

Impact Needs/Requirement Assessment Completion Form

| | |
|---|---|
| Department: Regeneration & Major Projects | Person Responsible: James Young Deputy Head Property & Asset Management Regeneration & Major Projects Dept |
| Service Area: Property & Asset Management | Timescale for Equality Impact Assessment : Executive Meeting 13 June 2011 |
| Date: 19 May 2011 | Completion date: |
| Name of service/policy/procedure/project etc: The report to the Executive on 11 June 2011 seeks approval for the sale of the freehold of 51 Kilburn High Road NW6 5SB at auction so as to achieve best value. The property is surplus to operational requirements and comprises 3 vacant upper residential units and a ground floor shop sold on long lease | Is the service/policy/procedure/project etc: New <input checked="" type="checkbox"/> Old <input type="checkbox"/> |
| Predictive <input checked="" type="checkbox"/> Retrospective <input type="checkbox"/> | Adverse impact <input type="checkbox"/> Not found <input checked="" type="checkbox"/> Found <input type="checkbox"/> Service/policy/procedure/project etc, amended to stop or reduce adverse impact Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Is there likely to be a differential impact on any group? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | Please state below: |
| 1. Grounds of race: Ethnicity, nationality or national origin e.g. people of different ethnic backgrounds including Gypsies and Travellers and Refugees/ Asylum Seekers Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | 2. Grounds of gender: Sex, marital status, transgendered people and people with caring responsibilities Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 3. Grounds of disability: Physical or sensory impairment, mental disability or learning disability Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | 4. Grounds of faith or belief: Religion/faith including people who do not have a religion Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 5. Grounds of sexual orientation: Lesbian, Gay and bisexual Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | 6. Grounds of age: Older people, children and young People Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Consultation conducted Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | |
| Person responsible for arranging the review: Louis Eden | Person responsible for publishing results of Equality Impact Assessment: There will be no equality impact to the community from this transaction |
| Person responsible for monitoring: James Young Signed: <i>Louis Eden</i> | Date results due to be published and where: No results will be published Date: 19 May 2011 |

Impact Needs/Requirement Assessment Completion Form

Please note that you must complete this form if you are undertaking a formal Impact Needs/Requirement Assessment. You may also wish to use this form for guidance to undertake an initial assessment, please indicate.

1. What is the service/policy/procedure/project etc to be assessed?

The sale at auction of 51 Kilburn High Road NW6 5SB
The upper residential units are in dilapidated condition and have been vacant for some years
The property has been declared surplus to Council's operational requirements and is to be sold to achieve best value for the Council's capital programme

2. Briefly describe the aim of the service/policy etc? What needs or duties is it designed to meet? How does it differ from any existing services/ policies etc in this area

To sell Council owned surplus property to achieve a capital receipt to help to meet the resources forecasts for the Council's capital programme

3. Are the aims consistent with the council's Comprehensive Equality Policy?

Yes as the bidding process at auction is open to all in a transparent and open way

4. Is there any evidence to suggest that this could affect some groups of people? Is there an adverse impact around race/gender/disability/faith/sexual orientation/health etc? What are the reasons for this adverse impact?

No. The property will be sold at auction subject to approval of the Executive
The upper units are vacant and the ground floor shop is let on a long lease
There is no adverse effect on the long lessee by a change of freeholder as the terms of the lease do not vary

5. Please describe the evidence you have used to make your judgement. What existing data for example (qualitative or quantitative) have you used to form your judgement? Please supply us with the evidence you used to make your judgement separately (by race, gender and disability etc).

It is the nature of the method of sale and also there are no residential occupiers
The position of the shop user does not change as explained above

6. Are there any unmet needs/requirements that can be identified that affect specific groups? (Please refer to provisions of the Disability Discrimination Act and the regulations on sexual orientation and faith, Age regulations/legislation if applicable)

There are no unmet needs or requirements that can be identified that could affect specific groups
Any group of any ethnicity, sexual orientation, faith or age can bid for this property

Impact Needs/Requirement Assessment Completion Form

7. Have you consulted externally as part of your assessment? Who have you consulted with? What methods did you use? What have you done with the results i.e. how do you intend to use the information gathered as part of the consultation?

No. This is not necessary due to the nature of this transaction

8. Have you published the results of the consultation, if so where?

No because none has been undertaken

9. Is there a public concern (in the media etc) that this function or policy is being operated in a discriminatory manner?

No because this method of disposal is open and transparent and anybody is able to bid

10. If in your judgement, the proposed service/policy etc does have an adverse impact, can that impact be justified? You need to think about whether the proposed service/policy etc will have a positive or negative effect on the promotion of equality of opportunity, if it will help eliminate discrimination in any way, or encourage or hinder community relations.

There will be no adverse impact.
There is equality of opportunity because everybody has the opportunity to bid for and purchase the property in an open and transparent way

11. If the impact cannot be justified, how do you intend to deal with it?

N/A

12. What can be done to improve access to/take up of services?

The property will be advertised in the auctioneers' catalogue, on the Council's web site and a 'for sale' board will be erected
This will ensure that any interested party will be made aware of the proposed sale

13. What is the justification for taking these measures?

To ensure that there is sufficient publicity for those parties who are interested in bidding for the property so that they have sufficient notice to make the necessary arrangements to enable them to bid and complete a contract for purchase

Impact Needs/Requirement Assessment Completion Form

14. Please provide us with separate evidence of how you intend to monitor in the future. Please give the name of the person who will be responsible for this on the front page.

James Young will monitor the auction process and liaise with the auctioneers on a regular basis with regard to the interested parties and also the bidding process leading to an exchange of contracts and thereafter to an anticipated successful sale

15. What are your recommendations based on the conclusions and comments of this assessment?

That the council is able to sell this property by way of public open auction

Should you:

1. Take any immediate action?
No
2. Develop equality objectives and targets based on the conclusions?
Ensure the details of the auction reach the whole community
3. Carry out further research?
None needed

16. If equality objectives and targets need to be developed, please list them here.

N/A

17. What will your resource allocation for action comprise of?

No resources needed

If you need more space for any of your answers please continue on a separate sheet

Signed by the manager undertaking the assessment:

Charles Louis Eden

Full name (in capitals please):

Date: 19 MAY 2011

CHARLES LOUIS EDEN

Service Area and position in the council:

PRINCIPAL ESTATE SURVEYOR PROPERTY AND ASSET MANAGEMENT

Details of others involved in the assessment - auditing team/peer review:

JAMES YOUNG DEPUTY HEAD OF PROPERTY AND ASSET MAN.

Once you have completed this form, please take a copy and send it to: **The Corporate Diversity Team, Room 5 Brent Town Hall, Forty Lane, Wembley, Middlesex HA9 9HD**