

Initial Equalities Screening Record Form

Date of Screening:	Directorate: Delivery		Section: Property
1. Activity to be assessed	Please give full details of the activity Design & Construction Support for property and highways consultancy services		
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 checked="" type="checkbox"/> New <input type="checkbox"/> Existing		
4. Officer responsible for the screening	Alex Bennett		
5. Who are the members of the screening team?	Julian Munday		
6. What is the purpose of the activity?	Partnering with a Design & Construction Support team to provide property advise and management of the delivery of construction projects.		
7. Who is the activity designed to benefit/target?	General Public		
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 Work undertaken relates to a wide variety of projects. Some of which can effect publicly accessed buildings. Any and all building work shall comply with the Building Regulations where this applies, and it is expected that the designers shall have knowledge of this. Where staff are employed by the appointed organisation, it is expected that they will hold a policy relating to employing people who have disabilities and ensuring that they are not disadvantaging individuals from employment.	Compliance and sign off of designs in accordance with Part M of the Building Regulations Equal opportunities employment policy to be provided and reviewed.

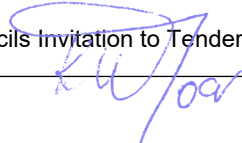
			Work shall be let to a contractor, and it is expected that as part of the tendering process, similar checks are made by the Design & Construction Support team to the contracting organisation.	Design & Construction Support team to check any contracting organisations equal opportunity policy, and how the project will not affect people who have a disability.
9. Racial equality	Y	N	<p>It is not expected that any project work will disadvantage people of a different racial background.</p> <p>Where staff is employed by the consult organisation, it is expected that they will hold a policy relating to employing people who have a different racial background and ensuring that they are not disadvantaging individuals from employment.</p> <p>Work shall be let to a contractor, and it is expected that as part of the tendering process, similar checks are made by the Design & Construction Support team to the contracting organisation.</p>	<p>Design & Construction Support team equal opportunities employment policy to be provided and reviewed.</p> <p>Design & Construction Support team to check any contracting organisations equal opportunity policy, and how the project will not affect people of a different racial background.</p>
10. Gender equality	Y	N	<p>It is not expected that any project work will disadvantage people of a different gender. Work shall comply with the Building Regulations where applicable, which stipulates features such as adequate design of toilet facilities etc.</p> <p>Where staff are employed by the Design & Construction Support team organisation, it is expected that they will hold a policy relating to gender equality and ensuring that they are not disadvantaging individuals from employment.</p> <p>Equal pay for individuals of different gender to also be checked. It is expected that the Design & Construction Support team gender pay equality report to be provided and regularly reviewed.</p> <p>Work shall be let to a contractor, and it is expected that as part of the tendering process, similar checks are made by the Design & Construction Support team to the contracting organisation.</p>	<p>Compliance and sign off of designs in accordance with Part M of the Building Regulations</p> <p>Design & Construction Support team equal opportunities employment policy to be provided and reviewed.</p> <p>Design & Construction Support team equal pay report to be obtained, and regularly reviewed on a yearly basis.</p> <p>Design & Construction Support team to check any contracting organisations equal opportunities policy and equal pay report, and how the project will not affect people of different genders.</p>
11. Sexual orientation equality	Y	N	It is not expected that any project work will disadvantage people of a different sexual orientation.	

			<p>Where staff are employed by the Design & Construction Support team organisation, it is expected that they will hold a policy relating to equal employment of people of a different sexual orientation, and how they ensure that they are not disadvantaging individuals from employment.</p> <p>Work shall be let to a contractor, and it is expected that as part of the tendering process, similar checks are made by the Design & Construction Support team to the contracting organisation.</p>	<p>Design & Construction Support team equal opportunities employment policy to be provided and reviewed.</p> <p>Design & Construction Support team to check any contracting organisations equal opportunity policy, and how the project will not affect people of a different sexual orientation</p>
12. Gender re-assignment	Y	N	<p>Whilst its not a requirement of the building regulations to provide gender neutral facilities, it is expected that the Design & Construction Support team are aware of this and to provide designs which do not discriminate against individuals. Design solutions to be reviewed.</p> <p>Where staff are employed by the Design & Construction Support team organisation, it is expected that they will hold a policy relating to equal employment of people of different genders and ensuring that those who are re-assigning their gender are not disadvantaged from employment.</p> <p>Work shall be let to a contractor, and it is expected that as part of the tendering process, similar checks are made by the Design & Construction Support team to the contracting organisation.</p>	<p>Design & Construction Support team equal opportunities employment policy to be provided and reviewed.</p> <p>Design & Construction Support team to check any contracting organisations equal opportunity policy, and how the project will not affect people of a different sexual orientation</p>
13. Age equality	Y	N	<p>It is expected that any design solutions provided by the Design & Construction Support team will not disadvantage individuals due to their age. Whilst Part M of the Building Regulations relates mainly to disabilities, some of these are a result of age. Furthermore, it expected that the Design & Construction Support team is aware of designing for individuals of different ages, old and young, and that they provide designs which do not discriminate against individuals. Design solutions to be reviewed.</p> <p>Where staff are employed by the Design & Construction Support team organisation, it is expected that they will hold a policy relating to equal employment of people of different ages. This should</p>	<p>Designs to comply with Part M of the Building Regulations.</p> <p>Designs to be reviewed to ensure that they do not discriminate against an individuals age.</p> <p>Design & Construction Support team equal opportunities employment policy to be provided and reviewed.</p>

