

DVLA Equality Impact Assessment Stage One - initial screening

Name of function / policy / project	Relocation of Enforcement Staff in the Sidcup Enforcement Centre, from the 3 rd floor to the 2 nd floor
Directorate / work area	Enforcement Directorate, Sidcup EC
Name of assessors	

Write a brief description of your function and its aims. If screening a project, focus on the service or policy the project is set-up to review or improve.

The staff, at Sidcup Enforcement Centre, are responsible for supporting the reduction of vehicle excise duty evasion by a range of enforcement activity. The relocation of staff to join existing colleagues on the 2nd floor will pool expertise, improve efficiency and maximise the space available. Giving up the third floor was also integral to the lease renewal negotiations in that it supports the business case to remain in this building.

Indicate the impact for each protected characteristic and give your reason. Include any positive impacts that resulted in improved access or services.

Protected Characteristic	Say if impact is positive, negative or no impact	Reason
Age	No impact	Age will not have an impact on having to move floors
Disability	No impact	Access to 2 nd floor is identical to access to third floor. Trained Fire wardens are in place, no change to evacuation plans is necessary.
Race	No impact	Race will not have an impact on having to move floors
Sex	No impact	Gender will not have an impact on having to move floors
Gender reassignment	No impact	Gender reassignment will not have an impact on having to move floors
Religion or belief	No impact	Religion or belief will not have an impact on having to move floors
Sexual orientation	No impact	Sexual orientation will not have an impact on having to move floors
Marriage & Civil partnerships	No impact	Partnership status will not have an impact on having to move floors
Pregnancy & Maternity	No impact	Pregnancy and maternity will not be impacted on by having to move floors
Other equality issues	No impact	There are no other equality issues that may be effected by the relocation

You must complete a full EQIA if:

- You find a negative impact on any protected characteristic.
- This is a high profile or major policy that will either affect many people or have a severe effect on some people.

Is a full EQIA required?	Yes (go to Stage two)	No ✓
If no, please explain briefly:		
<ul style="list-style-type: none"> • why you have reached this conclusion • what your evidence is • describe any feedback from stakeholders that supports your conclusion. 		

By surrendering the 3rd floor and only leasing two floors we ensure the viability of remaining at this site which is what all of us that work here wish for, so there is an understanding of the need for the move. Also by moving staff closer together into bigger teams we can resolve a lot of issues around telephone rota, staff cover, work distribution etc. which we be beneficial to all. Again this is generally understood. There is no impact on customer service. There is no impact on any of the Protected Characteristics.

Person responsible for function: sign-off and date completed.

xxxx 23 Feb 2011

Retain a copy and send completed template to HR Policy Group