

## DVLA Equality Impact Assessment Stage One - initial screening

<b>Name of function / policy / project</b>	Office move and reorganisation
<b>Directorate / work area</b> <b>Name of assessors</b>	LSN/ED Chester local office

**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.**

Reorganisation of Chester local office as per government requirements in rationalising space.

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

<b>Protected Characteristic</b>	<b>Say if impact is positive, negative or no impact</b>	<b>Reason</b>
<b>Age</b>		
<b>Disability</b>	No impact	Person involved with disability will be given the same equipment and adjustments already made. An area has been dedicated to her with the same workstation set up as in the current office arrangement but in a different position in the office.
<b>Race</b>		
<b>Sex</b>		
<b>Gender reassignment</b>		
<b>Religion or belief</b>		
<b>Sexual orientation</b>		
<b>Marriage &amp; Civil partnerships</b>		
<b>Pregnancy &amp; Maternity</b>		
<b>Other equality issues</b>		

**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?**

**No**

**If no, please explain briefly:**

- why you have reached this conclusion
- what your evidence is
- describe any feedback from stakeholders that supports your conclusion.

EMG have negotiated with the office manager an appropriate area of the office to enable all current Occupational Health recommendations for the individuals workstation and other equipment. Welfare facilities remain the same. EMG will check with individual and manager on completion that all has been fitted within the agreed plan correctly. Plan attached.

Person responsible for function: sign-off and date completed.	xxxx 16/05/11
Retain a copy and send a copy to	