.**
- **To support neurodiverse people the choice of materials will limit reflections and sound reverberation.**
- **To assist visually impaired people, the floor coverings will have dark colours for corridors / walkways and light colours for work areas.**

(There will be a dry lay mock-up to illustrate prior to flooring installation.)

- **Gender neutral toilets are provided on the 1<sup>st</sup> floor in a location specifically chosen for staff use. A 60%/ 60% male female ratio has been used to improve the provision especially for female staff.**
- **The Faith room has been positioned adjacent to the gender-neutral toilet to allow staff and visitors to wash privately prior to prayers. There is potentially an issue for visitors who need to use this facility as they will need to be accompanied there and back by a staff member due to its location on the 1<sup>st</sup> floor behind the security line.**
- **A more private Wellbeing Room which could provide a relaxed environment with a fridge will serve as a nursing mothers room. Such a dedicated space could also double up as a quiet room. This is beneficial to provide a safe and quiet space for the neurodiverse. Booking guidance should be considered.**
- **A separate First Aid area has been provided.**
- **Biophilic design has been incorporated into the building to improve staff wellbeing.**
- **International signage icons will be used to assist non-English speakers.**

**Other points raised in writing by those not able to attend the ESIA;**

- **Valuing people/Work life balance/Staff with caring responsibilities or children at home/Staff with unsuitable physical home working environments/Staff on lower salaries** – for staff with customer and client facing roles like many staff in E&S and Arts, if we have a meeting it is generally in central London. We would be unlikely to go to Stratford or have increased transport/travelling costs and time – particularly if you live west of Stratford - if you have a client meeting on any one day. So, what happens with the rest of the day? Where are people going to work from? Smart working is used as a catch all term for this solution, but I don't know if the implication have been fully considered and suitable options made available to staff. This could impact negatively on work life balance (unable to work while travelling and making up time outside of working hours). It could negatively impact on work quality and satisfaction for people who are unable to work from home – caring responsibilities, unsuitable home working environment – forced then to work in cafes and public spaces. It could impact negatively on staff with lower salaries – increased travel costs, and in winter increased heating costs etc from working at home more often.
- **Staff wellbeing and environment** – I believe there are aspects of the move related to wellbeing/environment – bicycle spaces, encouraging people to use public transport. The documentation doesn't mention these facilities of the building.
- **Neurodiversity** I can see that consideration has gone into planning for less obvious/neuro diversity needs but I wonder how much this has been factored in? Of course the various work choice office space options will support that to a great extent in an inclusive way. It would be good I think to have thinking about neuro diverse needs more clearly articulated especially if we have an aspiration to attract new staff who may have particular needs working in different ways. This also links of course with flexible working arrangements. Part of this agenda is addressing and supporting anyone with needs associated with 'conditions' such as dyslexia, autism spectrum condition needs but we don't want this to be about labelling, as such. It's

more about how we support any member of staff who may have a support need in working in different ways. Much of this is about management and staff support rather than building/office space as such – but I think this is an important concern. Having signage and information around this is necessary I think.

### **Design Actions;**

- **Doors on the route to lift lobby should be power assisted to make the route easier for those with restricted mobility / wheelchair users.**
- **Ensure where appropriate doors are power assisted to assist those with restricted mobility.**
- **Provision of hearing loops still to be confirmed plus any other provision for those with hearing restrictions.**
- **Handrail required to the ramp on the ground floor by the café area, also to the feature staircase.**
- **Check wheelchair evacuation distances are safe with the Global Fire Advisor.**
- **One accessible WC should allow for wheelchair or facilitator access from either side of the toilet pan.**
- **Access to the patio area must be level with doors opening in.**
- **Check that refuge points for fire evacuation are adequate, that fire lifts can be used by wheelchair users and that there are options available for the evacuation of others including those not able to use evac chairs. (e.g. pregnant women, people on crutches, wheelchair users who can't transfer, etc.)**
- **Need to include provision for baby changing.**
- **Can we reconsider the location of the Faith room, adjacent toilet / washroom facilities and ease of access for external visitors?**
- **A low sink would enable foot washing for those who require this facility before praying. Can we incorporate in one of the gender-neutral toilets?**
- **Nursing mother's facility required – this can double up as a Wellbeing room, allowing privacy.**
- **Fridge provision requires clarification for those who need to store medication at work. This is also important for those who are bringing their lunch to work.**
- **Better building signage and clear building information required to assist neurodiversity.**

**The panel recommended that a future ESIA was required on the 'Future Ways of Working' workstream and integration of EDI on the culture, behaviours and policies required to transition and operate the new premises. The following specific points were noted;**

