

Equality Impact Assessment Record

Date of EIA

March 2009

Directorate

Corporate Services – Building Surveyors

Initial Screening Record	
Activity to be assessed	Building & Engineering Repair & Maintenance Services Contract
What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change
Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing
Aim / objective / purpose of the activity – who is the activity designed to benefit/target?	<p>The purpose of the activity is to: Re-tender the above works to provide a 24 hour reactive repair and maintenance service to Bracknell Forest Borough Council premises, including schools and other client's premises as and when required.</p> <p>The Contract will also include the provision for maintenance and repair of mechanical and electrical services and plant except where term maintenance contracts exist for specialist plant and equipment.</p> <p>The activity is designed for: The activity is designed to benefit the authority as a whole by ensuring that we have an effective maintenance programme in place to cover all sites where maintenance and repair work is required.</p> <p>The activity is also designed to ensure that the Council has a competent contractor in place to deal with any urgent work that arises on a day-to-day basis.</p>
Who is responsible for the activity?	<p>There will be an evaluation team consisting of representatives from the Building Surveyors, Corporate Procurement & Corporate Legal team to ensure that the contractor is appointed in line with all associated Council procedures.</p> <p>The team responsible for this service once the contractor has been appointed will be the Building Surveyors situated at the Commercial Centre, Depot.</p>
Did Step 1: Initial Screening indicate that a full EIA was necessary?	<input checked="" type="checkbox"/> Yes – full EIA completed and recorded below. <input type="checkbox"/> No – full EIA not completed therefore record ends here.
Full EIA Record	
Who are the members of the EIA team?	Tony Chadwick – Head of Building Surveyors Darren Burgess – Principal Building Surveyor Claire Seymour – Senior Procurement Officer
What evidence has been found to indicate that the activity might need to be amended? (Include any consultation)	We will need to ensure that contractors are clear on what is expected of them when working on a Council site. There could potentially be laws on 'accessibility' which could result in us having to be clear on whose responsibility it would be to ensure

<p>undertaken)</p>	<p>that the site is kept accessible to all, and establish clear milestones for when responsibility for this transfers.</p> <p>The team will need to investigate whether CRB checks will be required for contractors working on school sites with minimal supervision, as some of the emergency response times will result in work being required onsite during school opening hours.</p> <p>The contractor's operatives are likely to interact with members of the public and the Council's staff. We will want to ensure that there is code of practice in place which sets out the behaviour we expect from these operatives.</p> <p>We would also want to be ensuring that the Contractor has adequate HR policies and recruitment procedures in place, to ensure that they actually try and reduce all forms of discrimination.</p>	
<p>With regard to the equalities themes, which groups might be impacted by the activity? Might any of these groups be impacted adversely?</p>	<p>Groups Impacted</p> <p><input checked="" type="checkbox"/> Race and ethnicity <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Sexual Orientation <input checked="" type="checkbox"/> Religion or belief</p>	<p>Groups impacted adversely</p> <p><input type="checkbox"/> Race and ethnicity <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Age <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion or belief</p>
<p>What evidence is there to suggest an impact/adverse impact?</p>	<p>All of the above groups could potentially be impacted if the Contractor was found to be ignoring their responsibilities of ensuring equal opportunity amongst their workforce.</p> <p>Due to the nature of the work being tendered it is also essential that all workers are trained on ensuring a code of conduct with regards to equal opportunity with individuals working outside of their organisation, as the work by its very nature involves a lot of interaction with either the general public or members of the Council.</p>	<p>There is no evidence to suggest that any of these groups would be impacted adversely if the correct procedures are in place.</p>
<p>On what grounds can impact or adverse impact be justified?</p>	<p>N/A</p>	
<p>Is there any current action that addresses issues for any of the groups impacted/adversely impacted?</p>	<p>The Council takes its duty with regards to equalities very seriously, but there is no direct action in place with regards to Building Maintenance to ensure that any groups are not adversely impacted. All tenderers would have been asked a standard set of equalities questions at tender stage, but no monitoring plan in place.</p>	
<p>What changes will you make to the activity reduce or remove any differential/adverse impact?</p>	<p>Ensure we ask all contractors at PQQ stage to answer a series of questions on Equalities & compliance with relevant acts, to ensure that they know their own legal responsibilities.</p> <p>Ensure we use conditions of contract that clearly site the responsibility of the contractor to monitor their own workforces & have up to date policies in place to ensure the promotion of equal</p>	

	<p>opportunity.</p> <p>The Social Care & Learning team have their own 'code of conduct' that is given to individuals when entering a school site. The team will look to incorporate this into the Invitation to Tender documents.</p> <p>The Council will also be looking to ensure that it has copies of all recruitment & HR policies relating to the Contractor to ensure the promotion of equal opportunities amongst their workforce.</p> <p>Build in a section to the quarterly contract review meetings that cover any equalities updates from either party & ensure that the conditions of contract ensure that the contractor will be responsible for providing the Council with a copy of any updates or revisions to current policies produced at the time of the tender process.</p>
Into which action plan/s will these actions be incorporated?	This will not be built directly into an action plan, but the evaluation team will ensure that all requirements are made clear in the Specification of the Invitation to Tender documents, so the successful contractor will already have been made aware of any obligations.
Who is responsible for the action plan?	The EIA has been put together by Claire Seymour – Corporate Procurement, but future monitoring will be the responsibility of the Building Surveyors.
Have any examples of good practise been identified as part of the EIA?	As listed under 'changes to reduce impact'
Has the EIA been published on the Council website?	Yes
Who is the relevant Chief Officer and have they signed off the EIA?	Barry Francis
Which PMR will this EIA be reported in?	Quarter 1 – 2009-10