


## Initial Equalities Screening Record Form

<b>Date of Screening:</b>	<b>Directorate: Delivery</b>	<b>Section: Property</b>	
<b>1. Activity to be assessed</b>	Procurement of Measured Term Contractor		
<b>2. What is the activity?</b>	<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		
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
<b>4. Officer responsible for the screening</b>	Alex Bennett		
<b>5. Who are the members of the screening team?</b>	Alex Bennett & Julian Munday		
<b>6. What is the purpose of the activity?</b>	Please briefly describe its aims, objectives and main activities as relevant. Term Service Contractor to provide building maintenance and repair to the Bracknell Forest Council property portfolio. The contract will also have provision for the addition of project works where appropriate.		
<b>7. Who is the activity designed to benefit/target?</b>	ALL		
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>	<b>Is there an impact?</b> 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.	<b>What evidence do you have to support this?</b> 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
<b>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.</b>	Y	N	No impact as the procurement of the contract is open to all contractors within the UK.
<b>9. Racial equality</b>	Y	N	No impact as the procurement of the contract is open to all contractors within the UK.
<b>10. Gender equality</b>	Y	N	No impact as the procurement of the contract is open to all contractors within the UK.

<b>11. Sexual orientation equality</b>	Y	N	No impact as the procurement of the contract is open to all contractors within the UK.	
<b>12. Gender re-assignment</b>	Y	N	No impact as the procurement of the contract is open to all contractors within the UK.	
<b>13. Age equality</b>	Y	N	No impact as the procurement of the contract is open to all contractors within the UK.	
<b>14. Religion and belief equality</b>	Y	N	No impact as the procurement of the contract is open to all contractors within the UK.	
<b>15. Pregnancy and maternity equality</b>	Y	N	No impact as the procurement of the contract is open to all contractors within the UK.	
<b>16. Marriage and civil partnership equality</b>	Y	N	No impact as the procurement of the contract is open to all contractors within the UK.	
<b>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.</b>	N/A			
<b>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?</b>	N/A			
<b>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?</b>	N/A			
<b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>	Y	<u>N</u>		

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?	Y	<u>N</u>	Not required as the procurement of the contract is open to all contractors within the UK.
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
Throughout the duration of this agreement the supplier shall and in addition shall ensure that its sub-contractors shall discharge their obligations under this agreement with their responsibilities under the provision of the Equalities Act 2010. Sex Discrimination Act 1995 and Codes of Practice Issued by the Equal Opportunities Commission, the Commission for Racial Equalities and the Disability Rights Commission and shall in addition discharge its obligations under this Agreement and provide the Goods or Services in a manner consistent with the Contracting Authority's Equal and Diverse Policy Statement.	Duration of contract	Contract Administrator and Contract Manager.	Accepted for extension of contract
NA	NA	NA	NA
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?	NA		
26. Assistant director's signature.	Signature: 		Date: 18/09/23