- **Booking of wheelchair accessible meeting rooms and their priority status should be clearly set out. (GIS and software for booking mechanism.)**
- **Lack of adjacent carparking would potentially mean difficulties for those who required to drive to the office. Clear communications for;**
  - **staff and visitors re access now (transitional whilst construction locally is ongoing,) and long term which will be of interest to wheelchair users.**
  - **Routes to car parking provision.**

- **Communications' should also highlight potential noise from local construction. Although this will be governed by local authority working restrictions for noisy activities.**
- **Office etiquette to include keeping walkways clear of obstacles and trip hazards due to the open plan nature of the design.**
- **Agreed protocol for accompanying visitors to the Faith room on the 1<sup>st</sup> floor required as the current location is not convenient for visitors attending meetings and events on the ground floor. It was identified that an external user group may be best placed to comment on this facility and its operation.**
- **Clear communication on the provision of the range of toilet / washroom facilities, including clear signage so that visitors could make best use of the building's facilities.**
- **Booking guidance required for the Wellbeing Room designed to meet the needs of nursing mothers and the neurodiverse. Also consider how to advise that the room is in use and therefore people should not be disturbed.**
- **Operation of the catering space and how it will operate should also be considered from an EDI perspective.**
- **Etiquette on where to eat lunch should be clearly communicated.**
- **Well being guidance for the new building should be considered and shared.**
- **Operational hours should be communicated.**
- **Guidance on young people visiting the building should be communicated.**
- **Visitor notes will need to be drafted for those travelling from overseas. This should be in our top 10 languages and include what can be found near the building.**
- **Financial impact of travel and home working and the Work life balance – making up time out of hours**
- **Wellbeing and the impact on Team working/Work culture/Sense of belonging – increased physical separation of teams if more people are choosing or are forced to homework because of the relocation.**
- **The financial impact of not only London-based staff but also those visiting from other UK and overseas offices who may not practically be able to use Stratford as an office base during a visit.**
- **Being an employer who values the neurodiverse and what we need to do to build on the physical design of the building.**

**The panel recommended an Access Audit with a secondary check with members from the Disability Advisory Panel should be carried out.**

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3. **Capturing information about the protected groups/characteristics** - Based on the notes of the discussion (section above), record here any potential for negative impact identified and any opportunity to promote equality, inclusion and good relations.

<b>Equality categories</b> (with prompts to guide full consideration)	<b>Potential for negative impact</b>	<b>Opportunity to promote equality, inclusion and/or good relations between different groups</b>
Different ages (older, middle-aged, young adult, teenage, children; authority generation; vulnerable adults)		<p>Flexible physical workspace solutions included.</p> <p>Ground floor visitor facilities will improve access for a range of diversity groups.</p> <p>Clarity is needed about children/young people's access to the building (<i>may be a point for the Future Ways of Working ESIA</i>)</p>
Different dependant responsibilities (childcare, eldercare, care for disabled and/or extended family)	Need to ensure the desk booking system caters for those who may arrive later due to caring responsibilities ( <i>may be a point for the Future Ways of Working ESIA</i> )	Wellbeing room for neurodiversity and nursing mothers with access to a fridge
Disabled people (physical, sensory, learning, hidden, mental health, HIV/AIDS, other)	<p>Lack of power assisted doors, in particular to the ground floor lifts may hinder access for those with mobility and visual impairments.</p> <p>Greater focus on the building supporting the needs of neurodiverse people through good quality signage and easy to understand building information.</p> <p>Hearing loop provision is not currently obvious – without provision there is a potential for a negative impact on hearing impaired people.</p> <p>Wheelchair users and those with mobility restrictions should have fire evacuation protocols integrated into the design to avoid</p>	<p>Compliance with UK building Regulations will ensure accessibility of the premises for a range of disabilities.</p> <p>Ground floor visitor facilities will improve access for a range of diversity groups.</p> <p>Accessibility has been considered regarding furniture options, height adjustable desks (20-30% provision), toilet provision, circulation space in pathways, some meeting rooms / phone booths are specially designed to accessible for a range of different needs.</p> <p>To assist people with visual impairment access round the floors will assisted by using different colours of floor covering to signpost routes, work</p>

