

Equalities Screening Record Form

<p>Date of Screening: 31 August 2012</p>	<p>Directorate: ECC</p>	<p>Section: Transport Development</p>
<p>1. Activity to be assessed</p>	<p>The procurement of three work packages which form part of a wider Local Sustainable Transport Fund (LSTF) project.</p> <p>Package 1 – the procurement of consultancy services to work with large employers in the borough, and their employees, to encourage more sustainable travel modes</p> <p>Package 2 – the procurement of consultancy services to visit residents at the doorstep and use 'motivational interviewing' techniques to encourage more sustainable travel modes</p> <p>Package 3 – the procurement of a cycle promotion programme called Bike It, to be delivered in schools by the sustainable transport charity Sustrans</p>	
<p>2. What is the activity?</p>	<p> <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 </p>	
<p>3. Is it a new or existing activity?</p>	<p> <input checked="" type="checkbox"/> New <input type="checkbox"/> Existing </p>	
<p>4. Officer responsible for the screening</p>	<p>Phillip Burke</p>	
<p>5. Who are the members of the EIA team?</p>	<p>Phillip Burke, Sue Cuthbert, Roger Cook</p>	
<p>6. What is the purpose of the activity?</p>	<p>Package 1 – To encourage large employers in a specified geographic area to work collaboratively to share resources and pool purchasing power so as to effect more sustainable travel choices by its workforce. This package will also require the appointed consultant to work directly with the employees of the large employers, providing personal travel plans, establishing commuter challenges, offering cycle training and other promotional activities.</p> <p>Package 2 – To encourage residents to think about the journeys they typically make and the modes by which they make them, and by the technique of motivational interviewing to effect a change in travel behaviour in favour of more</p>	

	<p>sustainable travel modes. The appointed consultant will need to undertake a market segmentation exercise using geodemographic data to identify those residential areas which provide the greatest potential for modal shift. A team of trained travel advisors will then visit residents in the targeted areas to discuss their current travel preferences.</p> <p>Package 3 – Bike It is a nationwide programme of cycle promotion in schools which relies on the efforts of a Bike It Officer working directly with school staff to establish a cycling culture in the school. The Bike It Officer will organize promotional events and cycle challenges, bike maintenance workshops, and organized rides with pupils and their families. The Officer will seek to work with 24 Bracknell Forest schools with the aim of increasing the number of children who cycle to school at each school.</p>		
<p>7. Who is the activity designed to benefit/target?</p>	<p>Package 1 – the package will be targeted at, and benefit, local employers and their employees</p> <p>Package 2 – the package will be targeted at and benefit residents in (as yet to be agreed) areas of Bracknell Forest</p> <p>Package 3 – the package will be targeted at and benefit school pupils and their families, and school staff. It will have an indirect benefit for other road users in the morning peak.</p>		
<p>Protected Characteristics</p>		<p>Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.</p>	<p>What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members</p>

			<p>decision making, include consultation results/satisfaction information/equality monitoring data</p>
<p>8. Disability Equality</p>		<p>Packages 1 and 2 There is a potential for both a positive and negative impact. If too much emphasis is placed on walking and cycling modes then sections of the target audience with disabilities that preclude them from these activities may feel discriminated against. However, travel advisors will also be able to provide useful travel information for people with a disability to enable them to achieve greater mobility.</p> <p>Package 3 There is a potential for</p>	<p>Packages 1 and 2 The aim of these packages is to encourage more sustainable travel. But information on low floor access buses, concessionary travel passes and lift sharing could all benefit those with a disability.</p> <p>Package 3 The aim of this package is to encourage more cycling. However, information and advice can be provided for those children with special needs to enable them to consider cycling.</p>

		<p>negative impact for school pupils and parents whose disability precludes them from cycling. However, there will be opportunities to provide information and advice to families of children with a disability to enable them to cycle.</p>	
<p>9. Racial equality</p>		<p>Packages 1, 2 and 3 There are few geographical areas in Bracknell Forest with significant racial minority population clusters. Minority ethnic populations are widely spread across the borough. If any of the contractors delivering these packages are likely to be engaging in an area with a significant racial minority population - such as the</p>	<p>The 2011 schools census information indicates 16% of pupils in Bracknell Forest Schools are from a BME background.</p>

