

## EQUALITY IMPACT ASSESSMENT FORM

### Anerley Town Hall-The Future of

#### Stage 1 – screening to establish if the function has any relevance to any equality issue and/or monitored group i.e.

- Could the function affect one or more equality group in a different way to another group?
- Establish whether different equality groups have different needs
- Establish whether the function contributes to or hinders equality of opportunity

1a	<p><b>Please give a brief description of the function and its purpose*</b></p> <p>Anerley Town Hall is a Locally Listed 2 storey building owned by Bromley Council. It dates from 1878 and was extended in 1911. The building currently has several functions. The Anerley Business Centre occupies approximately half of the building on the ground and first floors, whilst the Civic Halls and the former Anerley Library which is currently vacant occupy the remainder of the ground floor. On site management of the Business Centre is provided by the Crystal Palace Community Development Trust (CPCDT / Trust) Bromley Council is responsible for repairs, maintenance and cleaning arrangements and ensuring that the building is compliant with Health and Safety.</p> <p><b>Anerley Business Centre-</b> The Business Centre was established in 2004, and has 28 offices to rent of different sizes. Offices are let on easy in /easy out terms to small or fledgling businesses. Leases are granted for 12 months, with a landlord and tenant break option after 6 months and are contracted outside the security of tenure provisions of the Landlord and Tenant Act 1954, so can only be renewed with the consent of the council. The rents are inclusive of utilities, repairs, business rates and the internet and are competitive with other local business centres. Of the 28 available units, 10 are currently vacant, Whilst previously occupancy rates have been as high as 90%, the current occupancy rate is just 60.9%. As the costs of operating the centre are largely fixed (other than maintenance), profitability depends directly on occupancy levels.</p> <p><b>Community Halls-</b>The CPCDT has a lease of the Civic Halls at a peppercorn rent. The service provided by the Trust is very popular and it estimates that there are in excess of 40,000 visits to the facility per annum</p> <p><b>Library Provision-</b> Anerley Library is now vacant following the recent opening of the new Penge Library in Green Lane, Penge. The July 2014 Executive agreed that an automated book lending facility supported by eight People's Network terminals would be set up in the Town Hall and managed by CPCDT as part of a 'Community Library' offer. The automated book locker has now been delivered and is awaiting connection to the Council's Library Management System by Capita which is expected to be completed shortly. The automated book locker and People's Network terminals are all portable and can be moved to an alternative location should the need arise.</p> <p><b>Planning Guidance-</b> Anerley Town Hall is a locally listed building of the type 'non designated heritage asset'. Paragraph 135 of the National Planning Policy Framework (NPPF) states that "The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that affect directly or indirectly non-designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and significance of the heritage asset"</p> <p>The following policies must be referred to and considered when reviewing provision at Anerley town Hall</p> <ul style="list-style-type: none"><li>• UDP Policy BE10 (Locally Listed buildings)</li><li>• Policy C1 of the UDP</li><li>• UDP Policy EMP5</li></ul>
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- UDP Policy H2

Whilst the Community Halls facility provided by the Trust is thriving and proving to be a valuable asset, a large part of Anerley Town Hall (the former library) is currently vacant, the Business Centre is losing money, and the building is in need of significant expenditure on repairs immediately and over the next 10 years, and the IT and telephone systems need upgrading. The Council is therefore reviewing the future of Anerley Town Hall and will consider options when its Executive meets on 11<sup>th</sup> February 2015. Four options have been identified:

**Description of proposed options**

**A-Retain as existing-**This option seeks to retain the existing property under current arrangements. This would result in Bromley council having to fund the significant maintenance and repair costs,

**B-Lease to the Trust-** The Crystal Palace Community Development Trust is a community based, not for profit enterprise that operates for the benefit of those who live and work in the neighbourhoods that comprise the Crystal Palace area. This option involves granting a 40 year lease of the whole building of the Trust on full repairing terms at a peppercorn rent, but excluding the overflow car park which could be sold. Having a lease of this length would enable the Trust to lever in external funding to maintain the building and address the repairs. In taking on the lease, the Trust requires the Council to undertake the structural repairs and upgrade the telephone and IT systems. Grant regimes including bids would also enable the trust to ensure that existing activities currently provided from the building can be continued and extended.

**C-Sale subject to Existing Uses-** In this option the property could be offered for sale as a going concern in its existing condition, with the Trust and the current business tenants in place. The sale of the existing building requires the Council to resolve the IT link between the Civic Centre and Yeoman House, which is routed via Anerley Town Hall. This would require a one-off capital cost and on-going revenue costs over at least the next three years or possibly longer. The sale could be subject to a claw back to ensure that the council received a share of the increase in value (if any) if the property was subsequently converted or redeveloped. Even though there are planning policies to retain the Community use of the building, there is no guarantee within this option that any new owner would keep open the Community Halls and the Business Centre

