



**Appendix 1: Equality Analysis Report Template**

<b>Title:</b>	<b>Newhaven Enterprise Centre</b>
<b>EA Lead :</b>	<b>Peter Sharp</b>
<b>EA Team:</b>	<b>Regeneration &amp; Investment</b>
<b>Date Commenced:</b>	<b>28 September 2015</b>
<b>Target Completion Date:</b>	<b>2 October 2015</b>
<b>Reason for assessment:</b>	<b>Cabinet Report on Proposal to extend Operational Management Agreement with Basepoint Centres Ltd</b>

**Context and Scope**

1. What are the main purposes and aims of the service/project/decision?

The main purpose of this decision is to extend the existing Operational Management Agreement for Newhaven Enterprise Centre to continue our working relationship with Basepoint Centres Ltd for an additional two years (ie. to November 2019).

2. What effect does it have on how other organisations operate and what commitments of resources are involved?

None.





Lewes District Council

6. How does it help to us meet our general duties under the Equality Act 2010?

Newhaven Enterprise Centre has a diverse range of business tenants, working together to achieve common goals and fostering good business practice and relationships between the tenants and the wider community.

7. What is the scope of this analysis?

The scope for this analysis is somewhat limited. The Centre is run by Basepoint Centres Ltd on behalf of LDC. Basepoint have established equality and diversity policies, which are adhered to in the operation of Newhaven Enterprise Centre.

**Information gathering and research**

8. What existing information and data was obtained and considered in the assessment?

The equality and diversity policies of Basepoint Centres Ltd have been obtained and reviewed to ensure that sufficient procedures are in place.

9. What gaps in information were identified and what action was undertaken/is planned to address them?

None



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10. What communities and groups have been involved and what consultation has taken place as part of this assessment?

No consultations have taken place. Newhaven Enterprise Centre is operational and policies are in place to ensure equality of opportunity for all.

### Analysis and assessment

11. What were the main findings, trends and themes from the research and consultation undertaken?

No consultations have been undertaken.

12. What positive outcomes were identified?

Basepoint Centres Ltd have suitable equality policies in place to protect any user of the facility from discrimination.

13. What negative outcomes were identified?

None.



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## Action planning

14. The following specific actions have been identified: (see paragraph 25 of the guidance)

Issue Identified	Action Required	Lead Officer	Required Resources	Target Date	Measure of Success
No issues identified.					



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## Summary Statement

Between 28 September 2015 and 2 October 2015, Equality Analysis was undertaken by Peter Sharp on the proposal to extend the existing Operational Management Agreement with Basepoint Centres Ltd for Newhaven Enterprise Centre.

Due regard was given to the general equalities duties and to the likely impact of the decision on people with protected characteristics, as set out in the Equality Act 2010.

The assessment identified:

*(\*delete as appropriate)*

No major changes are required. The EA demonstrates the decision is robust, there is little potential for discrimination or adverse outcomes, and opportunities to promote equality have been taken.

## Approval

Head of Service	Max Woodford
Signed	
Dated	2 October 2015



## Equal Opportunities Policy

Basepoint is committed to the principle of equal opportunity in employment.

Accordingly, management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or employee receiving less favourable treatment because of a protected characteristic i.e. race, colour, nationality, ethnic or national origin, religion or belief, disability, trade union membership or non-membership, sex, sexual orientation, pregnancy and maternity, gender reassignment, marriage/civil partnership, age, or on the basis of being a part-time or fixed term worker. The Company's objective is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

Management has the primary responsibility for successfully meeting these objectives by:


- not discriminating in the course of employment against employees or job applicants
- not inducing or attempting to induce others to practise unlawful discrimination; and
- bringing to the attention of employees that they will be subject to action under the Disciplinary Procedure for discrimination of any kind.

Staff can contribute by:

- not discriminating against fellow employees, customers, suppliers or members of the public with whom you come into contact during the course of your duties
- not inducing or attempting to induce others to practise unlawful discrimination; and
- reporting any discriminatory action to any Director.

The successful achievement of these objectives necessitates a contribution from everyone and you have an obligation to report any act of discrimination known to you.

If you consider that you are a victim of unlawful discrimination you may raise the issue through the Grievance Procedure.

Signed  .....

Brian Andrews

Executive Director - Basepoint Centres Ltd