

Initial Equalities Screening Record Form

Date of Screening: 09.06.2017		Directorate: Corporate Services		Section: Construction & Maintenance	
1. Activity to be assessed		The demolition of Easthampstead House			
2. What is the activity?		<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input checked="" type="checkbox"/> Project <input type="checkbox"/> Review <input 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. Officer responsible for the screening		Kamay Toor – Head of Capital Projects			
5. Who are the members of the screening team?		Derek Fitz-Gibbons - Principal Procurement Officer			
6. What is the purpose of the activity?		The relocation of the Council Chamber and Democratic functions and all the staff from Easthampstead House to Time Square will consolidate the Council's property portfolio. Easthampstead House (EH) are not in keeping with vision for the new centre and therefore, there is requirement to demolition EH			
7. Who is the activity designed to benefit/target?					
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.	
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.		Y N		Not Applicable	
9. Racial equality		Y N		Not Applicable	
10. Gender equality		Y N		Not Applicable	
11. Sexual orientation equality		Y N		Not Applicable	
				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	

12. Gender re-assignment	Y	N	Not Applicable	
13. Age equality	Y	N	Not Applicable	
14. Religion and belief equality	Y	N	Not Applicable	
15. Pregnancy and maternity equality	Y	N	Not Applicable	
16. Marriage and civil partnership equality	Y	N	Not Applicable	
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/sex-offenders, armed forces communities) and on promoting good community relations.	Neutral			
	The procurement opportunity will be advertised in on the South East Business Portal, which is free of charge for suppliers; making sure any 'Council Opportunity' is accessible to all			
	At the first stage of the procurement process, the Selection Questionnaire (SQ) confirms that contractors have an Equal Opportunities Policy, and assesses how they remain compliant with the 2010 Equality Act, including specific questions on training of staff, staff procedures and any history of equality issues.			
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?	Not Applicable			
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?	Not Applicable			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N	Not Applicable	

21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Not Applicable																								
22. On the basis of sections 7 – 17 above is a full impact assessment required?	<table border="1"> <tr> <td data-bbox="1220 840 1268 952">Y</td> <td data-bbox="1220 952 1268 1131">N</td> <td data-bbox="1220 1131 1268 2016">No</td> </tr> </table>	Y	N	No																					
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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.	<table border="1"> <thead> <tr> <th data-bbox="1045 840 1141 952">Action</th> <th data-bbox="1045 952 1141 1131">Timescale</th> <th data-bbox="1045 1131 1141 1355">Person Responsible</th> <th data-bbox="1045 1355 1141 2016">Milestone/Success Criteria</th> </tr> </thead> <tbody> <tr> <td data-bbox="885 840 1045 952">Managing Partner Atkins and the successful contractor will need to ensure the demolition works are carried out as in accordance with current guideline and seek the relevant statutory approvals</td> <td data-bbox="885 952 1045 1131">TBC</td> <td data-bbox="885 1131 1045 1355">Kamay Toor</td> <td data-bbox="885 1355 1045 2016">Meets to be consider as part of the design development process</td> </tr> <tr> <td data-bbox="774 840 885 952"></td> <td data-bbox="774 952 885 1131"></td> <td data-bbox="774 1131 885 1355"></td> <td data-bbox="774 1355 885 2016"></td> </tr> <tr> <td data-bbox="694 840 774 952">24. Which service, business or work plan will these actions be included in?</td> <td colspan="3" data-bbox="694 952 774 2016">Transformation Property Review</td> </tr> <tr> <td data-bbox="598 840 694 952">25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</td> <td colspan="3" data-bbox="598 952 694 2016">Not Applicable</td> </tr> <tr> <td data-bbox="518 840 598 952">26. Chief Officers signature.</td> <td colspan="2" data-bbox="518 952 598 1904">Signature: <i>A Sanders</i></td> <td data-bbox="518 1904 598 2016">Date: <i>28/7/17</i></td> </tr> </tbody> </table>	Action	Timescale	Person Responsible	Milestone/Success Criteria	Managing Partner Atkins and the successful contractor will need to ensure the demolition works are carried out as in accordance with current guideline and seek the relevant statutory approvals	TBC	Kamay Toor	Meets to be consider as part of the design development process					24. Which service, business or work plan will these actions be included in?	Transformation Property Review			25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Not Applicable			26. Chief Officers signature.	Signature: <i>A Sanders</i>		Date: <i>28/7/17</i>
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