**D-Disposal of the Town Hall/Construction of a New Community Facility-**This option would involve closure and disposal of the building and surrounding land (excluding the overflow car park) on the open market. Given the locally listed status, it is likely that the demolition of the building would be resisted. Subject to planning the existing building may be suitable for a variety of uses including residential conversion, hostel, hotel or other commercial use. If a robust case were to be made for demolition of the building (or even parts of the building) by proposing replacement buildings of an exceptionally high standard of design, the property would be significantly more attractive to developers because they would not be restricted by the existing layout nor faced with the repairs liability. This proposal would have to demonstrate that the business use is no longer viable- in compliance with policy UDP Policy EMP5

To satisfy the requirements of Policy C1, the community facility would need to be re-provided and in the absence of a suitable location, this would have to be provided on the site. To meet the needs of both community users and future users, the ideal solution would be to provide this in a separate building on its own discreet site. Another advantage of that arrangement is that it would simplify future management of the site and avoid service charges in respect of shared facilities. Whilst the Community facility would be re-provided, the Business Centre would not be retained, notice would be given to tenants and they would have to seek alternative office accommodation.

	<p>The options detailed above are to be considered by the Council's Executive. If the preferred option is to dispose of the property, it is recommended that it is marketed on a flexible basis to enable a full financial appraisal of options C and D to be considered alongside options A and B, which will then be the subject of a future report.</p> <p>*Function can mean process, service, policy, proposals, changes or project</p>		
1b	<p>How would you classify the function type?</p> <p><input type="checkbox"/> The service is provided on the basis of an application and /or targeted then go to question 1c</p> <p><input checked="" type="checkbox"/> The service is open to all go to question 1d</p>		
1c	<p>Is the function accessible for all groups? Either tick the box 'Accessible to all groups' and provide <u>relevant evidence</u> OR tick the box for each group to whom the function is <u>not accessible</u> or for whom there may be needs or considerations to accommodate.</p> <table border="1" data-bbox="209 689 1428 987"> <tr> <td data-bbox="209 689 852 987"> <input type="checkbox"/> *Accessible for all groups   <input type="checkbox"/> Age   <input type="checkbox"/> Disability   <input type="checkbox"/> Gender   <input type="checkbox"/> Marriage &amp; civil partnership         </td> <td data-bbox="852 689 1428 987"> <input type="checkbox"/> Pregnancy &amp; maternity   <input type="checkbox"/> Race   <input type="checkbox"/> Religion &amp; belief   <input type="checkbox"/> Transgender or Transsexual             Sexual orientation         </td> </tr> </table>	<input type="checkbox"/> *Accessible for all groups  <input type="checkbox"/> Age  <input type="checkbox"/> Disability  <input type="checkbox"/> Gender  <input type="checkbox"/> Marriage & civil partnership	<input type="checkbox"/> Pregnancy & maternity  <input type="checkbox"/> Race  <input type="checkbox"/> Religion & belief  <input type="checkbox"/> Transgender or Transsexual  Sexual orientation
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1d	<p>Is it likely that there will be a negative impact on one or more of the equality groups, or is it clear at this stage that it will be equality neutral? (No negative impact on the groups) Please tick in the box equality neutral OR tick the box for the group(s) that will suffer a negative impact. If you have ticked the box 'equality neutral' please provide evidence.</p> <table border="1" data-bbox="209 1137 1428 1503"> <tr> <td data-bbox="209 1137 852 1503"> <input type="checkbox"/> Equality neutral   <input checked="" type="checkbox"/> Age   <input checked="" type="checkbox"/> Disability   <input type="checkbox"/> Gender   <input type="checkbox"/> Marriage &amp; civil partnership         </td> <td data-bbox="852 1137 1428 1503"> <input type="checkbox"/> Pregnancy &amp; maternity   <input checked="" type="checkbox"/> Race   <input checked="" type="checkbox"/> Religion &amp; belief   <input type="checkbox"/> Transgender or Transsexual             Sexual Orientation         </td> </tr> </table> <p>If you consider that the impact is Equality Neutral then go to question 1h Otherwise go to question 1e</p>	<input type="checkbox"/> Equality neutral  <input checked="" type="checkbox"/> Age  <input checked="" type="checkbox"/> Disability  <input type="checkbox"/> Gender  <input type="checkbox"/> Marriage & civil partnership	<input type="checkbox"/> Pregnancy & maternity  <input checked="" type="checkbox"/> Race  <input checked="" type="checkbox"/> Religion & belief  <input type="checkbox"/> Transgender or Transsexual  Sexual Orientation
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1e	<p><i>What are the negative impacts associated with this function? Please list and give details then go to question 1f</i></p> <p>There is a slight negative impact associated with Options A and B. There are potential negative impacts associated with Option C. Additionally there are several negative options relating to Option D</p> <p><b>Negative Impacts Option A-Retain Anerley Town Hall as existing</b></p> <ul style="list-style-type: none"> <li>• High level of disruption to tenants and Community Hall users during the works</li> </ul> <p><b>Negative Impacts Option B -Lease the entire building to the Trust and sell the overflow car park</b></p> <ul style="list-style-type: none"> <li>• High level of disruption to tenants and Community Hall users during the works</li> </ul>		

