

Initial Equalities Screening Record Form

Date of Screening: 10/10/2021	Directorate: Children, Young People Directorate		Section: Early Help and Communities
1. Activity to be assessed	The tendering for provision of Youth Counselling Service		
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	Sarah Batchelor – Interim Head of Early Help (EH)		
5. Who are the members of the screening team?	Manjit Hogston - Commissioning Manager (Children) Fong Chin - Assistant Commissioner Carl Burton – Early Help Development Lead (interim) EIA will be shared with DMT members.		
6. What is the purpose of the activity?	Provision of Conselling for Children and Young People from across Bracknell, offering high-quality service for personal and social development, positively promoting self-learning, raising aspirations and levels of achievement. The procurement process will ensure that the tendering process and services commissioned by the Council, adhere to obligations of openness, fairness and obtain best value.		
7. Who is the activity designed to benefit/target?	Children and young people aged 12-21yrs		
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	The tender process and eventual contract award are designed to positively impact on young people with mild learning difficulties. It will specifically support children and young people with SEND.	The tender/contract will impact equally across this group.
9. Racial equality	N	Positive impact - supports all children and young people	The tender/contract will equally support children and young people from all BAME groups.

10. Gender equality		N	Positive impact - supports all children and young people	The tender/contract will impact equally across this group.
11. Sexual orientation equality		N	Positive impact - supports all children and young people	The tender/contract will impact equally across this group.
12. Gender re-assignment		N	Positive impact - supports all children and young people	The tender/contract will impact equally across this group.
13. Age equality		N	Positive impact - supports all children and young people	Children and young people will range from 12-21 years of age. The tender/contract will impact equally across this group.
14. Religion and belief equality		N	Positive impact - supports all children and young people	The tender/contract will impact equally across this group.
15. Pregnancy and maternity equality		N	Not Applicable	
16. Marriage and civil partnership equality		N	Not Applicable	
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 service providers will be required to have a written equal opportunities policy which is evidently implemented to ensure that all legislation prohibiting discrimination on the grounds of race, gender, age and/or disability is observed on the provision of services, including those from low-income, carers and/or ex-offenders for the purpose of promoting self growth and good community relations.			
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 adverse 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?	The protected characteristic groups listed in 8 -14 are not discrete communities, for example, a child or young person could fall into more than one category, from any socio-economic background . The above are key areas of consideration for commissioner and provider to ensure that the planning and delivery of the service is done in a way that avoids negative impact on individuals and/or groups with protected characteristics.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	The commissioned services are promoting greater equality and inclusion and shall not unlawfully discriminate within the meaning and scope of the Equality Act 2010 and any other associated policy, procedure, regulation and/or guidance as appropriate to the services provided.	

21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	An agreed data set on the services provided and those that access them will be required of the commissioned providers on an agreed schedule, which will include feedback from service users. The contract will be fully monitored and reported against within the identified governance procedures, with established Key Performance Indicators (KPI). This will inform and provide insight into aspects and issues that may require future focus.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		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. The commissioned services are a renewal of long running service provision that has been instrumental in raising the social and personal learning & participation of children and young people, supporting inclusion in the local community.
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
To procure a provider that is aware and proactive around equalities, diversity and inclusion. The EIA screening form will be shared with the preferred provider to ensure understanding of the commissioners' expectations around equalities and plan for their proposed service. The contract KPIs and spec will be reflective of the commissioners' ambition to procure a service that is sensitive and responsive to different protected characteristics.	February 2023 – September 2023	Sarah Batchelor	Successful award of the contract
Undertake contract monitoring throughout the life of the contract	October 2023 onwards	Sarah Batchelor	Commissioners re-assured through contract monitoring processes that the provider delivers fair and inclusive services
24. Which service, business or work plan will these actions be included in?	Already included as part of the Children Commissioning Team's work plan and forms part of the overarching review of the Youth Provision Offer for Early Help Service		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Given these services are already in situ and this is a re-commissioning of those services, they are already and will be continued to be performance reviewed within the confines of the contract for any potential impact to protected characteristics.		
26. Assistant director's signature.	Signature:		Date: