

Initial equalities screening record form

Date of Screening: 10 August 2021	Directorate: Delivery	Section: Electoral Services	
1. Activity to be assessed	Specialist printing for Electoral Services		
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	William Drapans		
5. Who are the members of the screening team?	William Drapans and Philip Sadler		
6. What is the purpose of the activity?	Specialist printing services are required by the Electoral Services Team to ensure compliant elections can be undertaken by the Council. The printing will be used to produce electoral		
7. Who is the activity designed to benefit/target?	The activity is designed to benefit the Council by achieving a compliant value for money solution to its election printing requirements.		
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.	N		<p>Contractors will be expected to demonstrate that their product can meet the requirements of those service users/staff with sensory disabilities as part of tender evaluation. Examples of printed materials will be requested as part of this process and substandard documents will result in a fail at tender stage.</p> <p>Further, equality policies will be requested as part of the procurement process and any issues relating to disability equality will be followed up post contract award as part of normal contract monitoring.</p>
9. Racial equality	N		Equality policy will be requested as part of the procurement process and any issues relating to racial

			equality will be followed up post contract award as part of normal contract monitoring.
10. Gender equality		N	Equality policy will be requested as part of the procurement process and any issues relating to gender equality will be followed up post contract award as part of normal contract monitoring.
11. Sexual orientation equality		N	Equality policy will be requested as part of the procurement process and any issues relating to sexual orientation equality will be followed up post contract award as part of normal contract monitoring.
12. Gender re-assignment		N	Equality policy will be requested as part of the procurement process and any issues relating gender reassignment equality will be followed up post contract award as part of normal contract monitoring.
13. Age equality		N	Equality policy will be requested as part of the procurement process and any issues relating to age equality will be followed up post contract award as part of normal contract monitoring.
14. Religion and belief equality		N	Equality policy will be requested as part of the procurement process and any issues relating to religion and belief equality will be followed up post contract award as part of normal contract monitoring.
15. Pregnancy and maternity equality		N	Equality policy will be requested as part of the procurement process and any issues relating to pregnancy and maternity equality will be followed up post contract award as part of normal contract monitoring.
16. Marriage and civil partnership equality		N	Equality policy will be requested as part of the procurement process and any issues relating to marriage and civil partnership equality will be followed up post contract award as part of normal contract monitoring.
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.	The procurement will be transparently advertised on Contracts Finder, the South East Business Portal and Tenders Electronic daily to allow small and medium enterprises (SMEs) to 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?	No impact identified.		
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?	Not applicable		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	No impact identified.
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	No impact identified.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	The opportunity will be transparently advertised and questions on equalities policies will form part of the evaluation criteria. Any issues relating to equalities will be followed up post contract award as required.
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
Transparently advertised	Nov 2021	William Drapans	Number of tenders received from SMEs
Post contract monitoring of service	On-going	Philip Sadler	No negative incidents relating to equalities occurring
24. Which service, business or work plan will these actions be included in?	Electoral Services		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	The opportunity will be transparently advertised and questions on equalities policies will form part of the evaluation criteria. Any issues relating to equalities will be followed up post contract award as required.		
26. Assistant director's signature.	Signature:	<div style="border: 1px solid green; border-radius: 10px; padding: 5px; display: inline-block;"> APPROVED <i>By AnnMo at 2:18 pm, Oct 27, 2021</i> </div>	Date: