

Initial Equalities Screening Record Form

Date of Screening: 1 st February 2022	Directorate: Delivery	Section: Contract Services	
1. Activity to be assessed – Procurement of environmental monitoring tender	Please give full details of the activity – Environmental monitoring of disused landfill sites in Bracknell Forest Borough		
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	Damian James		
5. Who are the members of the screening team?	Procurement team for the Environmental monitoring tender		
6. What is the purpose of the activity?	Ensuring that the disused landfill sites within the Borough are managed in accordance with Environmental Agency permits and relevant legislation.		
7. Who is the activity designed to benefit/target?	The service provided is essential in order to manage the sites. The biggest impact of not managing the sites properly will be to immediate neighbouring properties.		
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	No
9. Racial equality	Y	N	No
10. Gender equality	Y	N	No

11. Sexual orientation equality	Y	N	No	
12. Gender re-assignment	Y	N	No	
13. Age equality	Y	N	No	
14. Religion and belief equality	Y	N	No	
15. Pregnancy and maternity equality	Y	N	No	
16. Marriage and civil partnership equality	Y	N	No	
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.	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?	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?	N/A			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		No	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?	N/A			

22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	There is no equalities impact in relation to this tender.
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			
24. Which service, business or work plan will these actions be included in?	N/A		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	The tender will include questions on equality to ensure it is addressed as part of the contract.		
26. Assistant director's signature.	Signature:	D.W.James	Date: 1 st February 2022