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Equality categories (with prompts to guide full consideration)	Potential for negative impact	Opportunity to promote equality, inclusion and/or good relations between different groups
	unfair treatment in the case of building evacuation.	<p>areas and where walkways may be impacted by furniture.</p> <p>To support neurodiverse people the choice of materials will limit reflections and sound reverberation.</p>
Different ethnic and cultural groups (majority and minority, including Roma people, people from different tribes/castes/clans)		
Different genders (men, women, transgender, intersex, other)		<p>Gender neutral toilet provision included is in the design.</p> <p>The use of appropriate images will reinforce positive messages on gender inclusion.</p>
Different marital status (single, married, civil partnership, other)		
Different political views or community backgrounds (particularly relevant to Northern Ireland)	Colour combinations could negatively promote political association.	A politically neutral colour palette will be chosen to avoid any political bias.
Pregnancy, maternity, paternity and adoption (before/during/after)	Currently no baby changing facilities identified.	<p>A nursing mothers' room has been included in the design.</p> <p>There will be a range of flexible seating which may aid comfort for pregnant women.</p>
Different or no religious or philosophical beliefs (majority/ minority/ none)	The Faith room has been located adjacent to the gender-neutral toilets. For visitors this is some way away from the reception areas on the ground floor.	The Faith room has been positioned adjacent to the gender-neutral toilet to allow staff and visitors to wash privately prior to prayers.

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Equality categories (with prompts to guide full consideration)	Potential for negative impact	Opportunity to promote equality, inclusion and/or good relations between different groups
Different sexual orientations (gay, lesbian, bisexual, heterosexual)		
Additional equality grounds (such as full-time/part-time working, language, geographical location, other <sup>4</sup> )	<p>Staff may default to more home working due to location, or when stakeholder meetings are held in central London rather than travelling to Stratford. This could financially have a negative impact on staff particularly those on lower salary grades. Other potential for negative impact include:</p> <ul style="list-style-type: none"> <li>• Work life balance – making up time out of hours</li> <li>• Team working/Work culture/Sense of belonging – increased physical separation of teams</li> <li>• The impact of this is not only London-based staff but also those visiting from other UK and overseas offices who may not practically be able to use Stratford as an office base during a visit.</li> </ul>	International signage icons will be used to assist non-English speakers.
British Council values (valuing people, creativity, integrity, mutuality, professionalism)		<p>Biophilic design has been incorporated into the building to improve staff wellbeing.</p> <p>Opportunity to support wellbeing and the environment through encouraging staff to cycle / provision of bicycle spaces and by encouraging people to use public transport.</p>

<sup>4</sup> Any other categories people share that might impact on how the policy affects them.

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Action identified by Panel	Agreed by Policy Owner (Yes/No)	Justification if not agreed	Date to be implemented	Confirmation of implementation
<p><b>Design Actions;</b></p> <ul style="list-style-type: none"> <li>• <b>Doors on the route to lift lobby should be power assisted to make the route easier for those with restricted mobility / wheelchair users.</b></li> <li>• <b>Ensure where appropriate doors are power assisted to assist those with restricted mobility.</b></li> <li>• <b>Provision of hearing loops still to be confirmed plus any other provision for those with hearing restrictions.</b></li> <li>• <b>Handrail required to the ramp on the ground floor by the café area, also to the feature staircase.</b></li> </ul>				

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<ul style="list-style-type: none"><li>• <b>Check wheelchair evacuation distances are safe with the Global Fire Advisor.</b></li><li>• <b>One accessible WC should allow for wheelchair or facilitator access from either side of the toilet pan.</b></li><li>• <b>Access to the patio area must be level with doors opening in.</b></li><li>• <b>Check that refuge points for fire evacuation are adequate, that fire lifts can be used by wheelchair users and that there are options available for the evacuation of others, including those not able to use evac chairs. (e.g. pregnant women, people on crutches, wheelchair users who can't transfer, etc.)</b></li><li>• <b>Need to include provision for baby changing that are gender neutral.</b></li><li>• <b>Can we reconsider the location of the Faith room, adjacent toilet / washroom</b></li></ul>				
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<p><b>facilities and ease of access for external visitors?</b></p> <ul style="list-style-type: none"><li>• <b>Low sinks would enable foot washing for those who require this facility before praying. Can we incorporate in one of the gender-neutral toilets?</b></li><li>• <b>Wellbeing room required for nursing mothers. This can double up as a flexible space / meeting room, allowing privacy for neurodiversity and staff in distress.</b></li><li>• <b>Fridge provision requires clarification for those who need to store medication at work. This is also important for those who are bringing their lunch to work.</b></li><li>• <b>Greater emphasis on how best to deliver a space which meets the needs of the neurodiverse. E.g. better building signage and clear building information required to assist neurodiversity.</b></li></ul>				
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<p><b>The panel recommended an Access Audit be carried out on the building.</b></p>				
<p><b>In addition to the Access Audit a secondary check with members from the Disability Advisory Panel should be carried out.</b></p>				
<p><b>A future ESIA is required on the 'Future Ways of Working' workstream and integration of EDI on the culture, behaviours and policies required to transition and operate the new premises. Items to included as above on pg. 11/12</b></p>				
<p><b>Consideration of the increase in pressure for people to work from home and also the travel impact when attending meetings in Central London on work-life balance and on those on lower salaries is needed. <i>(may be a point for the Future Ways of Working ESIA)</i></b></p>				

