

Equalities Screening Record Form

Date of Screening: 07/11/2012	Directorate: Environment, Culture & Communities	Section: The Look Out Discovery Centre
1. Activity to be assessed	To provide planned, preventative and reactive maintenance for all hands-on science and nature exhibits at The Look Out Discovery Centre, on a monthly basis and to ensure that all exhibits are maintained and in full working order and make repairs to the exhibits where required.	
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	Jacky Henderson	
5. Who are the members of the EIA team?	Jacky Henderson, Nick Smith	
6. What is the purpose of the activity?	<p>The Look Out Discovery Centre has operated a highly successful science centre based on hands-on science and nature exhibits and programmes, primarily supplied by Techniquest since 1996. The hands-on science and nature exhibition has approximately 100 exhibits and consistently attracts over 120,000 visitors per year. The current Techniquest maintenance contract will expire on 31 March 2013 and a tender exercise is required. The contract will be for a period of 5 years.</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 providing the correct procurement steps are taken to ensure the process is clear and transparent, the opportunity for adverse impact is limited.</p> <p>We will need to ensure that service providers are clear as to what is expected of them when they are visiting The Look Out Discovery Centre.</p> <p>The Service Provider's operatives are likely to interact with members of staff and the public. We will therefore need to ensure that the service provider adheres to The Look Out's house rules for contractors and normal operating procedures which sets out the behaviour we expect from these operatives; with a defined stage of re-course in place should an incident occur.</p> <p>We will require that the Service Provider has adequate equality policies in place, to ensure that they eliminate all forms of discrimination and actively look to promote equality of opportunity amongst their employees.</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. We will advertise on the South East Business Portal, which is free of charge and is hoped to remove some of the barriers that smaller organisations might face in accessing tendering opportunities</p>	

	<p>When distributing the procurement documents, the project team always ensures that 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 internet access is also available in all of the Borough's libraries.</p> <p>The project team will ensure that the conditions of the contract are adequate, and we will need to ensure the Service Providers are fully aware of their duty to monitor their own workforces and have up to date policies in place to ensure the promotion of equal opportunity.</p>		
7. Who is the activity designed to benefit/target?	All visitors to the hands-on science exhibition at The Look Out		
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 No impact is envisaged for the service provider as they will be maintaining existing exhibits. Tender documents will be published on the SE Business Portal and could be made available in other languages/Braille/large print on request.	This contract has been in operation since 1996 and no adverse impacts have been experienced during this time. No requests for tender documentation in other formats over the past 7 years have been requested.
9. Racial equality		N No impact is envisaged for the service provider as they will be maintaining existing exhibits. Tender documents will be published on the SE Business Portal and could be made available in other languages/Braille/large print on request.	This contract has been in operation since 1996 and no adverse impacts have been experienced during this time. No requests for tender documentation in other formats over the past 7 years have been requested.
10. Gender equality		N No impact is envisaged for the service provider as they will be maintaining existing exhibits.	This contract has been in operation since 1996 and no adverse impacts have been experienced during this time.
11. Sexual orientation equality		N No impact is envisaged for the service provider as they will be maintaining existing	This contract has been in operation since 1996 and no adverse impacts have been experienced during this time.

			exhibits.	
12. Gender re-assignment		N	No impact is envisaged for the service provider as they will be maintaining existing exhibits.	This contract has been in operation since 1996 and no adverse impacts have been experienced during this time.
13. Age equality		N	No impact is envisaged for the service provider as they will be maintaining existing exhibits.	This contract has been in operation since 1996 and no adverse impacts have been experienced during this time.
14. Religion and belief equality		N	No impact is envisaged for the service provider as they will be maintaining existing exhibits.	This contract has been in operation since 1996 and no adverse impacts have been experienced during this time.
15. Pregnancy and maternity equality		N	No impact is envisaged for the service provider as they will be maintaining existing exhibits.	This contract has been in operation since 1996 and no adverse impacts have been experienced during this time.
16. Marriage and civil partnership equality		N	No impact is envisaged for the service provider as they will be maintaining existing exhibits.	This contract has been in operation since 1996 and no adverse impacts have been experienced during this time.
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.	This contract will be suitable for small and medium enterprises (SMEs) and local providers.			
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 because there were no adverse impacts identified.			
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 because there are no differences in the impact on groups listed 8-14.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N		
21. What further information or data is required to better understand the impact?	None required.			

Where and how can that information be obtained?			
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	
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. N/A			
Action	Timescale	Person Responsible	Milestone/Success Criteria
The Look Out's house rules will be in the specification	Dec 12	Jacky Henderson	Document issued to tenderers.
Equality policy to be obtained from tenderers.	Dec 12	Jacky Henderson	Policy produced.
Advertise on SE Business Portal	Dec 12	Guy Wells	Opportunity advertised.
24. Which service, business or work plan will these actions be included in?	N/A		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	N/A		
26. Chief Officers signature.	Signature: 		Date: 29 th November 2012