	<p><b>Negative Impacts Option C-Sell the entire property subject to Existing Uses</b></p> <ul style="list-style-type: none"> <li>• High level of disruption to tenants and Community Hall users during the works if the new owner decides to undertake the works.</li> <li>• There is no guarantee that the new owner will keep open the Community Halls and the Business Centre, although there are planning policies to retain the community use.</li> <li>• The Business Centre and Community halls could close if the new owner does not retain them</li> </ul> <p><b>Negative Impacts-Option D-Sell the entire building and relocate the community uses to a new community facility</b></p> <ul style="list-style-type: none"> <li>• Closure of Anerley Business Centre</li> <li>• Closure and disposal of the whole Anerley Town Hall building</li> <li>• Impact on tenants-The business Centre tenants would be served with notices to bring their leases to an end</li> <li>• High level of disruption during the re-building of new Community facilities</li> </ul>
1f	<p><i>Are there positive impacts associated with this function? If yes, please list and give details.</i></p> <p>The Positive impacts associated with each of the options for the future of Anerley Town Hall are listed below</p> <p><b>Option A-Retain as existing</b></p> <ul style="list-style-type: none"> <li>• The upgrading and improvements of the facilities available at ATH would benefit the residents of Crystal Palace ward. This option would ensure that maintenance and repairs to be carried out to the building and IT equipment and telephony also be upgraded. This would be an advantage to tenants and the community going forward and would provide an incentive to attract new tenants and users of the community spaces ensuring equality of opportunity for all.</li> <li>• Continuation of existing services.</li> <li>• Compensation for disruption-There will be a high level of disruption during the building works, noise etc.</li> </ul> <p><b>Option B-Lease to the Trust</b></p> <ul style="list-style-type: none"> <li>• Upgrading and improvements as above</li> <li>• Compensation for disruption as above.</li> <li>• To continue to respond to community need, providing the local community including the 9 equalities strands with a trusted community space to meet and use as a hub and meeting place for local groups to meet</li> <li>• CPCDT has been a successful manager of Anerley Town Hall since 2004 , this option would enable them to continue providing business and community facilities to residents and users, preserving continuity</li> <li>• Enable existing activities and functions that are provided from the building to be continued and potentially improved.</li> <li>• A long lease would enable CPCDT to secure grants and funding to repair and improve the building, adding value for the community.</li> <li>• A long lease would also enable CPCDT to reconfigure and improve some spaces so that they are hireable for a larger range of uses and provide more space for businesses.</li> </ul> <p><b>Option C-Sale Subject to Existing Uses</b></p> <ul style="list-style-type: none"> <li>• This option would enable the property to be offered as a going concern, with the Trust and the current business tenants in place.</li> <li>• Although not guaranteed, the current services could continue to be provided, with scope for the new owners to develop and extend.</li> <li>• The new owners of the property could undertake the required improvements and modernisation works required, improving the quality of the building significantly</li> </ul>

	<p><b>Option D-Disposal of the Town Hall/Construction of a New Community Facility</b></p> <ul style="list-style-type: none"> <li>• In order to satisfy requirements of Policy C1 the community facility must be provided. A modern building would result in much improved facilities benefitting the local community.</li> <li>• If the CPCDT agreed to move to and operate new facilities the new community Halls would provide upgraded modern facilities and retain the continuity of being provided by a trusted organisation</li> <li>• The new Community Facility would be situated within the same site, providing ease of access</li> <li>• The Library book locker facility could be relocated into the new facility</li> </ul>
1g	<p><i>At this stage, what plans could be built in to address any negative impacts, and/or to add measures which promote a positive impact, or could you consider an alternative approach which may better achieve the promotion of equality?</i></p> <p>This review is being considered due to financial constraints, as the Council must make further budget savings of more than £60 million from a budget of £206 million over the next four years and is looking at the future of every Council service. This was highlighted by a recent on-line consultation entitled 'Our budget-Your views' which enabled residents to voice their opinions on their priorities for Council spending. As part of this process, full consideration now needs to be given to the most cost efficient way of offering provision at Anerley Town Hall. With the exception of option A, the three other options would save the council money, generate income from possible property disposal. Options B and D would have the potential to improve facilities and to benefit the community.</p> <p>Additionally plans are being built in at this early stage to address any negative impacts resulting from options C and D and promote a positive impact as detailed below.</p> <ul style="list-style-type: none"> <li>• Ensure than an externally managed facility or new community facility offers at least the current opening hours with the scope for extension</li> <li>• Offset any adverse impact of Option D by implementing plans to construct a new community building, possibly on the overflow car park. This would retain access for the equalities groups, as the current provision is easily reached by public transport</li> <li>• The negative impact of Option C could be offset if the new owners decided to keep open the Community Halls and Business Centre</li> <li>• Continued provision of activities which are inclusive to all. This is particularly important to groups at risk of social isolation e.g. isolated older people, new parents</li> <li>• Enable the new Community facility to deliver sustainable services with a focus on local need.</li> </ul>
1h	<p><i>The Council has a responsibility to promote positive attitudes to equal opportunities in public life. Has this responsibility been discharged in the application of this function? If yes give examples.</i></p> <p>This proposal supports the responsibility of the council to promote positive attitudes to equal opportunities in public life. Examples of how this responsibility has been discharged in the application of this function are as follows. All the options under consideration by the report consider the needs of the 9 equalities groups and the residents of the Crystal Palace Ward currently using the facilities provided by the CPDT at the Anerley town Hall site. The 4 options under consideration set out how each option would offer alternative provision for those currently using the community provision element of the service which is heavily used by many of the 9 equalities groups e.g. lunch clubs for the elderly, training sessions and pre-school and youth activities. If option D is the preferred option then in order to meet the requirements of Policy C1 the community facility would be provided in a modern purpose built community facility building, better suited to meet the needs of the equalities groups in terms of access whilst remaining rooted within the local community. If Option C is chosen, it is possible that the new owner will keep the Community Halls and Business Centre as set out in planning policies, in order to retain community use.</p>

