

Initial Equalities Screening Record Form

Date of Screening:	Directorate: Resources	Section: Corporate Procurement	
1. Activity to be assessed	Adoption of new Contract Standing Orders within the Constitution in order to reflect legislation		
2. What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input checked="" type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input checked="" 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	Alistair Little		
5. Who are the members of the screening team?	Alistair Little		
6. What is the purpose of the activity?	The Contract Standing Orders govern how the Council procures and contracts for all externally commissioned goods, works and services		
7. Who is the activity designed to benefit/target?	As the Contract Standing Orders relate to all externally commissioned activity, their application has the potential to benefit across the Bracknell Forest community, depending upon specific contracts		
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		
9. Racial equality	N		
10. Gender equality	N		
11. Sexual orientation equality	N		

12. Gender re-assignment		N	
13. Age equality		N	
14. Religion and belief equality		N	
15. Pregnancy and maternity equality		N	
16. Marriage and civil partnership equality		N	
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.	Please explain		
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?	Please explain		
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?	Please explain		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	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?			
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 are proceeding to a full equality impact assessment, please contact Samantha.wood@bracknell-forest.gov.uk or Harjit.Hunjan@bracknell-forest.gov.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

24. Which service, business or work plan will these actions be included in?

25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?

Please list

26. Assistant Director/Director signature.

Signature:

A. Little

Date: 19/06/2024