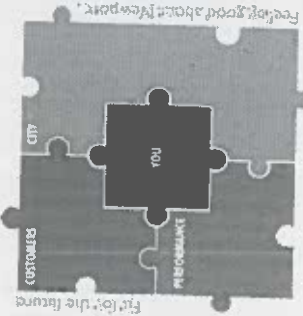


2/1/13

Michelle  
Original for per  
record.  
Julie



### Equality Impact Assessment Form (updated April 2011)

This is where you evidence how a policy or practice, or a decision relating to a policy or practice, complies with the general equality duty to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations

This form is intended to guide and prompt you about the questions and evidence that you need to think about. As indicated in the guidance, this assessment takes into consideration each of the "protected characteristics" listed in the Equality Act 2010 – race, age, gender etc. This assessment should be used to inform any relevant decision about the policy or practice. Please state policy options in the assessment.

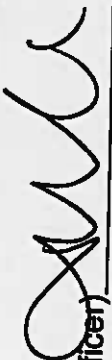
<b>Service Area:</b> Regenerative and Regulatory Services	<b>Head of Service:</b> Susan Bolter	<b>Person responsible for the assessment:</b> Julie Velluci	<b>Date of Assessment:</b> 26/9/2012
<b>Name of the policy/practice to be assessed:</b> Building Cleaning		<b>Is this a new, existing or policy/practice</b>	Existing
<b>1. Briefly describe the purpose of the policy/practice</b>		Building Cleaning provides cleaning for Schools and Council premises 33 schools and 35 office and libraries , to provide a services to clean effectively to a high standard for the need of our customer in a fair and transparent way	

<p><b>2. Name any associated policy, legislation, corporate objective etc.</b></p>	<p>Total Reward and performance Reviews Health and safety Policy COSH policy Manual handling Risk Assements</p>
<p><b>3. Who are the main stakeholders in relation to the policy/practice?</b></p>	<p>Head teacher and Site premises managers and users of NCC buildings the public and Ncc staff</p>
<p><b>4. Who performs the service?</b></p>	<p>Facility Manager ( Vacant Post ) and two full time Area Supervisors Structure in progress</p>
<p><b>5. What outcomes are wanted from this policy / Practice</b></p>	<p>To clean Council premises based on Industry Standard and to introduce training to cleaning staff, so we can be more proactive to enable us to deliver a high standard and become more efficient in delivering the service to the customers</p>
<p><b>6. What factors could contribute to/detract from the outcomes (risks/opportunities)?</b></p>	<p>High sickness levels  Employee not willing to complete in training  Insufficient Funding</p>
<p><b>7. Describe the steps you have taken to carry out this assessment e.g. consultation and involvement</b></p>	<p>We have had regular site visits with cleaning operatives . Site managers. and Head Teachers +</p>

<p><b>8. Give a summary of the information the council has taken into account for this assessment</b></p>	<ul style="list-style-type: none"> <li>• Regular training for all staff</li> <li>• Regular meeting with head teachers and building managers.</li> <li>• To respond quickly to complaints and comments to deliver a better service.</li> <li>• Quality inspections on a regular basis ( Monthly )</li> </ul>
<p><b>9. Does the policy/practice eliminate Discrimination and promote equality and good community relations due to;</b></p> <ul style="list-style-type: none"> <li>• Age</li> <li>• Gender</li> <li>• Disability</li> <li>• Race</li> <li>• Religion/Belief</li> <li>• Welsh Language</li> <li>• Gender reassignment</li> <li>• Marriage/Civil partnership</li> <li>• Sexual Orientation</li> </ul>	<p><u>Building Cleaning have a wide and varied age group</u></p> <p><u>Gender the majority of cleaners are women due to the hours are part time as the hours suit people with caring needs and childcare</u></p> <p><u>Disability may need specialised equipment ( Light weight vacuums cleaners buckets with wheels and training</u></p> <p><u>Welsh language as no impact arrangements could be made with Bilingual Council Diversity officer</u></p> <p><u>All cleaning staff, English is their first language</u></p> <p><u>Religion/ Belief No impact no issues have been raised</u></p> <p><u>Gender no issues have been raised but this would not impact on delivering the service</u></p> <p><u>Marriage / Civil partnership can request time off together .Request would be considered in line that the service delivery and staff are not affected</u></p> <p><u>Sexual Orientation no impact on delivering the cleaning service</u></p>

	<p>The issue as never been raised</p>
<p><b>10. Summary of the impact of the policy/practice on the general equality duty</b></p>	<p>This service has a positive impact on the general equality duty .The aim of this service is to deliver a high quality well trained building cleaning service , This will benefit the diverse range of client group that access local authority building's</p>

Equality Action Plan -		Lead Officer(s)
Key Actions	Actions (with dates) Any associated performance measures	
Further actions to eliminate discrimination, promote equality and good community relations on the grounds of:-		
Age Gender Disability Race Religion Belief Welsh Language Marriage /Civil Partnership Sexual Orientation	Monthly monitoring and face to face meeting Maintain personal information on the HR/ Payroll system Yearly reviews Open door policy	Facility officer Area Supervisor
If there are decisions pending that will affect this policy/practice please state when and how the decision will be taken	No	
How will the policy/practice be: • Monitored • Performance assessed • reported	Yearly reviews of staff Monthly monitoring Staff meetings Customers meeting	Facility Officer Area Supervisor
Does the EIA need to be revisited in 6 months/a year?	Five Years - Given in an address all female staff, do we want to consider supporting more men to take up entry future opportunities? (I want to understand this in a wider social issue with the attractions of this type of work.)	



Signed (Head of Service)

Date 29/11/12

