

Equality Impact Assessment Record

EIA Guidance

Please ensure that you have read the Council's EIA Guidance booklet, available on Boris, before starting work on your EIA, it should be read in conjunction with this form. If anything is unclear please contact your departmental equality representative listed below. This form is designed to summarise the findings of your EIA. Please also keep a record of your other discussions in producing the impact assessment.

Drafting your EIA

The boxes in this form are designed to expand please ensure that you add data, consultation results and other information to back up any assertions that you make. A draft of this record form must be sent to the Councils Equality Officer Abby Thomas and your departmental equality representative(s) (listed below) who will send you comments on it before it is finalised and signed off by your Chief Officer. This step is important to check the quality and consistency of EIAs across the Council.

Departmental Equality Representatives

ECC Jane Eaton
CS Abby Thomas

SCL Graham Symonds and Margaret Gent
CXO Stephanie Boodhna

Publishing

The Council is legally required to publish this EIA record form on the Councils website. Please send a copy of the final version of the EIA record form to the Councils Equality Officer Abby Thomas to publish.

Date of EIA	19 October 2009	EIA Guidance Page Ref.
Directorate	Corporate Services	
Part One - Initial Screening Record		
1. Activity to be assessed	The appointment of a contractor for the inspection, comprehensive maintenance & testing of heating, ventilation hot water systems & gas fired equipment in properties within the borough of Bracknell Forest.	
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 type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Who are the members of the EIA team?	Ray Lewis – Mechanical Engineer Claire Seymour – Senior Procurement Officer	
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 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>Stage One : Goods / Services being procured</p> <p>We will need to ensure that contractors are clear on what is expected of them when working on a Council site. There are obligations on us as a Council to ensure 'accessibility' which could result in us having to be clear on whose responsibility it would be to ensure that the site is kept accessible to all, including those with disabilities and establish</p>	
		See Pages 9 - 10

clear milestones for when responsibility for this transfers.

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. It is felt to be unlikely that workers will be left on their own in the presence of children or vulnerable adults, but the possibility of this will need to be explored by the team and made a condition of contract if required.

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.

We would also want to be ensuring that the Contractor has adequate HR policies and recruitment procedures in place, to ensure that they eliminate all forms of discrimination, promote equality of opportunity and we may therefore need to amend the JCT measured term conditions used for such work to include the Councils revised conditions on Equal Opportunities, which now include any requirements of the Contractor whilst performing the Contract and ensure that they are aware that ongoing equalities performance monitoring may be required as part of the Contract.

Stage Two : Procurement Process

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.

The Council currently looks to ensure that any contract opportunities are visible on a number of websites. This includes the 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. This is currently used to advertise any opportunity over £35k.

Legally, this opportunity will also have to be advertised on the Official Journal of the European Union. This allows any interested parties from within the EU to register an interest in the opportunity, should they feel it is appropriate.

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.

Free internet access is also available in all of the borough's libraries.

Stage Three : Further Considerations


The following is a list of actions that the team intend to take as part of the procurement, to ensure that the possibility for any adverse impact is limited:-

All tenderers will be asked a standard set of equalities questions at pre-qualification stage, including a request to submit any Equalities policies they may have in place and they would only be carried through to

	<p>tender stage if the Council was satisfied that Equalities obligations were able to be met by the contractor.</p> <p>In the event that the organisation does not have their own policy for any reason such as the size of the organisation, then the Council will ensure that the document for smaller organisations is submitted which requires the contractor to acknowledge their equal opportunities responsibility and requires them to sign a document which confirms they will work in accordance with the Councils policy regardless of the absence of their own policy. In addition, we also supply SME's with Equalities and Diversities guidance to help them meet their equality responsibilities. This would not be made available for a larger organisation defined within the guidance, as they would be expected to have their own policy in place.</p> <p>The team shall ensure that we use conditions of contract that clearly state the responsibility of the contractor to monitor their own workforces & have up to date policies in place to ensure the promotion of equal opportunity. The onus shall also be placed on the contractor to ensure the Council is kept updated with any changes to such policies.</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>The Council shall also ensure that all documentation and thresholds are relative to the size of the contract being tendered. This will ensure that the opportunity is not allowing the discrimination of the small to medium sized enterprises from bidding for the work. Setting unnecessary thresholds can often result in smaller organisations being shut out from the process, simply because they are unable to meet the requirements laid down by the Council. Due consideration shall also be given to whether or not tenderers sub-contract out any of the services contained within the outline requirement, and if so, how they ensure the recruitment of such contractors is fair and transparent, ensuring opportunity for all organisations regardless of size.</p> <p>Whilst this will not be built directly into an action plan, 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 contractual obligations with regards to Equal Opportunity.</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 align="center">Part Two - Full EIA Record</p>		
<p>7. Who is the activity designed to</p>	<p>The purpose of the activity is to: Overwrite with details</p>	<p align="center">See</p>

benefit/target?	The activity is designed for: Overwrite with details		Page 11
8. Summarise the information gathered for this EIA including research and consultation to establish what impact the activity has on different equality groups.	<p>Overwrite with the data, information, consultation results or research that was gathered as part of the EIA to establish what impact the activity has on different equality groups.</p> <p>Where relevant include data such as take up, profile of users and satisfaction levels with the service/function, size of consultation responses and any issues raised by equality groups/equality issues in consultations.</p>		See Pages 12-13
<p>9. A) With regard to the equalities themes, which groups does the activity impact upon?</p> <p>B) Might any of these groups be adversely impacted?</p> <p>If you have not got sufficient information to make a judgement, go to box 17 and list the actions that you will take to collect further information.</p>	<p>A) Groups Impacted</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 <input type="checkbox"/> Other - please specify <input type="checkbox"/> Other - please specify <input type="checkbox"/> Other - please specify <input type="checkbox"/> Other - please specify</p>	<p>B) 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 <input type="checkbox"/> Other - please specify <input type="checkbox"/> Other - please specify <input type="checkbox"/> Other - please specify <input type="checkbox"/> Other - please specify</p>	<p>See Pages 14 -15</p> <p>Double click on the boxes to check all that apply.</p>
10. What evidence is there to suggest an impact/adverse impact?	<p>A) Evidence of Impact. Overwrite with the data, information or research that was used in the EIA. Include any evidence if relevant of a positive impact on equalities.</p> <p>B) Evidence of adverse impact. Overwrite with the data, information or research that was used in the EIA</p>		
11. On what grounds can impact or adverse impact be justified?			See Pages 14 -15
12. Have any examples of good practice been identified as part of the EIA?			
13. What actions are you currently undertaking to address issues for any of the groups impacted/adversely impacted?			See Pages 14 -15
14. What actions will you take to reduce or	List the actions that you have planned as a result of the EIA		See page

<p>remove any differential/adverse impact?</p>	<p>The action plan should include references to any additional monitoring or research that was identified in the information-gathering part of the process. It should also include references to any information that is still required or was not retrievable at the point of assessment.</p>	<p>16</p>
<p>15. Into which action plan/s will these actions be incorporated?</p>		
<p>16. Who is responsible for the action plan?</p>		
<p>17. Chief Officers signature.</p>	<p>Barry Francis – Chief Officer for Property (Corporate Services)</p> <p>Signature </p>	
<p>18. Which PMR will this EIA be reported in?</p>	<p>All completed EIA's must be reported in your departments PMR. Note here the service department and relevant quarter/date of PMR i.e the quarter in which the EIA will be published.</p>	