


Appendix B

Initial Equalities Screening Record Form

Date of Screening: 04 April 2018	Directorate: Director of Environment Culture & Communities, Environment, Culture & Communities Services		Section: Construction & Maintenance
1. Activity to be assessed	Create new Library		
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		
5. Who are the members of the screening team?	Kamay Toor & Gareth Jones		
6. What is the purpose of the activity?	Harmans Water Redevelopment - Infill to existing undercroft to form new Library and refurbish the existing toilet facilities compliant		
7. Who is the activity designed to benefit/target?	Members of the public from Bracknell and the surrounding area who currently use the facility.		
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	Y	N Positive. The new library will be located on the ground floor and will be fully accessible and compliant with Disability Discrimination Act 1995 and its requirement to make 'reasonable adjustments' for disabled people.	Statutory consents for Planning and Building Control will ensure that all new facilities meet with current statutory requirements for disabled access.
9. Racial equality	N	Neutral.	

10. Gender equality	≠	N	Neutral.	
11. Sexual orientation equality	≠	N	Neutral.	
12. Gender re-assignment	≠	N	Neutral.	
13. Age equality	≠	N	Neutral.	
14. Religion and belief equality	≠	N	Neutral.	
15. Pregnancy and maternity equality	≠	N	Neutral.	
16. Marriage and civil partnership equality	≠	N	Neutral.	
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	<p>Neutral.</p> <p>The procurement opportunity will be advertised on South East Business Portal, which is free of charge for suppliers; making sure any 'Council Opportunity' is accessible to all.</p> <p>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.</p>			
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		
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	N/A			
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.				
Action	Timescale	Person Responsible	Milestone/Success Criteria	
Design	Design phase	Atkins Design Team & Kamay Toor	Confirm that design incorporates facilities outlined above.	
Equalities monitoring of those using Library	Ongoing	Library – Fiona Atkinson	Continue current equalities monitoring once the construction works are complete	
24. Which service, business or work plan will these actions be included in?				
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?				
26. Chief Officers signature.	Signature: 		Date: 16.04.18	