			<p>include not only the continuing employment of individuals reaching towards retirement and the over 60s, but also providing training, mentoring and support for those leaving school or graduating from university. Safeguarding for under 18s on training should also be checked.</p> <p>Work shall be let to a contractor, and it is expected that as part of the tendering process, similar checks are made by the Design & Construction Support team to the contracting organisation.</p>	<p>Design & Construction Support team training policy for young individuals to be provided. This should also include safeguarding for under 18s</p> <p>It is expected the following checks are made of any contractor:</p> <ul style="list-style-type: none"> • Equal opportunities policy to ensure age discrimination doesn't occur. • Training and apprenticeship policy • Safeguarding and risk assessments for under 18s and young people on site
<p>14. Religion and belief equality</p>	<p>Y</p>	<p>N</p>	<p>It is not anticipated that the projects provided to the Design & Construction Support team will have the opportunity to affect people of different religious backgrounds. However, it is expected that the Design & Construction Support team is aware of this and to provide designs which do not discriminate against individuals. Design solutions to be reviewed.</p> <p>Where staff are employed by the Design & Construction Support team organisation, it is expected that they will hold a policy relating to equal employment of people of different religious beliefs and ensuring that those are not disadvantaged from employment.</p> <p>It is expected that the Design & Construction Support team will understand the requirements of different religions, such as prayers during normal working hours, and the wearing of traditional clothing which may impact upon the wearing of personal protective equipment on site. The Design & Construction Support team is expected to have included this within their policy.</p> <p>Work shall be let to a contractor, and it is expected that as part of the tendering process, similar checks are made by the Design & Construction Support team to the contracting organisation.</p>	<p>Designs to be reviewed.</p> <p>Design & Construction Support team equal opportunities employment policy to be provided and reviewed.</p> <p>Design & Construction Support team equal opportunities employment policy to be provided and reviewed.</p> <p>Design & Construction Support team to hold a Risk Assessment and Method Statement where the use of PPE may not be possible due to a persons religious beliefs.</p> <p>Design & Construction Support team to check any contracting organisations equal opportunity policy, and how the project will not affect people of a different religious beliefs</p>

<p>15. Pregnancy and maternity equality</p>	<p>Y</p>	<p>N</p>	<p>Please note that this should not just relate to pregnancy and maternity, but also paternity leave and adoption leave for both men and women.</p> <p>It is not anticipated that the projects provided to the Design & Construction Support team will have the opportunity to affect people who are pregnant, as the requirements of Part M of the Building Regulations should provide sufficient protection for these individuals. However, it is expected that the Design & Construction Support team is aware of this and to provide designs which do not discriminate against individuals. Design solutions to be reviewed.</p> <p>Where staff are employed by the Design & Construction Support team organisation, it is expected that they will hold a policy relating to maternity equality and ensuring that those are not disadvantaged from employment including safeguarding of employment during maternity at paternity leave.</p> <p>Work shall be let to a contractor, and it is expected that as part of the tendering process, similar checks are made by the Design & Construction Support team to the contracting organisation.</p>	<p>Designs to comply with the Building Regulations</p> <p>Designs to be reviewed.</p> <p>Design & Construction Support team maternity policy to be provided and reviewed.</p> <p>Design & Construction Support team paternity and adoption leave to be provided and reviewed</p> <p>Design & Construction Support team to request the contractors equal opportunities policy to be checked to ensure that maternity, paternity and adoption policies are in place.</p>
<p>16. Marriage and civil partnership equality</p>	<p>Y</p>	<p>N</p>	<p>It is not expected that the projects provide to the Design & Construction Support team will disadvantage individuals from different partnership backgrounds.</p> <p>Where staff are employed by the Design & Construction Support team organisation, it is expected that they will hold a policy confirming that individuals from different partnership backgrounds will not be disadvantaged and ensuring that those are not disadvantaged from employment.</p>	<p>Designs to be reviewed.</p> <p>Design & Construction Support team equal opportunities employment policy to be provided and reviewed.</p>

			Work shall be let to a contractor, and it is expected that as part of the tendering process, similar checks are made by the Design & Construction Support team to the contracting organisation.	Design & Construction Support team to request the contractors equal opportunities policy to be checked to ensure that this is included within their policy.
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.			<ul style="list-style-type: none"> • Lower income could be protected to ensure that the Design & Construction Support team provides a living wage for employees. • Ex-offenders could be protected to ensure that this is included within the Design & Construction Support team equal opportunities policy. • Ex-offenders may find employment on construction projects, therefore this can be protected by ensuring that contractors do not discriminate against their employment, and how ex-offenders are supported in their role to prevent re-offending. 	
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?	∟	N	This is because where construction works are being undertaken, this is controlled by the Building Regulation, and where employment is offered, this is protected by employment law. Therefore, equality policies should be generally available and in line with employment law.	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?			N/A – Data sources have been outlined above	
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. If you think you may need to produce a full equality impact assessment, please contact Abby Thomas.	
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

24. Which service, business or work plan will these actions be included in?	<ul style="list-style-type: none"> • Design & Construction Support team invitation to tender 		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list Ensuring that the councils Invitation to Tender documentation to provide the requested information.		
26. Assistant director's signature.	Signature:		Date: 03.01.24