

Equalities Screening Record Form

Date of Screening: 19 February 2013	Directorate: Corporate Services	Section: Construction and Maintenance	
1. Activity to be assessed	Tender and Contract award for a Mixing Valve and Water Quality Inspection Service		
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. Officer responsible for the screening	Tony Chadwick		
5. Who are the members of the EIA team?	Tony Chadwick, Amar Rihal, Darren Burgess & Guy Wells		
6. What is the purpose of the activity?	<p>The purpose of the activity is to: Re-tender the above works to provide a mixing valve & water quality inspection, testing and comprehensive maintenance service to Bracknell Forest Borough Council premises, including schools and other client's premises as and when required.</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 on our mixing valve and water systems.</p> <p>It will involve making four visits of inspection at six monthly intervals, during the period of twenty-four calendar months, to each mixing valve / blender installed in the Council properties.</p> <p>The activity is also designed to ensure that the Council has a competent contractor in place to deal with the control of Legionellosis.</p>		
7. Who is the activity designed to benefit/target?	The service is essential for meeting the Council's requirements of the water testing and Legionella regulations and to ensure employee and public safety.		
Protected Characteristics	Please tick yes or no	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.	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 decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality	N		Pre Contract award The Council looks to ensure that any contract

			<p>opportunities are visible on a number of websites. This includes the South East Business portal which is free of charge, and used to promote access to local businesses, as it is used by 74 councils to advertise any opportunity over £35k. This opportunity will therefore be advertised in a transparent fashion, ensuring it is visible on TED / OJEU and the South East Business Portal.</p> <p>We will ensure that 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>We will also 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.</p> <p>Copies of all recruitment & HR policies relating to the Contractor to ensure the promotion of equal opportunities amongst their workforce will be requested.</p> <p><u>Post Contract Award</u></p> <p>Quarterly contract review meetings will be scheduled and any equalities updates from either party will form part of the agenda. This will enable a check that the conditions of contract that the contractor will be responsible for providing the Council are being upheld.</p>
9. Racial equality		N	As 8.
10. Gender equality		N	As 8.
11. Sexual orientation equality		N	As 8.
12. Gender re-assignment		N	As 8.

13. Age equality		N		As 8.
14. Religion and belief equality		N		As 8.
15. Pregnancy and maternity equality		N		As 8.
16. Marriage and civil partnership equality		N		As 8.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carer's/ex-offenders) and on promoting good community relations.	None			
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?	N/A			
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?	N/A			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?				N/A
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	N/A ^N			
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	No adverse impact expected due to a transparent tender process and strict contract award criteria regarding equalities.	
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		Timescale	Person Responsible	Milestone/Success Criteria
N/A				

N/A			
N/A			
24. Which service, business or work plan will these actions be included in?	An action plan is not required 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.		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	As above in 8-16.		
26. Chief Officers signature.	Signature:	Steven Caplan	Date: 25/03/2013