

## Initial Equalities Screening Record Form

<b>Date of Screening:</b> 25/08/2020	<b>Directorate:</b> Delivery	<b>Section:</b> Property
<b>1. Activity to be assessed</b>	The tender and contract award process to create two new nurseries, one at Sandhurst School and one at Rowan Children's Centre	
<b>2. What is the activity?</b>	<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	
<b>3. Is it a new or existing activity?</b>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing	
<b>4. Officer responsible for the screening</b>	John Harwood	
<b>5. Who are the members of the screening team?</b>	John Harwood & Richard Payne	
<b>6. What is the purpose of the activity?</b>	<p><b>Please describe briefly its aims, objectives and main activities as relevant.</b></p> <p>Tender the above contract to provide for two new nurseries one at Sandhurst School and one at Rowan Children's Centre.</p> <p>The contractor will carry out all activities and building works to form two nurseries.</p> <p>The activity is designed to benefit the Council to ensure that we have a contractor who can provide the two new structures.</p> <p>Failure to appoint a competent contractor could result in some obvious health and safety implications for the council.</p>	
<b>7. Who is the activity designed to benefit/target?</b>	The community with the provision of providing statutory childcare facilities at two locations.	
<b>Protected Characteristics</b>	<b>No</b>  <b>Is there an impact?</b> 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.	<b>What evidence do you have to support this?</b> 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
<b>8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and</b>	<b>No</b>	The design will meet the equalities act under part M of the building regulations.

<p><b>includes conditions such as dementia as well as hearing or sight impairment.</b></p>			<p>The council's managing partners Atkins will be responsible for developing the project from concept design up to the completion of the construction works including the defects period.</p> <p>The Council looks to ensure that any contract opportunities are visible on a number of websites.</p> <p>This includes the South East business portal and Contract Finder which is used to promote access to local businesses.</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 responsibilities by signing the document which confirms they will work in accordance with the Councils policy.</p> <p><u>Post contract award</u></p> <p>Monthly site progress meetings will be scheduled and any equalities updates from either party will form part of the agenda this will enable checks are carried out to ensure conditions of the contract are being upheld by the contractor.</p>
<p><b>9. Racial equality</b></p>	<p>No</p>	<p>As 8</p>	
<p><b>10. Gender equality</b></p>	<p>No</p>	<p>As 8</p>	
<p><b>11. Sexual orientation equality</b></p>	<p>No</p>	<p>As 8</p>	

<b>12. Gender re-assignment</b>	No	As 8	
<b>13. Age equality</b>	No	As 8	
<b>14. Religion and belief equality</b>	No	As 8	
<b>15. Pregnancy and maternity equality</b>	No	As 8	
<b>16. Marriage and civil partnership equality</b>	No	As 8	
<b>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.</b>	None		
<b>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?</b>	N/A		
<b>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?</b>	N/A		
<b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>	No	No negative impacts anticipated, due to the transparent tender process and strict contract award criteria regarding equalities.	
<b>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b>	N/A		
<b>22. On the basis of sections 7 – 17 above is a full impact assessment required?</b>	No	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			
<p><b>24. Which service, business or work plan will these actions be included in?</b></p>	<p>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.</p>		
<p><b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b></p>	<p>As 24</p>		
<p><b>26. Assistant Director's signature.</b></p>	<div style="text-align: center;">  </div> <p>Signature: <span style="float: right;">Date: 08/09/20</span></p>		

