

MID SUSSEX DISTRICT COUNCIL

Customer Impact and Needs Assessment

Title of Policy/Service/Contract: Property

Division: Legal Services, Property and Land Charges

Lead Officer: David Waite

Date Assessment completed: 24 March 2010

1. SCOPING

1.1 What are the aims of the policy/service/contract?

Implementation of the Council's Asset Management Plan
Efficient management of the Council's non-operational property portfolio across the District including industrial estates, lease offices, town centre shopping areas, individual leased shops and undeveloped land.
Provision of advice on property related matters such as property transactions, rent reviews, lease renewals and market valuations.

1.2 Who does the service/policy/contract affect? Who are the main customers (internal or external)?

Main external customers are commercial and voluntary organisations that lease the Council's property holdings. Also Town and Parish Councils
Main customers internally for property advice are Planning, Contracts and Buildings Maintenance, Parking, Finance, Leisure Planning and Development.

1.3 If your service is likely to use contractors you need to consider whether equality is a core contractual requirement by asking the following questions:

a) is the purpose of the contract to provide services directly to the public and is it considered relevant to equality?

NO

b) Is the provision of Goods, Works or Services in question likely to affect, directly or indirectly, your ability to meet the duty to promote equality?

NO

c) is the contract value £1 million or over?

NO

If the answers to the questions are "no" then equality will not be a core requirement of the contract and will have a low relevance to equality issues, and if the answers are "yes", equality will be a core requirement of the contract and will have medium or high relevance to equality issue. See Appendix One

of the MSDC Guidance Document *“Integrating Equality and Diversity into Procurement”* for further information on determining the relevance of equality and what measures you will need to consider to ensure contractors comply with the Council’s equality policies and schemes and relevant legislation.

1.4 will the contract have an impact on the community and Race Relations or other Equality issues?

N/A

1.5 where Equality issues are identified as core, how will the Council consider it at each stage of the procurement/contract process?

N/A

1.6 where Equality issues are identified as core, what arrangements will we require for monitoring Equality aspects of the Contract throughout its lifetime?

N/A

1.7 is it necessary to include a reference to Equality in the Tender Advert / OJEU Notice?

N/A

1.8 is it necessary to include a reference to Equality in the Specification?

N/A

1.9 is it necessary to include Equality issues in the Key Performance Indicators?

N/A

1.10 is it necessary to request a Method Statement to indicate how an equitable service will be provided?

N/A

1.11 if the Contract is for Goods, will the goods which are to be supplied meet the needs of a particular racial or other minority group?

N/A

2. Assessment of Impact and Needs - Supported with evidence from Data and Consultation
 (See Guidance Notes for information on completing this section)

	Barriers to service/differential impact	Evidence base	Current actions taken to address these	Further actions required
Race	No barriers to use.	None available.	None necessary	None
Religion or Belief	No barriers to use.	None available.	None necessary	None
Gender	No barriers to use.	None available	None necessary	None
Disability	The Council's property portfolio includes leased buildings that are used by the public where there are disabled access considerations.	Knowledge of existing lease and access arrangements.	Liaison with leaseholders.	Annual review of DDA requirements in relation to lease arrangements.

	Barriers to service/differential impact	Evidence base	Current actions taken to address these	Further actions required
Sexual Orientation	No barriers to use	None available.	None necessary	None
Age	Some of the Council's property portfolio is used by Age Concern, which provides advice and day centre services to older people. This is also the case with the Citizens Advice Bureau, which provides advice to a range of vulnerable people.	Knowledge of existing lease arrangements.	The value of the service provided by organisations such as CAB and Age Concern is taken into account in leasing arrangements.	None.
Income or Skill Level	No barriers to use.	None available.	None necessary.	None.
Residential Location (Rural/ Urban)	No barriers to use.	None available.	None necessary.	None.

3. ANALYSIS AND ACTION PLANNING

Any gaps in information or provision and/or barriers to services identified above need to be translated into SMART targets and recorded here.

These actions then need to be incorporated into service plans so that they can be monitored at service level and also as part of a corporate equalities action plan.

Issue	Action	Lead Officer	Deadline	How will impact be measured?
The Council's property portfolio includes leased buildings that are used by the public where there are disabled access considerations.	Annual review of DDA requirements in relation to relevant lease arrangements.	David Waite	Annual lease review	Assessment of compliance with DDA Act.