

Equality Impact Assessment Record

Date of EIA	26 October 2009
Directorate	Corporate Services
Part One - Initial Screening Record	
1. Activity to be assessed	The appointment of (3+ contractors) under the framework contract for the supply of fresh meat.
2. 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
3. Is it a new or existing activity?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing
4. Who are the members of the EIA team?	Abdul Razaq Principal Procurement Officer David Davidson Principal Catering Manager
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> <p>The procurement of any service/supplies requires certain steps to be taken to ensure that it is procured in a fair and transparent way</p> <p>The team believes that providing the correct procurement steps are taken to ensure the process is clear and transparent, the opportunity for adverse impact is limited.</p> <p><u>Stage One: Goods / Services being procured:</u></p> <p>By July 2010, the Bracknell Forest Borough Council intends to setup a framework agreement to appoint a minimum of 3 contractors to allow smaller businesses an opportunity to tender for the provision of fresh meat contract. The framework contracts will allow operational managers to place orders with the most appropriate supplier. The estimated spend across the Council is approx £95K per annum, with £70-£80K of this being at Easthampstead Park and the remainder being spent in Coral Reef, Downside Resource Centre, Edgbarrow/Sandhurst, Heathlands EPH, Ladybank EPH, Leisure Centre, Leisure DSO and Neighbourhood Nursery.</p> <p>Under the framework agreement, orders will be awarded to mix of suppliers who are able to cater for the occasional dietary needs of ethnic or religious groups with special requirements e.g Halal, Kosher and other meat requirements (directly or through sub-contractor).</p> <p>Therefore, we will need to ensure that the contractors are clearly informed on dietary needs of ethnic or religious groups with special requirements.</p> <p><u>Stage Two: Procurement Process:</u></p> <p>Advertising the opportunity is key to ensuring any organisation has the ability to know when the Council is tendering for a particular product or service.</p> <p>The Council currently looks to ensure that any contract opportunities are visible</p>

	<p>on a number of websites. This includes the OJEU & South East Business Portal which is free of charge for any organisation to register, and is currently used by 74 local authorities to promote access for local businesses.</p> <p>The contract opportunity will be advertised on the South East Business Portal.</p> <p>When distributing the documents, the team always ensures that the documents are available electronically or in paper version, 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.</p> <p>Free internet access is also available in all of the borough's libraries.</p> <p>2. Does the activity make a positive contribution to equalities?</p> <p>Not applicable</p>
<p>6. Did Part 1: Initial Screening indicate that a full EIA was necessary?</p>	<p>If the answer to question one above is 'yes' then it is necessary to go ahead with a full Equality Impact Assessment.</p> <p><input type="checkbox"/> Yes – full EIA completed and recorded below.</p> <p><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</p>
<p>7. Chief Officers signature.</p>	<p>Name : Alan Nash - Chief Officer Financial Services</p>
<p>8. Which PMR will this EIA be reported in?</p>	<p>Q4 PMR 2009-10</p>