1i	<p>Are there any Human Rights Issues? If so what are they?</p> <p>The implications of this proposal have been assessed using the flow chart in “Human Rights: Human Lives: A handbook for public authorities’ Department of constitutional affairs. This proposal does not interfere with human rights.</p>
1j	<p>Is a full impact assessment required?</p> <p><input checked="" type="checkbox"/> YES – If you have established that there may not be equality of opportunity in 1c or assessed that there would be negative impact on an equality group in 1 d go to Stage 2</p> <p><input type="checkbox"/> NO - please sign off the process (stage 3) and fill in any actions identified, if any in the action plan.</p> <p><input type="checkbox"/> Don't know. I.e. not enough evidence. Please go to stage 2.</p>

**Stage 2 – full impact assessment**

2a	Does the function affect or impact on the public, whether directly or indirectly?		
	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Don't know
	<p><i>Provide any relevant information here.</i></p> <p>Options A, B would have no real impact on the public, Both Options C and D could have a direct impact on current service users and an indirect impact on the local community and Bromley residents using the services and facilities. The direct impact on the 16 tenants of the business centre who employ a total of 55 people and 26 voluntary and statutory organisations using the Community facility would be more significant. However although situated at the Anerley Business Centre, not all of the Business Tenants actually live in the local area, and their businesses are targeted at a wider audience outside Crystal Palace ward .</p> <p>Anerley Town Hall is situated in Crystal Palace Ward within the London Borough of Bromley. The Census 2011 showed that Bromley has an overall population of 309,400 while Crystal Palace ward has a population of 12,255. The ward population has been analysed as follows to ensure that considerations with regard to equality issues have been made, taking into consideration the needs of the 9 equalities Groups who could potentially use the facilities at Anerley Town Hall.</p> <p><b>Age</b> The Age structure of those resident in Crystal Palace Ward is detailed below</p> <ul style="list-style-type: none"> <li>• Age 0 to 15-19.3%</li> <li>• Age 16 to 29-19.4%</li> <li>• Age 30 to 44-33.4%</li> <li>• Age 44-59-16.5%</li> <li>• Age 60-74-7.7%</li> <li>• Age 75 to 89-3.2%</li> <li>• Age 90 and over-0.6%</li> </ul> <p><b>Gender</b> Of the usual resident population of the Crystal palace ward, the gender is defined below</p> <ul style="list-style-type: none"> <li>• Male-49%</li> <li>• Females -51%</li> </ul> <p><b>Disability</b> Census 2011 data provides the following health related statistics for Crystal Palace Ward</p> <ul style="list-style-type: none"> <li>• Very good health-48.1%</li> <li>• Good Health-34.3%</li> <li>• Fair Health-12.3%</li> <li>• Bad Health-4.2%</li> </ul>		

	<ul style="list-style-type: none"> <li>• Very bad health-1.1%</li> </ul> <p><b>Race</b> The ethnic groups of the 12,255 residents of Crystal Palace Ward as defined by the Census 2011 are detailed below</p> <ul style="list-style-type: none"> <li>• White- 61.8%</li> <li>• Black -23%</li> <li>• Asian-5.6%</li> <li>• Mixed Race-8%</li> <li>• Other-1%</li> </ul> <p><b>Religion</b> The religion of Crystal Palace Ward residents identified by the Census 2011 is detailed below</p> <ul style="list-style-type: none"> <li>• Christian-51.4%</li> <li>• No religion-30.4%</li> <li>• Religion not stated-9.5%</li> <li>• Muslim-5.8%</li> <li>• Hindu-1.2%</li> <li>• Buddhist 0.8%</li> <li>• Jewish 0.2%</li> <li>• Sikh-0.1%</li> <li>• Other religion-0.6%</li> </ul> <p><b>Marriage/Civil partnership</b> The marital and Civil Partnership status statistics for Crystal Palace Ward residents aged 16 and over obtained from Census 2011 are detailed below</p> <ul style="list-style-type: none"> <li>• Never/not married/civil partnered-54.1%</li> <li>• Married 26.8.1%</li> <li>• In a registered same sex civil partnership-0.5%</li> <li>• Separated-4.6%</li> <li>• Divorced of formerly in a civil partnership(legally dissolved)-9.8%</li> <li>• Widowed or surviving partner from same sex civil partnership-4.1%</li> </ul> <p><b>Sexual Orientation</b> It is not possible to estimate the number of residents of Crystal Palace Ward who are LGBT as no national census has asked people to define their sexuality</p> <p><b>Pregnancy and maternity- no information available</b></p> <p><b>Gender re-assignment- no information available</b></p>			
2b	<p>Have complaints or feedback been received about the function and its effect on different equality groups?</p> <table border="1" data-bbox="209 1648 1433 1715"> <tr> <td data-bbox="209 1648 612 1715"><input type="checkbox"/> yes</td> <td data-bbox="612 1648 1007 1715"><input type="checkbox"/> no</td> <td data-bbox="1007 1648 1433 1715"><input checked="" type="checkbox"/> Don't know (at this stage until consultation completed.)</td> </tr> </table>	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input checked="" type="checkbox"/> Don't know (at this stage until consultation completed.)
<input type="checkbox"/> yes	<input type="checkbox"/> no	<input checked="" type="checkbox"/> Don't know (at this stage until consultation completed.)		
	<p><i>Provide evidence by documenting all reliable up to date information.</i> The users of the Building (both of the Halls and the Business Centre) are being consulted about the options and the results of this will be reported to the Council's Executive.</p> <p>Comments on these proposals have been made by Ward Councillors. Any comments made at the Executive meeting will be reported in the minutes and will then be included in an updated version of the Equality Impact Assessment which will be produced after the meeting.</p>			
2c	<p>Outsourced services - if the function is provided by external organisations/agencies on behalf of the Council please detail any arrangements you have to ensure that the function</p>			