**4. Agreed actions** - *Insert additional rows for more action points and number these.*

**5. Sign off by policy owner**

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I confirm that the policy has been amended as identified in the **Agreed actions** table above.

If the policy has an impact on people or functions in Northern Ireland, I confirm Annex A has also been completed.

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Role)

\_\_\_\_\_ (Date)

### 6. Record keeping

The Policy Owner (or their agent) must email the completed ESIA form to [ESIA@britishcouncil.org](mailto:ESIA@britishcouncil.org).

### POLICIES WITH AN IMPACT IN NORTHERN IRELAND

In accordance with the Guide for Public Authorities, policies which have a MAJOR impact on equality will share some of the following factors:

- they are deemed to be significant in terms of strategic importance;
- the potential equality impacts are unknown;
- the potential equality and/or good relations impacts are likely to be adverse or experienced disproportionately by groups who are marginalised or disadvantaged;
- the policy is likely to be challenged by a judicial review;
- the policy is significant in terms of expenditure.

Policies which have a MINOR impact on equality will share some of the following factors:

- they are not unlawfully discriminatory and any residual potential differential impact is judged to be negligible;
- aspects of the policy are potentially unlawfully discriminatory but this possibility can readily and easily be eliminated by making the changes identified in the action points at Section 4;
- any differential equality impact is intentional because the policy has been designed specifically to promote equality for particular groups of disadvantaged people;
- by amending the policy there are opportunities to better promote equality, inclusion and/or good relations.

Policies which have NO impact on equality will share some of the following factors:

- they have no relevance to equality, inclusion or good relations;
- they are purely technical in nature and have no bearing in terms of the impact on equality, inclusion or good relations for people in different equality groups.

For policies impacting on people or functions in Northern Ireland, you must identify whether any of the issues identified by the EIA panel in the table at Section 3 are likely to have a MAJOR, MINOR or NO impact on equality. This consideration must be given to all the items listed in the table at section 3 whether they have potential for negative impact or the opportunity to promote equality, inclusion and good relations.

Equality categories	Negative/Positive impact on equality, inclusion or good relations		
	NO	MINOR	MAJOR
Age			
Dependants			
Disability			
Ethnicity			
Gender			
Marital status			
Political opinion			
Religious belief			
Sexual orientation			

**If the answer to the above questions is NO, no further action is needed.**

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If MINOR impact is identified and the actions listed at Section 4 will address this, no further action is needed. Where the actions listed at Section 4 will not sufficiently address the impact, additional measures that might mitigate the policy impact as well as alternative policies that might better achieve the promotion of equality of opportunity and/or good relations should be considered. If mitigating measures and/or an alternative approach cannot be taken then the policy should be subject to full Equality Impact Assessment (EQIA) aligned to Northern Ireland's equality legislation.

If a MAJOR impact is identified in any of the answers above then the policy should be subject to full Equality Impact Assessment (EQIA) aligned to Northern Ireland's equality legislation.

*For guidance on completing full EQIA aligned to Northern Ireland's equality legislation, see <http://www.equalityni.org/archive/pdf/S75GuideforPublicAuthoritiesApril2010.pdf>.*

A member of the Diversity Unit should be involved in any EQIAs that take place.

### **RECORD OF DECISION AND SIGN OFF BY POLICY OWNER:** *(please delete 2 of the following statements)*

I confirm that a full EQIA is needed and that I will refer to the Guide for Public Authorities and the Diversity Unit for support in carrying this out.

*or*

I confirm that a full EQIA is not needed, providing all the Agreed actions at Section 4 and/or other noted mitigating actions are carried out.

Note other mitigating actions that are not listed at Section 4 here \_\_\_\_\_

*or*

I confirm that a full EQIA is not needed and no further action needs to be taken.

### **Signed by:**

\_\_\_\_\_ (Name) \_\_\_\_\_ (Role)

\_\_\_\_\_ (Date)

### **RECORD KEEPING**

The Policy Owner (or their agent) must email the completed ESIA form to [ESIA@britishcouncil.org](mailto:ESIA@britishcouncil.org).