

EQUALITY ANALYSIS FOR POLICY/PROCEDURE

This document should be used to conduct Equality Analysis (EA) in relation to **new** and **existing** Policy and Procedure Documents.

<p>Policy/Procedure Reference and Title:</p>	<p>P27 Estate & Facilities Management</p>
<p>Summary of contents - This Policy/Procedure directs staff by:</p> <p>The policy provides guidance to staff in the following areas of business:</p> <p><u>Management of Police Estate</u> – Describes the management and governance arrangements for all properties that are owned or leased by South Yorkshire Police (SYP), either for the purpose of conducting business or for dwelling.</p> <p><u>Managing Contractors</u> – Describes the specific duties incumbent upon SYP and Contractors when contracted work is carried out on sites owned or used by SYP.</p> <p><u>Asbestos Management</u> - Ensures that SYP complies with all applicable legislative controls relating to the management of asbestos containing materials and does not compromise the Health and Safety of any employee or other person through any uncontrolled exposure to asbestos fibres.</p> <p><u>Emergency Board Up Service non-police premises</u> – Ensures that premises are secured while the owner/occupier makes alternative arrangements for a permanent repair.</p> <p><u>Recovery and Retention of Motor Vehicles</u> – Explains the legal powers and administrative powers to remove vehicles in certain circumstances.</p> <p><u>Provision of Hospitality by SYP</u> – Guidelines for the provision of hospitality by South Yorkshire Police (SYP).</p> <p><u>Dogs: Dangerous, Injured or Diseased</u> – to inform all staff of the legal and administrative procedures to be adopted when dealing with dangerous, suspected banned breeds, aggressive, injured or diseased dogs.</p>	

Whilst all EA is reviewed at least biennially, this document is a live record and should be continually updated and reviewed. (Please include details of stakeholder consultation **below**). For further detailed advice on EA please contact the Diversity Unit, HR Strategy & Change.

SECTION 1

<p>Does this document relate to the treatment of people?</p>	<p>Yes</p>
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Please describe why:

The policy describes how we will conduct business and carry out our responsibilities in the areas above, which fall within the Estates and Facilities Management portfolio. Some of these areas have an impact on the way we interact with members of the public, staff and visitors to SYP premises.

***Move to Section 1B.**

SECTION 1B

Does the process referred to in this document relate to the treatment of people?	Yes
Please see above	
*Move Straight to Signature	

SECTION 2

Is there any adverse impact on any group based on a protected characteristic, or anyone who may present as vulnerable based on their situation / circumstance?	Y
If yes, please describe how this impact is explained or justified?	
<u>Management of Police Estate</u> - Disabled visitors and staff may have difficulty in accessing some SYP buildings across the force area. Reasonable adjustments are made wherever possible although the physical nature of some existing premises can limit this.	
<u>Managing Contractors</u> – SYP are responsible for the behaviour and conduct of contractors visiting or working on police premises. There are clearly defined standards of behaviour that are expected of contractors on police premises to ensure they will not behave in a discriminatory way towards any members of staff or the public that they come into contact with.	
<u>Provision of Hospitality</u> – Staff with specialised dietary requirements may be disadvantaged in the provision of operational meals.	

What action have you taken to mitigate or remove any adverse impact?

South Yorkshire Police recognises that physical access to the estates and buildings is a crucial aspect of its policy towards disabled public visitors and staff.

South Yorkshire Police have carried out disability Discrimination Act Audits. Accessibility consultants have compiled Disability Access Costed Reports from the inspections. Necessary modifications have been made to buildings, giving particular consideration to the buildings that are accessible by the public visitors and police staff

The Management of Police Estate makes provision to ensure that SYP buildings are accessible to visitors and staff with disabilities and protected characteristics. Disabled visitors and staff are given priority with regard to parking access to buildings. Hearing loops are provided in some interview rooms and enquiry desks. Modifications are made during refurbishment works to upgrade areas such as lighting, signage, lift access, automatic doors, etc. to improve accessibility and engagement.

SYP have reduced the number of buildings in their estate and target buildings for disposal, which are less suitable for modifications.

Equipment and furniture is suitable for use by disabled visitors and staff and reasonable adjustments are made where a need is identified.

To ensure appropriate behaviour standards are met by contractors on police premises, all contractors are issued with a copy of the Standard Operating Procedures and are briefed about appropriate conduct as part of their induction process.

When providing hospitality for operational meals, a section of the catering form allows for any specialised dietary requirements to be identified.

SECTION 3

Is there any positive impact on any group based on a protected characteristic, or anyone who may present as vulnerable based on their situation/circumstance?	Y
<p>If yes, please record reasoning:</p> <p>Improvements to physical aspects of a building, either through capital or planned maintenance projects, improve accessibility and inclusion.</p>	

SECTION 4

This section details the start date of the EA and consultations that have been carried out in the development or review of this policy or procedure.

Name of Person completing the Equality Analysis:	Sue Gladwin	Version 1 Start Date	18/3/19
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CONSULTATION

List below who you have consulted with on this policy or procedure (incl. committees, groups, etc):

Role & Title	Date Consulted	Version
Louise Murray - Head of Joint Estates and Facilities (SYP & SYFR)	18.3.19	1
Paul Garner – Property Service Manager	20.3.19	1
Simon Mellors - Equality, Diversity & Inclusion Lead	20.3.19	1

NOT PROTECTIVELY MARKED

Signature of person checking Equality Analysis*: *This should be the Policy Owner	Louise Murray	Date:	18.3.19
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