


Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery		Section: Property
1. Activity to be assessed	Please give full details of the activity Water supply & Water Waste Supplier		
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		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Hash Patel		
5. Who are the members of the screening team?	Julian Munday, John Harwood, Richard Payne		
6. What is the purpose of the activity?	Please describe briefly its aims, objectives and main activities as relevant. To place a supplier contract for water & waste water		
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.	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 – 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 ✓	
9. Racial equality	Y	N ✓	
10. Gender equality	Y	N ✓	
11. Sexual orientation equality	Y	N ✓	

12. Gender re-assignment	Y	N ✓		
13. Age equality	Y	N ✓		
14. Religion and belief equality	Y	N ✓		
15. Pregnancy and maternity equality	Y	N ✓		
16. Marriage and civil partnership equality	Y	N ✓		
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.	Please explain N/A			
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?	Please explain 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?	Please explain N/A			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N ✓	Please explain for each equality group	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	From Crown Commercial Services (CCS) and/or London And South East Region (LASER) framework providers			
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N ✓	Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged. If you are proceeding to a full equality impact assessment please contact Abby Thomas.	

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
Throughout the duration of this Agreement the Supplier shall and in addition shall ensure that its sub-contractors shall discharge their obligations under this Agreement and supply the Goods or perform the Services in accordance with their responsibilities under the provisions of the Sex Discrimination Act 1975, Race Relations Act 1976 (Amended 2000) and the Disability Discrimination Act 1995 and Codes of Practice issued by the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission and shall in addition discharge its obligations under this Agreement and provide the Goods or Services in a manner consistent with the Contracting Authority's Equality and Diversity Policy Statement.	1 st of May 2020 to 2025	Energy Manager (Hash Patel)	Any corrective action during the contract. The Agreement shall be governed and construed in accordance with the law of England and Wales and each party agrees to submit to the exclusive jurisdiction of the Courts of England and Wales.
24. Which service, business or work plan will these actions be included in?	Supply of Water Wastewater Plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list		
26. Assistant Director signature.	Signature:  <div style="float: right;">Date: 14/02/20</div>		

