


Equalities Screening Record Form

Date of Screening: 3 November 2014	Directorate: Corporate Services	Section: Construction and Maintenance	
1. Activity to be assessed	Tender and Contract award for the following contracts: Reactive Maintenance and Repair Fixed Electrical and Emergency Lighting Testing PAT Testing and Fire Alarm Testing		
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 <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
3. Is it a new or existing activity?	Tony Chadwick		
4. Officer responsible for the screening	Tony Chadwick, & Guy Wells		
5. Who are the members of the EIA team?	<p>The purpose of the activity is to: Re-tender the above contract to provide a Reactive Maintenance and Repair Service to Council premises, including schools and other client's premises as and when required.</p> <p>The original contract has been divided into four separate procurements and this screen also includes contracts for Pat Testing, Fire Alarm Testing and Fixed Electrical and Emergency Lighting Testing.</p> <p>The activity is designed for: The activity is designed to benefit the authority as a whole by ensuring that we have an effective maintenance programme in place to cover all sites where maintenance, testing and repair work is required.</p> <p>The activity is also designed to ensure that the Council has competent contractors in place to deal with any urgent work that arises on a day-to-day basis.</p> <p>The division of the original contract should provide for an increase in the participation of Small and Medium Enterprises (SMEs).</p>		
6. What is the purpose of the activity?	<p>The service is essential for meeting the Council's requirements and for ensuring employee and public safety.</p>		
7. Who is the activity designed to benefit/target?	Please	Is there an impact?	What evidence do you have to support this?
Protected Characteristics			

	tick yes or no		
8. Disability Equality	N		<p>Pre Contract award</p> <p>The Council looks to ensure that any contract opportunities are visible on a number of websites. This includes the South East Business portal which is used to promote access to local businesses. www.businessportal.southeasttep.gov.uk</p> <p>The opportunity for the Reactive Maintenance and Electrical Lighting Testing will also be advertised on Tenders Electronic Daily ensuring maximum coverage. http://ted.europa.eu/TEd/main/HomePage.do</p> <p>All tenderers will be asked a standard set of equalities questions at pre-qualification stage, including a request to submit any equalities policies they may have in place. Organisations will only be carried through to tender stage if the Council is satisfied that 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 & have up to date policies in place to ensure the promotion of equal opportunity.</p> <p>Post Contract Award</p> <p>Regular contract monitoring will check that the conditions of contract that the contractor will be responsible for providing to the Council are being upheld.</p> <p>The contractor's operatives are likely to interact with</p>

				members of the public and the Council's staff. A code of practice will be put in place which sets out the behaviour the Council expects from these operatives.
9. Racial equality		N		As 8.
10. Gender equality		N		As 8.
11. Sexual orientation equality		N		As 8.
12. Gender re-assignment		N		As 8.
13. Age equality		N		As 8.
14. Religion and belief equality		N		As 8.
15. Pregnancy and maternity equality		N		As 8.
16. Marriage and civil partnership equality		N		As 8.
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.	A positive outcome is expected from the replacement of the current contract as the use of the division of the original contract is expected to increase the participation of Small and Medium Enterprises (SMEs).			
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	N/A			

number of people likely to be affected?				
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 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			
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 that 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?		As above in 8--16.		
26. Chief Officers signature.		Signature: 		Date: 21 / Nov / 2014