

Equality Impact Assessment Record

Date of EIA	24 th February 2010
Directorate	Corporate Services
Part One - Initial Screening Record	
1. Activity to be assessed	Contract tender for the provision of Fixed Line Telephony to Bracknell Forest Council
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure x <input type="checkbox"/> Project <input type="checkbox"/> Review X Service <input type="checkbox"/> Organisational change
3. Is it a new or existing activity?	<input type="checkbox"/> New X Existing
4. Who are the members of the EIA team?	Ann Hill, Project Manager Circulation to all in evaluation team
5. Initial screening assessment.	<p>1. Does the activity have the potential to cause adverse impact or discriminate against different groups in the Councils workforce or the community?</p> <ul style="list-style-type: none"> ✓ This contract tender project will be carried out in a fair and transparent way. ✓ All corporate procurement stages will be followed to ensure full transparency and remove any adverse impact. ✓ A framework agreement has been utilised and much of the requirements to ensure equal opportunities has been investigated by the framework group – OGC Buying Solutions ✓ A framework agreement was selected due to the nature of the

	<p>requirements and the number of suppliers potentially on the market. There were also time constraints as the present contract expires on 1st May 2010.</p> <ul style="list-style-type: none"> ✓ Buying Solutions would have legally had to advertise their requirement on the Official Journal of the European Union, allowing any interested parties from within the EU to register an interest in the opportunity, should they have felt it was appropriate. The Council will ensure that a contract award notice has been submitted to ensure transparency. ✓ Tender documents include reference to the tenderers equal opportunity standards will be evaluated by the evaluation team which has been selected to ensure that there is full representation from each directorate within the Council This team of 6 individuals will be consulted and involved in the entire project and have been selected to ensure fair representation throughout the process. ✓ All documents, will be available electronically or in paper version, should an email facility not be available, ✓ The selected tenderer will provide invoices and statistical information both electronically and in hard copy to ensure that such information is accessible to all. <p>. Does the activity make a positive contribution to equalities?</p> <p>No - This contract tender project does not have any equalities impact, any diversity needs will be met through equipment purchase, which is not part of this contract.</p>
<p>6. Did Part 1: Initial Screening indicate that</p>	<p>If the answer to question one above is 'yes' then it is necessary to go</p>

a full EIA was necessary?	ahead with a full Equality Impact Assessment. <input type="checkbox"/> Yes – full EIA completed and recorded below. <input checked="" type="checkbox"/> No – full EIA not completed record ends here, please ensure this record is signed by the Chief Officer in box 19 overleaf and then email to abby.thomas@bracknell-forest.gov.uk
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