	promotes equality; this may include contract conditions.
	<p><i>Provide evidence by documenting all reliable up to date information.</i></p> <p>Crystal Palace Community Development Trust (CPCDT) has managed the community facilities and business centre on behalf of the London Borough of Bromley since 2004. This arrangement promotes equality as the services provided at Anerley Town Hall Are inclusive, representing the diverse cultures and age groups in the Crystal Palace Community, and are available to all including the 9 Equalities groups. Responsibility for and management of the building is split between CPCDT and the Council. Future management arrangements will need to be agreed, depending on which Option is preferred by the Executive.</p>
2d	<p>Does the function have employment implications for Council staff</p> <p><input type="checkbox"/> yes                      <input checked="" type="checkbox"/> no                      <input type="checkbox"/> Don't know</p> <p><i>Provide evidence by documenting all reliable up to date information.</i></p> <p>The proposals for the future of Anerley Town Hall do not have any implications for Council staff. There are no Bromley Council Staff working at Anerley Town Hall.</p>
2e	<p><i>If you have established that the function does have an adverse impact on one or more of the groups, then you must identify whether this is justifiable. If not, then the function must be changed. Please set out the adverse impact and the business justification for continuing with this situation.</i></p> <p>The business justification for considering the Future of Anerley Town Hall is as follows. Bromley council must make further budget savings of more than £60 million in the next four years. This is in addition to substantial savings already made, so there will be very difficult decisions to be made regarding savings. Under the current arrangement for Anerley Town Hall whilst in previous years a small surplus has been achieved, in the year ended 2013/14 the Centre made a net loss. Current projections show an estimated loss for 2014/15.</p> <p>Of the options under consideration Option D (Disposal of the Town Hall/Construction of a New Community Facility) would involve closure of the Town Hall building and disposal of it and the surrounding land (excluding the overflow car park) on the open market. This will generate a capital receipt .Under Option C –(Sell the entire property subject to the existing uses) the building would be offered for sale as a going concern in its existing condition, with the Trust and current business tenants in place but there is no guarantee that any new owner will keep open the Community Halls and the Business Centre open, Of the negative impacts associated with this function , the following action will be taken to mitigate potential impacts, especially relating to options C and D:</p> <p><b>Age-</b>The age breakdown of the residents of Crystal Palace Ward has been analysed. 71.2% of the ward population are aged 18-65 making them the largest ward population group. Under 18's make up 21%% of the ward population and those aged 65+ constitute 7.9%. To analyse further 33% of the ward population are aged 30 to 44 making them the most populated age group overall in the borough. The needs of older people over 65 have been carefully considered by this EIA. Social isolation is an issue for many older people, particularly those who live alone 6% .Low income is an issue for many pensioners, Census figures show that 25% of people aged over 60 in the Crystal Palace Ward are claiming benefits relating to low income.</p> <p><b>Adverse Impacts-Age</b></p> <p>Initial analysis of the use of Community Facilities at the Town Hall shows high use by Over 50s groups who made up 25% of regular hirers from April 13-March 14 and under 16's who accounted for 21% of regular use. The following action will be taken to mitigate potential negative impacts justifying the proposed service changes</p> <ul style="list-style-type: none"> <li>• Communications to the new service provision including any permanent closure,</li> </ul>



temporary or interim arrangements to be made clear including public transport and parking options.

- 47.5% of the Crystal Palace Ward residents have access to a car to enable them to access alternative provision if Option C was chosen and the Business units and Community Halls were not kept open by the new owner or if option D was chosen and the Business Units were displaced. The ward is well served by bus, train and tram routes to allow residents to access alternative provision.
- To put forward the overflow car-park as a location for the relocation of the new Community Hall in the absence of any suitable location being identified. This would ensure that elderly residents or young families are not disadvantaged by the relocation of this service.