			Nepali community in Owlsmoor - we will brief them accordingly.	
10. Gender equality			<p>Packages 1, 2 and 3</p> <p>There will be a neutral impact in terms of gender in the delivery of these work packages.</p>	There is no evidence at this time to suggest an impact in terms of gender.
11. Sexual orientation equality			<p>Packages 1, 2 and 3</p> <p>There will be a neutral impact in terms of sexual orientation in the delivery of these work packages.</p>	There is no evidence at this time to suggest an impact in terms of sexual orientation..
12. Gender re-assignment			<p>Packages 1, 2 and 3</p> <p>There will be a neutral impact in terms of gender re-assignment in the delivery of these work packages.</p>	There is no evidence at this time to suggest an impact in terms of gender reassignment.
13. Age equality			<p>Packages 1, 2 and 3</p> <p>There will be a neutral impact in terms of age</p>	There is no evidence at this time to suggest an impact in terms of age.

			in the delivery of these work packages.	
14. Religion and belief equality			<p>Packages 1, 2 and 3</p> <p>There will be a neutral impact in terms of religious or belief in the delivery of these work packages.</p>	There is no evidence at this time to suggest an impact in terms of religion or belief.
15. Pregnancy and maternity equality			<p>Packages 1, 2 and 3</p> <p>There will be a neutral impact in terms of pregnancy and maternity in the delivery of these work packages.</p>	There is no evidence at this time to suggest an impact.
16. Marriage and civil partnership equality			<p>Packages 1, 2 and 3</p> <p>There will be a neutral impact in terms of marriage and civil partnerships in the delivery of these work packages.</p>	There is no evidence at this time to suggest an impact.
17. Please give details of any other potential impacts on any	Provision of information on low cost travel alternatives such as walking and cycling will have a positive impact on those on lower incomes.			

<p>other group (e.g. those on lower incomes/carer's/ex-offenders) and on promoting good community relations.</p>			
<p>18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?</p>	<p>No significant negative impacts have been identified</p>		
<p>19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?</p>	<p>n/a</p>		
<p>20. Could the impact constitute unlawful</p>		<p>N</p>	

<p>discrimination in relation to any of the Equality Duties?</p>			
<p>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</p>			<p>We will include in the tender specification for each work package a requirement for the bidder to supply details of how they will ensure that they do not discriminate against any group of society and what evidence they will collect to support this.</p>
<p>22. On the basis of sections 7 – 17 above is a full impact assessment required?</p>			<p>The procurement of any service requires certain steps to be taken to ensure that it is procured in a fair and transparent way. The team believes that provided the correct procurement steps are taken to ensure the process is clear and transparent, the opportunity for adverse impact is limited. Although it is accepted that by its very nature, using the services of Consultants can remove some of the control that would normally be held by the Council with regards to ensuring equal treatment across all of the equality strands.</p> <p>We will need to ensure that Consultants are clear on what is expected of them with regards to behaviour and treatment when they are visiting members of the public, but will also need to ensure they have a very clear methodology for making sure their services reach their intended audience without discrimination.</p> <p>The consultants are also likely to interact with members of staff. We will therefore need to ensure there is a code of practice in place which sets out the behaviour we expect from them; with a defined stage of re-course in place should an incident occur.</p> <p>We will require the Contractor has adequate HR policies and recruitment procedures in place to ensure they eliminate all forms of discrimination and actively look to advance equality of opportunity amongst their employees.</p> <p>When distributing the procurement documents, the project team will ensure the documents are available electronically or in paper versions, should an email facility not be available, and we clearly explain on the Public website how organisations can find out about tendering opportunities within the Council. Free</p>

			<p>internet access is also available in all of the Borough's libraries.</p> <p>The project team will ensure we have examined the conditions of contract to ensure they are adequate, and if not satisfied we will ensure the consultant is fully aware of their duty to monitor their workforce and have up to date policies in place to ensure the promotion of equal opportunity. The onus shall also be placed on the consultants to ensure the Council is kept updated with any changes to such policies.</p> <p>The contractors competing to deliver the above work packages are national organisations with a track record of delivery of this type of work.</p>
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23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.

Action		P e r s o n R e s p o n s i b l e	Milestone/Success Criteria
To include in the tender specification for each work package a requirement for the bidder to supply details		P h i l	Appropriate wording is included in the tender specification, and appropriate evidence is submitted as part
The project manager will monitor the delivery of the work packages to ensure that no discrimination is taking place throughout the		R o g e r	Evidence that no discrimination is taking place.

<p>24. Which service, business or work plan will these actions be included in?</p>	<p>The relevant work packages described above form part of a wider Local Sustainable transport Fund project to be managed by the Transport Development team.</p>
<p>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</p>	
<p>26. Chief Officers signature.</p>	<p>Signature: Date:</p>

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.