

Appendix B – Horseshoe Lake New Country Park contract - Initial Equalities Screening Record Form

Date of Screening: 13 April 2019	Directorate: Place, Planning & Regeneration	Section: Property: Construction and Maintenance
1. Activity to be assessed	For the procurement and contract award for New Country Park	
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 type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Kamay Toor	
5. Who are the members of the screening team?	Kamay Toor, Stephen Chown and Kevin Ayers	
6. What is the purpose of the activity?	Issue of contract to enhance Horseshoe Lake with a new pavilion building and associated parking, play provision and landscaping.	
7. Who is the activity designed to benefit/target?	The service is essential for meeting the Council's requirements and for ensuring 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	Y N	Positive The new Country Park pavilion will be single storey building and will be designed to meet current Building Regulations and comply to statutory requirement for disabled access
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.		<p><u>Pre – contract award</u></p> <p>The Councils looks to ensure that any contract opportunities are visible on number of websites</p> <p>This includes the South East Business portal and Contract Finder portal which is used to promote access to local business</p> <p>All tenders will be asked standard questions at selection questionnaire stage, including a request to submit any equalities policies they have in place. Organisations will only be carried forward to tender stage if the Council is satisfied with equalities obligations are 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 contractor will need to acknowledge their equal opportunities responsibility by signing a document which confirms they will work in accordance with the Councils Policy.</p> <p>We will also use conditions of contract that clearly state the responsibility of the contractor to monitor their workforce and have up to date policies in place to ensure the promotion of equal opportunity</p> <p>Statutory consent for Building Regulation will ensure that the new facilities meet current statutory requirements for disable access</p>
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.	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	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		
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 ward criteria regrading 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			
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 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?	N/A		

26. Chief Officers signature.

Signature:

Date: 1st May 2019

A handwritten signature in black ink, appearing to read "A.P. Hunter". The signature is written in a cursive style with a long horizontal flourish at the end.