**Disability**-There is no way of determining the number of visitors to the facilities currently offered at Anerley Town Hall who are disabled as this data is not available. Of the usual resident population of Crystal Palace Ward in very good health is 48.1% the highest compared to just 1.1% who are in very bad health, the lowest. The remainder of the population range from bad health to good health at varying levels. Additional census data shows us that 62.7% of Crystal palace residents aged 16-64 say their day to day activities are not at all limited by health whilst 7.5% say their day to day activities are limited by health a lot. The needs of those with disabilities were taken into account when assessing the impact of the options .

#### **Adverse Impacts-Disability**

See mitigating actions listed above in the age section as justification. Additionally the following action will be of benefit to this group

- Any new Community Hall building to be fully DDA compliant to meet the needs of those with disabilities currently using or potentially using the Community Halls
- To ensure that alternative provision for the Anerley Business Centre provides the same level of access in order to be easily accessible for staff and customers with disabilities
- Signpost those with disabilities working in or using the Community Halls and Business Units to alternative local DDA compliant provision if the building is sold and these facilities are not retained by the new owner

**Race**-Analysis of the Census 2011 data shows that within the Crystal Palace Ward 38.2% are from BME backgrounds. After White and other white the 3 groups that are most significantly represented in the local community are Black African, Black Caribbean, and Mixed/ Ethnic Groups. White and Black Caribbean.

#### **Adverse Impacts-Race**

A wide range of groups reflecting the diversity of the community meet regularly in the Community Halls, these include Jamaican Nurses, Ethnic Communities Project, Somali Community, Somali Women's Association and Ibadan Nurses Association. The Ethnic Community Project and Artur Wilczynski are among the business centre occupiers

See mitigating actions listed above in the age and disability section as justification. Additionally the following action will be of benefit to those of minority ethnic backgrounds and all other ethnic groups who have been considered in this EIA. The following additional action will be taken to mitigate potential negative impacts justifying the proposed service changes

- Communications and marketing relating to any closure or relocation of facilities and any new Community Hall provision including parking and public transport to be made available in a wide range of Community languages

**Religion and belief**- In the 2011 Census 51% of the residents of Crystal Palace Ward described themselves as Christian. 30.4% stated they had no religion whilst 5.8% were Muslim. The remainder of the population of the ward either stated no religion or belonged to other religions. Eid prayers were held in the Community Halls attracting 400 visitors.

	<p>Christ Embassy have held 48 meetings at the Community Halls attracting 384 visitors to their meetings. The use of this facility by local faith groups further demonstrates the value of the Community Halls to local religious groups as a trusted space where all are welcome.</p> <p><b>Adverse Impacts-Religion and belief</b> See mitigating actions listed above in the age and disability and race section as justification. Additionally the following action will be taken to mitigate any impact</p> <ul style="list-style-type: none"> <li>• Communications and marketing relating to the New Community Hall provision or closure to be available in a wide range of Community languages</li> <li>• Full information on any temporary or permanent closure dates to be advertised in a timely manner in order to allow any religious groups to arrange alternative premises in which to hold their meetings and celebrations.</li> </ul> <p><b>Adverse Impacts-Gender</b> Whilst there are more women resident in Crystal Palace ward than men. There is no evidence to show that women are the biggest users of Anerley Town Hall. Therefore there are no impacts anticipated for this category, but consultation will seek to establish whether there are specific impacts</p> <p><b>Adverse Impacts-Pregnancy and maternity</b> Whilst there are more women resident in Crystal Palace ward than men, there is no evidence to show that pregnant women or those on maternity leave are the biggest users of the facilities at Anerley Town Hall. Therefore there are no negative impacts anticipated for this category. Consultation will seek to establish whether there are specific impacts</p> <p><b>Adverse Impacts-Marriage/Civil Partnership</b> There are no impacts anticipated for this category, but consultation will seek to establish whether there are specific impacts</p> <p><b>Adverse Impacts-sexual orientation</b> There are no impacts anticipated for this category, but consultation will seek to establish whether there are specific impacts</p> <p><b>Adverse Impacts-Gender reassignment</b> There are no impacts anticipated for this category, but consultation will seek to establish whether there are specific impacts</p>			
2f	<p>Monitoring – give details of any monitoring being carried out on existing functions.</p> <p>The following monitoring has been carried out on existing services by CPCDT</p> <ul style="list-style-type: none"> <li>• Annual satisfaction Survey</li> <li>• User Feedback</li> <li>• Attendance figures</li> <li>• Usage figures</li> <li>• Business Centre occupier statistics</li> </ul>			
2f (i)	<p>If this is a new function, or not currently monitored, are you planning to monitor the impact of the function</p> <table border="1" data-bbox="209 1727 1428 1798"> <tr> <td><input checked="" type="checkbox"/> yes</td> <td><input type="checkbox"/> no</td> <td><input type="checkbox"/> Don't know</td> </tr> </table> <p>If yes <b>add details to action plan-See completed action plan p 15</b> If no please explain why it is not considered appropriate to do so. <b>n/a</b></p>	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Don't know
<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Don't know		
2g	<p>Consultation – If you have not carried out consultation, or if you need to carry out further consultation who will you be consulting with and by what methods? Add details to action plan</p>			

