

Annex B - Initial Equalities Screening Record Form

Date of Screening: April 2022	Directorate: Chief Executive's Office		Section: Chief Executive's Office
1. Activity to be assessed	Procurement of operator for new community hub at Buckler's Park, Crowthorne.		
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 checked="" type="checkbox"/> New <input type="checkbox"/> Existing		
4. Officer responsible for the screening	Ben Lawson		
5. Who are the members of the screening team?	Harjit Hunjan, Alan Wilson, Elaine Russell		
6. What is the purpose of the activity?	Procurement of operator for the new Buckler's Park community hub, and courts, changing rooms, car parking and associated landscaping excluding SuDs and orchard.		
7. Who is the activity designed to benefit/target?	The community, business and community groups/charities at Bucklers Park and across Crowthorne and surrounding areas		
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 The procurement process will have a neutral impact. The provision of services will have a positive impact	<p>In 2020 Bracknell Forest was estimated to have 6113 people with a moderate disability and 1,823 with a severe disability who were aged 18 to 64.</p> <p>The procurement process will request evidence of an Equality Policy and its implementation, equalities training for staff and a customer complaints procedure.</p> <p>The building and surroundings will be compliant to DDA requirements. Parking provision meets Planning requirements.</p>

				<p>The operator will be required to provide reasonable adjustments under Equalities Act, to ensure building, services and customer service are accessible to all.</p> <p>The contract award to the provider is contingent on their demonstration of appropriate and accessible provision for those with protected characteristics.</p>
9. Racial equality	Y	N	<p>The procurement process will have a neutral impact.</p> <p>The provision of services will have a positive impact</p>	<p>2011 Census showed that 15% of the population belong to a minority ethnic group and 'white other'.</p> <p>The procurement process will request evidence of an Equality Policy and its implementation, equalities training for staff and a customer complaints procedure.</p> <p>From the procurement process we would require</p> <ul style="list-style-type: none"> evidence of an awareness of the differing needs in the local community so that the take up of services reflects the local community evidence of community engagement evidence of equality of opportunity <p>The provision of services awarded to the provider is contingent on their demonstration of</p> <ul style="list-style-type: none"> Provision for those with protected characteristics Awareness around the needs of different cultures regarding specific services.
10. Gender equality	Y	N	<p>The procurement process will have a neutral impact.</p> <p>The provision of services will have a positive impact</p>	<p>In Bracknell Forest, 49.5% of the population is female and 50.1% are male.</p> <p>The procurement process will request evidence of an Equality Policy and its implementation, equalities training for staff and a customer complaints procedure.</p> <p>The procurement process we would require</p> <ul style="list-style-type: none"> evidence of an awareness of the differing needs in the local community so that the take up of services reflects the local community evidence of community engagement evidence of equality of opportunity

				<p>The provision of services awarded to the provider is contingent on their demonstration of</p> <ul style="list-style-type: none"> • provision for those with protected characteristics • awareness around the needs of different genders regarding specific services
11. Sexual orientation equality	Y	N	<p>The procurement process will have a neutral impact. The provision of services will have a positive impact</p>	<p>2.7% of the UK population) identified as lesbian, gay or bisexual (LGB) in 2019.</p> <p>The procurement process will request evidence of an Equality Policy and its implementation, equalities training for staff and a customer complaints procedure.</p> <p>The procurement process we would require</p> <ul style="list-style-type: none"> • evidence of an awareness of the differing needs in the local community so that the take up of services reflects the local community • evidence of community engagement • evidence of equality of opportunity <p>The provision of services awarded to the provider is contingent on their demonstration of</p> <ul style="list-style-type: none"> • provision for those with protected characteristics • awareness around the needs of different sexual orientations regarding specific services
12. Gender re-assignment	Y	N	<p>The procurement process will have a neutral impact. The provision of services will have a positive impact</p>	<p>The procurement process will request evidence of an Equality Policy and its implementation, equalities training for staff and a customer complaints procedure.</p> <p>The procurement process we would require</p> <ul style="list-style-type: none"> • evidence of an awareness of the differing needs in the local community so that the take up of services reflects the local community • evidence of community engagement • evidence of equality of opportunity <p>The provision of services awarded to the provider is contingent on their demonstration of</p>

