

Appendix B – Commercial Depot Contract - Initial Equalities Screening Record Form

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| Date of Screening: 10 th March 2021 | Directorate: Delivery | Section: Property Services | |
| 1. Activity to be assessed | Procurement and contract award of the construction project to redevelop the Commercial Depot | | |
| 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 | Richard Payne | | |
| 5. Who are the members of the screening team? | Richard Payne & Stuart Green (Atkins Project Manager) | | |
| 6. What is the purpose of the activity? | To seek approval of the contract award for the redevelopment of the existing commercial depot site. | | |
| 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 and by providing a more sustainable long term base for the councils contracting team. | | |
| 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 | Positive The new depot will be a single storey & fully accessible building which will be designed to meet current statutory requirements for disabled access under Part M of the Building Regulations. At Selection Questionnaire stage, quality questions will be included which ensures that contractors provide their own equalities policies for the own internal workforce and sub-contractors. | Statutory consent for Building Regulation will ensure that the new facilities meet current statutory requirements for disable access. 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 In the event that the organisation does not have their own policy, for any reason such as the size of the |

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| | | | | 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 Council's Policy. 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 |
| 9. Racial equality | | N | No impact as the procurement of the contract is open to all contractors within the UK. | |
| 10. Gender equality | | N | No impact as the procurement of the contract is open to all contractors within the UK. | |
| 11. Sexual orientation equality | | N | No impact as the procurement of the contract is open to all contractors within the UK. | |
| 12. Gender re-assignment | | N | No impact as the procurement of the contract is open to all contractors within the UK. | |
| 13. Age equality | | N | No impact as the procurement of the contract is open to all contractors within the UK. | |
| 14. Religion and belief equality | | N | No impact as the procurement of the contract is open to all contractors within the UK. | |
| 15. Pregnancy and maternity equality | | N | No impact as the procurement of the contract is open to all contractors within the UK. | |
| 16. Marriage and civil partnership equality | | N | No impact as the procurement of the contract is open to all contractors within the UK. | |
| 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. | No impact as the procurement will be through open tender. | | | |

| 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 | | |
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| 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 impact is expected as the procurement will be open to all contractors to submit an expression of interest at SQ stage. |
| 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. Assistant director's signature.

Signature:

RTO/Jov

Date 11/0/21

RTO/Jov

RTO/Jov