	<p>Consultation on the Options is currently being undertaken with the users of the community halls facility and the Business Centre tenants including those with protected equalities characteristics who wish to respond. Commencing in December 2014 the consultation will run until 22<sup>nd</sup> January 2015. Responses are being collated by the CPCDT. Consultation findings will be reported to the Executive. As consultation is being conducted, no details to be added to the action plan in this area.</p>
2h	<p><i>Evidence – what further evidence do you have about considerations with regard to equality issues that you have made concerning this function? e.g. audit reports, minutes from meetings or survey results</i></p> <p>In order to inform this EIA, evidence regarding equality issues has been gathered from the sources listed below and analysed to ensure that the needs of all residents of Crystal Palace ward including those of the 9 equalities groups are considered as part of this process</p> <ul style="list-style-type: none"> <li>• The Future of Anerley Town Hall-CPCDT report</li> <li>• Census 2011 data</li> <li>• CPCDT Satisfaction survey 2014</li> </ul> <p><b><u>Community Facilities at the Town Hall</u></b></p> <p>Services at the Anerley Business Centre and Community Halls are delivered from Anerley Town Hall which is within the Crystal Palace Ward .A population figure of 12,255 was recorded for the ward in the 2011 Census.</p> <p>In 2013-2014 CPCDT has delivered services for local people that are valued by those using them and continue to grow and develop. In 2013-2014 this included a youth club with over 40 young people per session twice weekly during term time. Activities have included training, education and social and sports activities delivered in partnership with other activities e.g. St John’s ambulance. Arts Group for under 18’s with additional funding from Affinity Sutton. The Eagles club runs twice a week funded by CPCDT secured funding for the over 50’s. Under the stewardship of the CPCDT the community facilities in the building are used by a wide range of people and organisations including those detailed above.</p> <p>Figures 1 and 2 show community usage figures of the Town Hall in 2013-2014 which were included in the recent Future of Anerley Town Hall report by CPCDT .This data shows that 26 voluntary and statutory organisations used the centre during this period. Additionally there are 15 regular hirers. These groups provide a valuable range of services of their own for local people ranging from citizen’s advice, elderly lunch clubs, training sessions and youth activities which all empower local people, increasing their opportunities and enhancing the quality of life of residents.</p> <p>CPCDT estimate that there were in excess of 40,000 uses of the community hall space in the period spanning from Apr 13 - Mar 14 (as detailed below-Fig 1). Visitors to the Community Hall space participated in a wide range of events relevant to all ages and cultures including education and training, leisure and recreation including meditation, Zumba, yoga, worship, and social celebrations including christenings, birthdays, anniversaries and funerals</p> <p>Of the individual groups using the halls include local authorities including Bromley and also LBB Southwark. Other organisations from the Borough hold events in the Town Hall including Bromley College and Bromley Healthcare in addition to cultural and religious groups. The success of the Town Hall facilities is attributed to the fact it is one of the few facilities in the area with a large capacity and excellent facilities including kitchen, toilets and car park making it accessible and economically affordable to all.</p>

**Figure 1-Attendance at Community Events**

Major Event Type	Sessions	Individuals	Total visits
Eid Prayers	1	400	400
Weddings	24	156	3745
Christenings	8	146	1170
Birthday Parties	21	149	3135
Funerals	6	190	1140
Anniversary Parties	3	50	150
Family Functions	4	134	535
Community Clubs	12	289	3470
Training Sessions	25	10	725
<b>Totals</b>	<b>104</b>	<b>1524</b>	<b>14470</b>

Regular Hirers	Sessions	Individuals	Total visits
Pineapple Luncheon Club	96	80	7680
Citizens Advice Bureau	48	15	720
Youth Club	80	40	3200
Art Class (Young People)	40	25	1000
Christadelphians	48	25	1200
National Careers	26	4	104
Christ Embassy	48	8	384
Weightwatchers	48	25	1200
Zumba Classes	40	25	1000
Yoga X 2 Classes	84	30	2520
Meditation	48	20	960
Singing group	48	20	960
Over 50's (Eagles)	96	15	1440
Under 5's	48	8	384
Blood Donors	4	80	320
<b>Totals</b>	<b>776</b>	<b>416</b>	<b>22968</b>