				<ul style="list-style-type: none"> • provision for those with protected characteristics • awareness around the needs of people with gender re-assignment regarding specific services and facilities.
13. Age equality	Y	N	<p>The procurement process will have a neutral impact.</p> <p>The provision of services will have a positive impact</p>	<p>There is a smaller proportion of over 60s compared to the Southeast and England average, estimated at just under 25,000 people.</p> <p>The procurement process will request evidence of an Equality Policy and its implementation, equalities training for staff and a customer complaints procedure.</p> <p>The procurement process we would require</p> <ul style="list-style-type: none"> • evidence of an awareness of the differing needs in the local community so that the take up of services reflects the local community • evidence of community engagement • evidence of equality of opportunity <p>The provision of services awarded to the provider is contingent on their demonstration of</p> <ul style="list-style-type: none"> • provision for those with protected characteristics • awareness around the needs of different ages regarding specific services
14. Religion and belief equality	Y	N	<p>The procurement process will have a neutral impact.</p> <p>The provision of services will have a positive impact</p>	<p>Most residents of Bracknell Forest are reported to be of Christian faith (60%) or no religion (28%). The predominant other religions in Bracknell Forest are Hindu and Muslim.</p> <p>The procurement process will request evidence of an Equality Policy and its implementation, equalities training for staff and a customer complaints procedure.</p> <p>The procurement process we would require</p> <ul style="list-style-type: none"> • evidence of an awareness of the differing needs in the local community so that the take up of services reflects the local community • evidence of community engagement • evidence of equality of opportunity

				<p>The provision of services awarded to the provider is contingent on their demonstration of</p> <ul style="list-style-type: none"> • provision for those with protected characteristics • awareness around the needs of different religions and beliefs regarding specific services and cultural sensitivities.
15. Pregnancy and maternity equality	Y	N	<p>The procurement process will have a neutral impact. The provision of services will have a positive impact</p>	<p>The procurement process will request evidence of an Equality Policy and its implementation, equalities training for staff and a customer complaints procedure.</p> <p>The procurement process we would require</p> <ul style="list-style-type: none"> • evidence of an awareness of the differing needs in the local community so that the take up of services reflects the local community • evidence of community engagement • evidence of equality of opportunity <p>The provision of services awarded to the provider is contingent on their demonstration of</p> <ul style="list-style-type: none"> • provision for those with protected characteristics • awareness around the different needs of women who are pregnant and parents and carers regarding specific services
16. Marriage and civil partnership equality	Y	N	<p>The procurement process will have a neutral impact. The provision of services will have a positive impact</p>	<p>The procurement process will request evidence of an Equality Policy and its implementation, equalities training for staff and a customer complaints procedure.</p> <p>The procurement process we would require</p> <ul style="list-style-type: none"> • evidence of an awareness of the differing needs in the local community so that the take up of services reflects the local community • evidence of community engagement • evidence of equality of opportunity <p>The provision of services awarded to the provider is contingent on their demonstration of provision for those with protected characteristics</p>

<p>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.</p>	<p>The procurement process will request evidence that the provider operates on a not-for-profit basis and those hiring fees are kept in line with other community facilities in Bracknell Forest.</p> <p>The operator will need to demonstrate ongoing engagement with the local community and how they will tailor the services for local need. They will also need to monitor access to and use of the centre by different groups, to ensure there is no bias towards certain groups or use.</p>		
<p>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?</p>	<p>N/A</p>		
<p>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?</p>	<p>N/A</p>		
<p>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</p>	<p>Y</p>	<p>N X</p>	
<p>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</p>	<p>The operator will need to demonstrate an awareness of</p> <ul style="list-style-type: none"> • local demographics and the associated needs • the JNSA and health and equalities in the area (particularly post Covid) • BFC's Equality objectives. 		
<p>22. On the basis of sections 7 – 17 above is a full impact assessment required?</p>	<p>Y</p>	<p>N X</p>	<p>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.</p> <p>There is no one group that is disadvantaged compared to groups that don't have the protected characteristics.</p>
<p>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.</p>			
<p>Action</p>	<p>Timescale</p>	<p>Person Responsible</p>	<p>Milestone/Success Criteria</p>
<p>Procurement process tender assessments</p>	<p>Nov 2022</p>	<p>Community Hubs Project Manager</p>	<p>Successful award of contract based on provider meeting all the tender requirements</p>
<p>The procurement process will request evidence of an Equality Policy and its implementation, equalities training for staff and a customer complaints procedure.</p>	<p>June 2022</p>	<p>Community Hubs Project Manager</p>	<p>Embedded in evaluation criteria</p>

24. Which service, business or work plan will these actions be included in?	Community Engagement & Equalities Service Plan
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	The Project Team has started to identify the areas to be included in the procurement process for inclusion in the ITT and follow up consideration of responses reflected in the Quality versus Cost weighting.
26. Assistant Director/Director signature.	Signature: A Thomas Date:14.4.2022