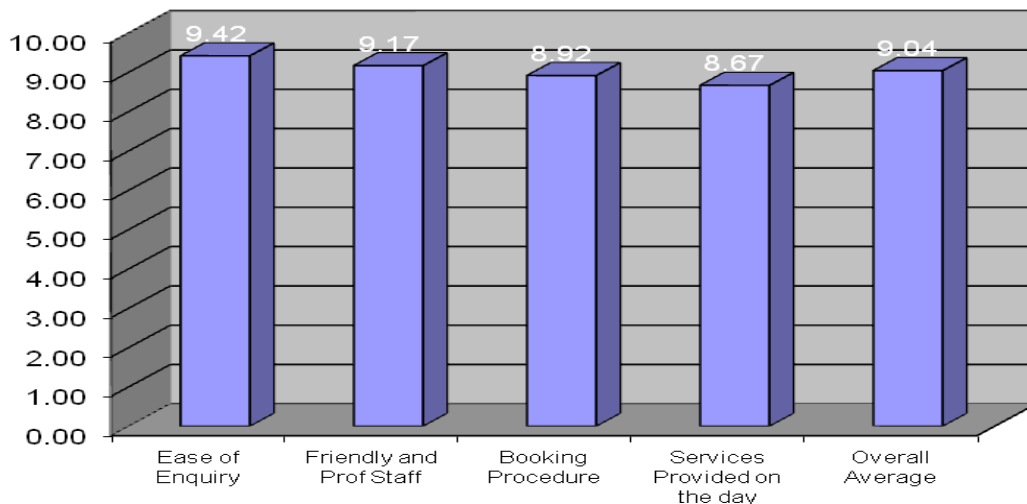
<b>22 Other Activities</b>	<b>93</b>	<b>1568</b>	<b>2637</b>
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<b>Grand Total</b>	<b>999</b>	<b>3512</b>	<b>40179</b>
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**Figure 2: Groups Using Anerley Town Hall 2013-2014**

Affinity Sutton	Galton Associates	Rainbow Foster Care
Bromley College	Ibadan Nurses Association	Royal Elites
Bromley Healthcare	Jamaican Nurses Association	Somali Community
Capel Manor College	LB Bromley	Somali Well Woman Association
Chrysalis Care	LB Southwark	St Johns Ambulance
Community Link	Lighthouse Family Centre	Unity Association
Crystal Early Years	Megagame Makers	
Ethnic Communities Project		

In 2014 CPCDT conducted a survey of users to measure satisfaction amongst community facility users .Analysis of the findings shows high levels of satisfaction with both CPCDT staff and services and procedures as shown below in Figure 3



**Figure 3- Service Satisfaction**

The Business Centre part of the Town Hall currently accommodates a wide range of businesses, , although not all of these are operated by local residents. Figure 4 shows the businesses and organisations and the number of people they employ.

<b>Table 4: Business Centre Occupiers</b>	
<b>Room</b>	<b>Name</b>
1	CPCDT
2	Pineapple
3	Vacant
4	Vacant
5	Vacant
6	Capital Care & Foster
7	Vacant
8	Vacant
9	JR Plumbing
10	Domestic Ambassadors
11	Ionic Education
12	Vacant
13	Vacant
14	Vacant
15	Vacant
16	Aspire (part of room 6)
17	Wickham Partnership/BMPS
18	Access Mobility
19	Help me grow
20	Artur Wilczynski
21	Diplomats
22	Dareth Healthcare
23	Hanson & Ass
24	Elite Care & support
25	Ethnic Community Project
26	Dareth Healthcare
27	Christ Embassy
28	Vacant

2i	<p>Publishing – if the equality impact assessment forms part of an overall review then the results should be published as part of any report that goes forward to Elected Members. If not the findings of the impact assessment should be published on our Council’s web site.</p> <p>Add details to action plan</p> <p><b>See updated action plan on page 15</b></p>
2j	<p><i>Training and development - please list any staff training issues that have arisen as a result of conducting the impact assessment</i></p> <p><i>Add details to action plan</i></p> <p>No staff training issues have arisen after conducting the EIA so no action recorded in the action plan for this section.</p>

**Stage 3 - GENERIC EQUALITY IMPACT ASSESSMENT ACTION PLAN** please list actions that you plan to take as a result of this assessment, continuing on a separate sheet if necessary. If appropriate these actions should be added to any business/service plan for the function.

<b>Issue</b>	<b>Action to be undertaken</b>	<b>Desired outcome</b>	<b>Action owner</b>	<b>Target date</b>
<b><u>Consultation</u></b> Consultation of the Halls and Business Centre users is currently being undertaken	To be reported to the Council's Executive.			
<b><u>Communication</u></b> The EIA highlighted the need to ensure that staff and Anerley Town Hall users are fully aware of the o consultation and also the proposed service change and its implications	Arrange an effective marketing campaign to raise awareness of the changes and possible options including <ul style="list-style-type: none"> <li>• Posters</li> <li>• Leaflets</li> </ul> The above to be provided in a range of community languages as required	To ensure that staff and the groups using the Anerley Tall Hall business centre and community halls are made aware of the results of the consultation and the option chosen.  The desired outcome of the marketing campaign would be to advertise the changes to the service so that users are informed so they can plan ahead securing alternative premises for regular events	<b>tbc</b>	<b>tbc</b>
<b><u>Monitoring</u></b>	To record and monitor statistics for the Community Halls and undertake annual Customer Satisfaction Surveys.	To ensure that <ul style="list-style-type: none"> <li>• Visitor figures</li> <li>• Usage figures</li> <li>• Service satisfaction</li> </ul> Are monitored	<b>CPCDT</b>	<b>tbc</b>
<b><u>Publishing</u></b>	Arrange for the EIA to be included in any report that goes forward to Elected members or be published on the Councils website	To ensure that <ul style="list-style-type: none"> <li>• The EIA is publishes on the Council's website</li> <li>• The EIA is included in any reports to elected members</li> </ul>	<b>tbc</b>	<b>tbc</b>

**Signed: Paula Young**  
**Date: 19 Jan 2015**